File Rules

File Rules allow you to create rules containing either block or allow actions for file extensions, file types or file expressions. File rules are assigned to Spam/Virus/File Policies which in turn are assigned to Internal Recipients.

Hermes SEG file rules are processed from the top down fashion. In other words, as a file rule gets processed, block/allow actions on the to of the rule get processed first. If a match is found then the action is taken and all further processing of the rule stops.

Default System File Rule

Hermes SEG already comes pre-configured with a **Default** System File Rule which is assigned to all the system Spam/Virus/File Policies. The Default System File Rule cannot be edited, it can only be viewed or copied in order to be used as a starting point in creating custom file rules (**Figure 1**).

Figure 1

View Default File Rule

Note: You cannot make any changes to the Default file rule.

1. Under the **System File Rules** section click on the  icon under the **Actions** column of the **Default** file rule.
2. On the **View File Rule** page, you will see a listing of file types and corresponding actions for those file types (**Figure 2**).

Figure 2

3. Click on the **Back to File Rules** button on the bottom of the page to return to the File Rules page (**Figure 3**).

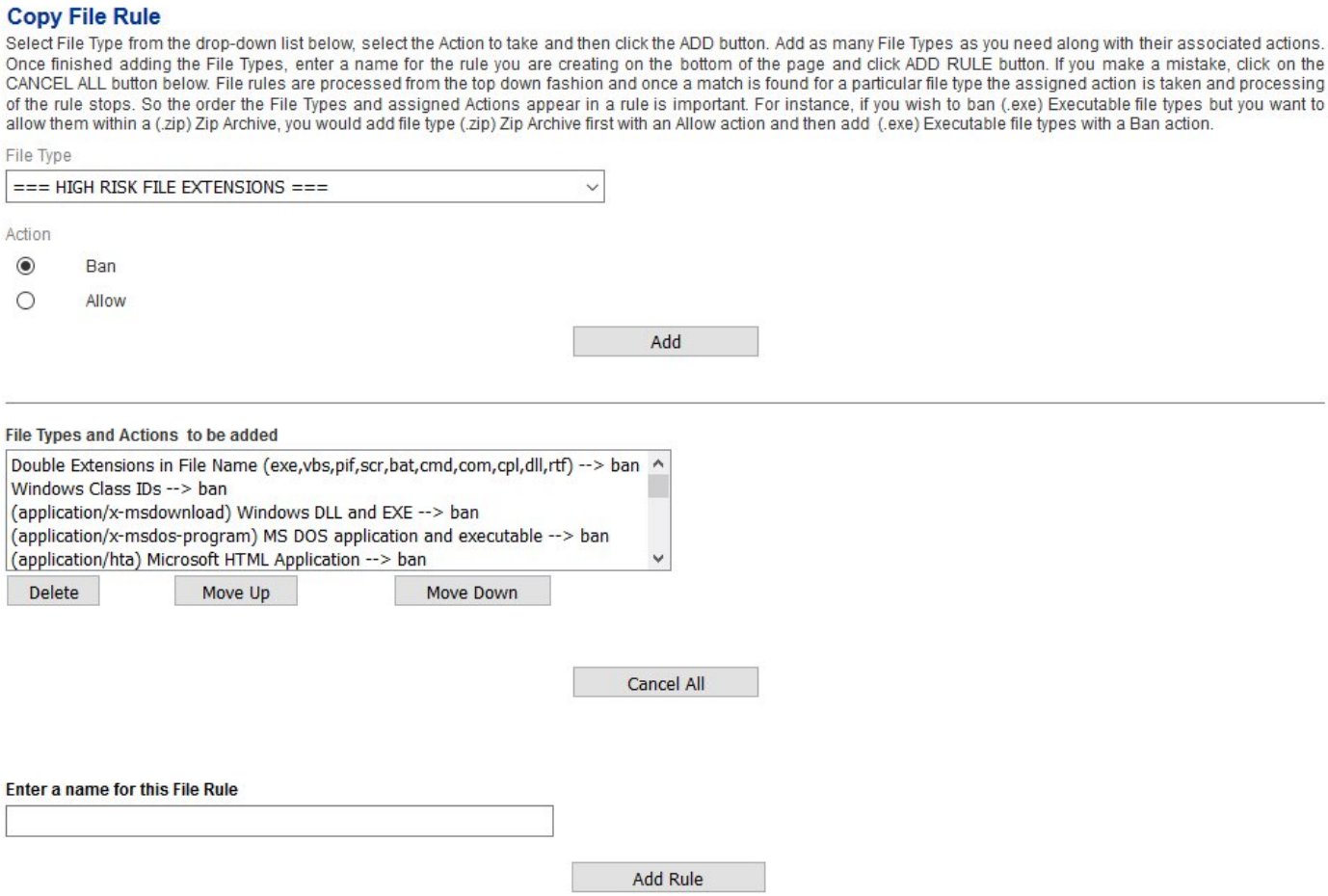
Figure 3

Create Custom File Rule by copying Default File Rule or any Custom File Rule

This method will allow you to copy the **Default** File Rule or any **Custom File Rule** (assuming there are existing custom file rules) and using it as a starting point for a new custom file rule.

1. Under the **System File Rules** section or the **Custom File Rules** (if there are already existing custom file rules) section, click on the icon under the **Actions** column of the file rule you wish to copy. You will be redirected to the **Copy File Rule** page in order to create and customize a new file rule based on the file rule you choose (**Figure 4**).

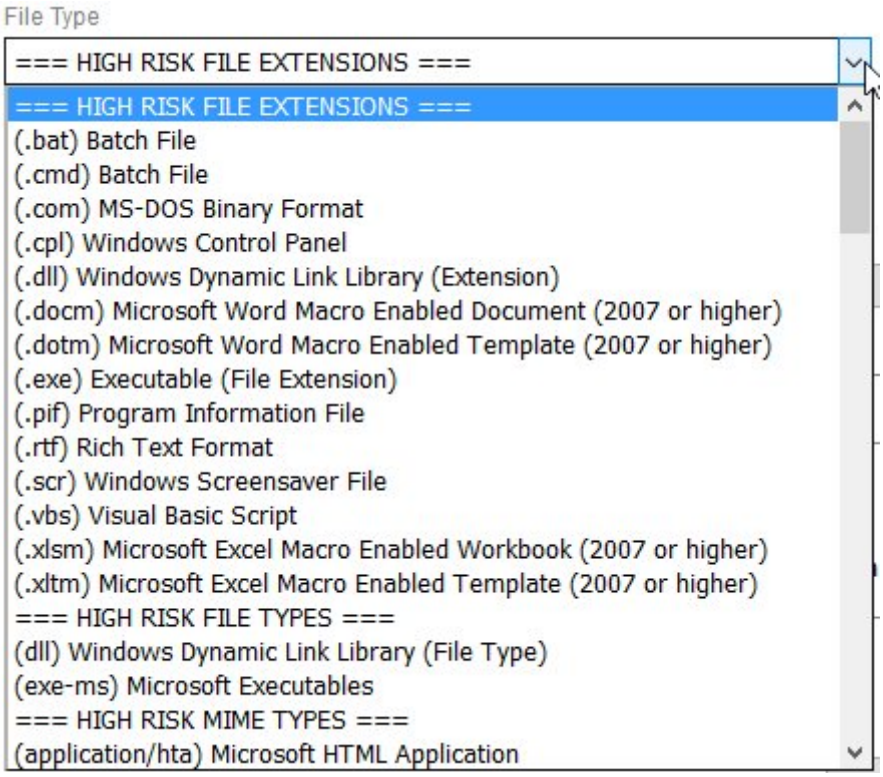
Figure 4



Add File Types

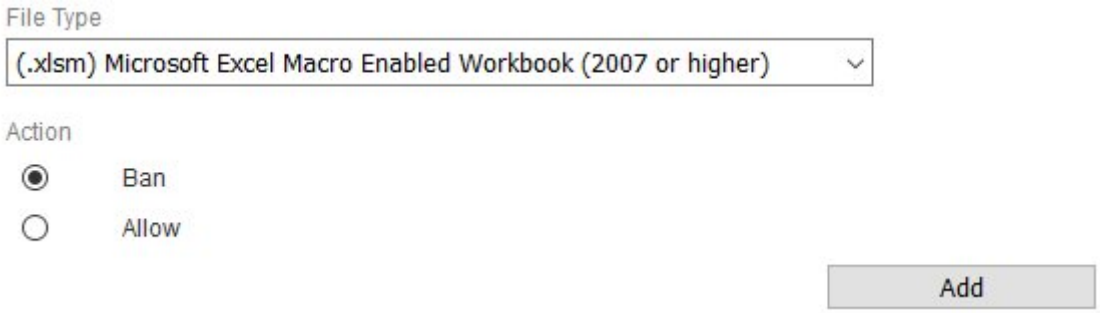
2. On the **Copy File Rule** page, under the **File Type** drop-down field, select a file type. Note that the **File Type** drop-down is organized in sections of HIGH-RISK FILE EXTENSIONS, HIGH RISK FILE TYPES, HIGH RISK MIME TYPES, FILE EXTENSIONS, FILE TYPES, MIME TYPES, OTHER TYPES and CUSTOM-EXPRESSIONS (**Figure 5**).

Figure 5



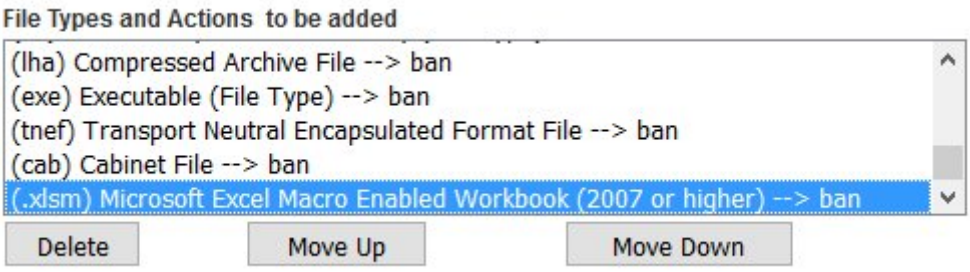
3. Under the **Action** field, select either a **Ban** or **Allow** action and then click on the **Add** button (**Figure 6**).

Figure 6



4. As you add File Types and their associated actions, they show up on the bottom of the **File Types and Actions** to be added section (**Figure 7**).

Figure 7

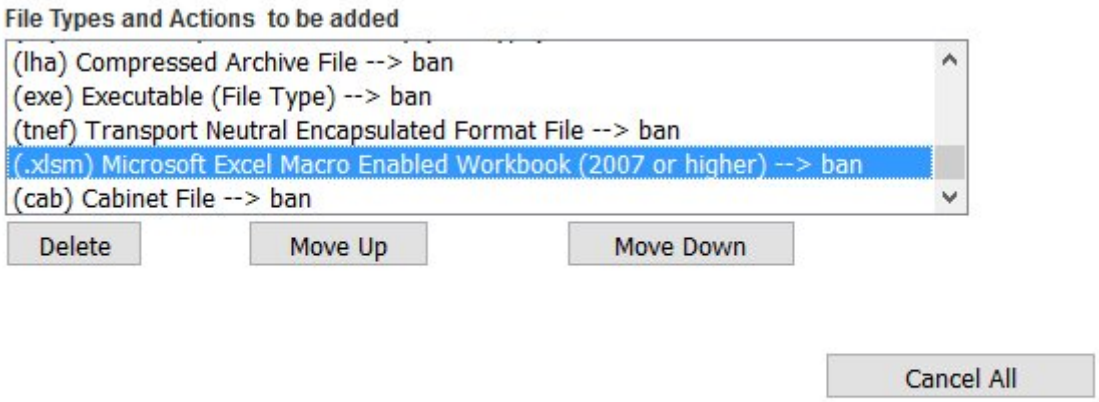


5. Continue adding File Types as needed.

Re-order File Types

6. Under the **File Types and Actions to be added** section, adjust the order the File Types that appear in the file rule by selecting each file type at a time the clicking on the **Move Up** or **Move Down** buttons as necessary to adjust the order (**Figure 8**).

Figure 8



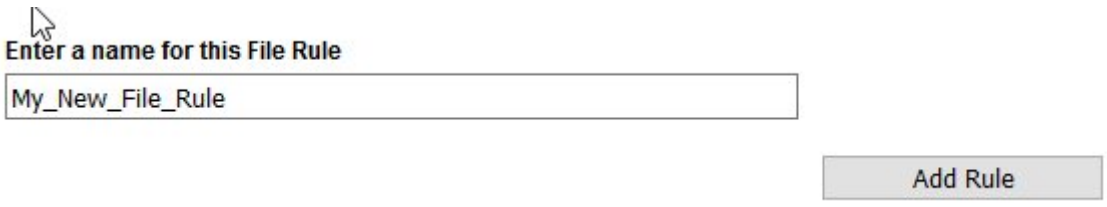
Delete File Types

7. Under the **File Types and Actions to be added** section, delete file types by selecting each file type at a time the clicking on delete button (**Figure 8**).

Create File Rule Name

8. Under the **Enter a name for this File Rule** field, enter a unique name for this rule and click the **Add Rule** button below (**Figure 9**). You will be redirected back to the **File Rules** page.

Figure 9



9. Back at the **File Rules** page, the new rule will appear under the **Custom File Rules** section (**Figure 10**).

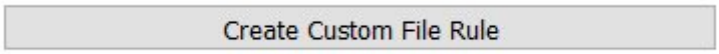
Figure 10

Create Custom File Rule

This method will allow you to create a new blank Custom File Rule.

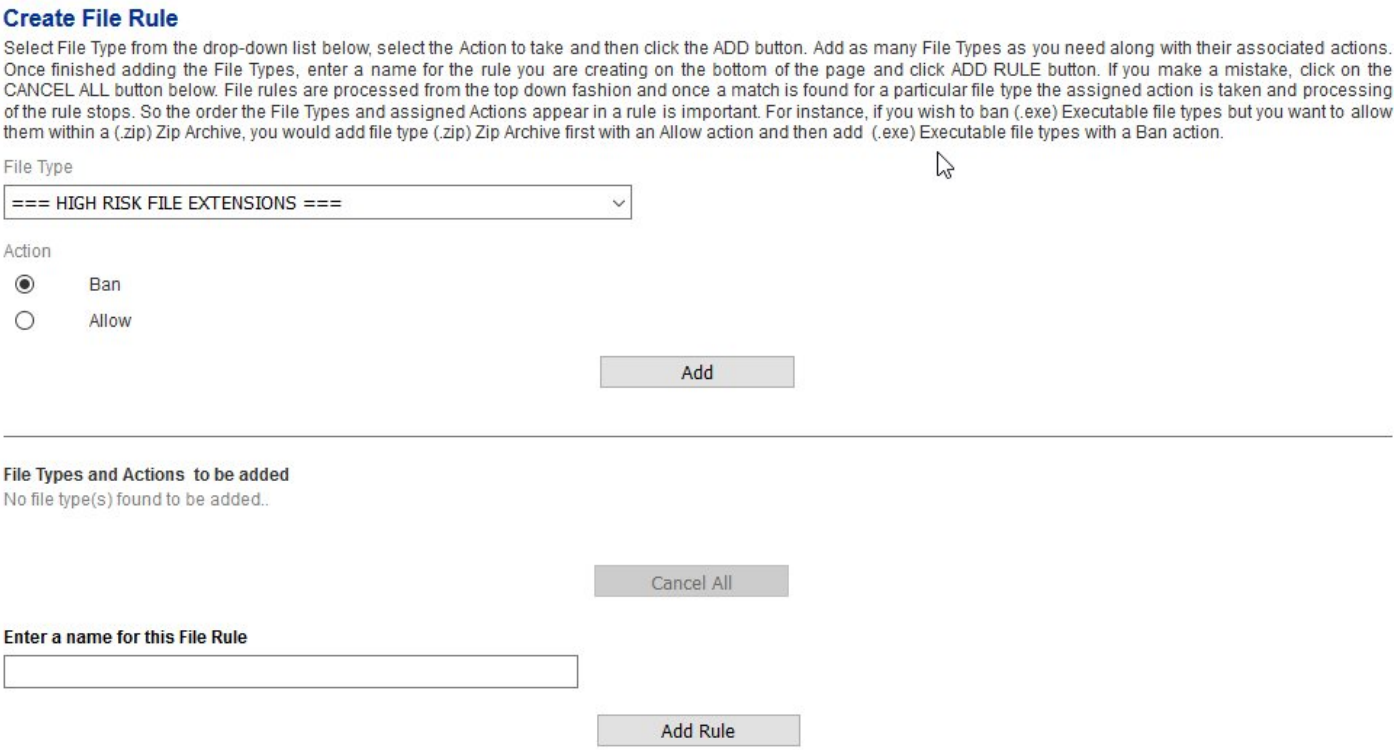
1. Under the **Custom File Rules** section, click on Create Custom File Rule button (**Figure 11**).

Figure 11



2. You will be redirected to the **Create File Rule** page in order to create and customize a new file rule (**Figure 12**).

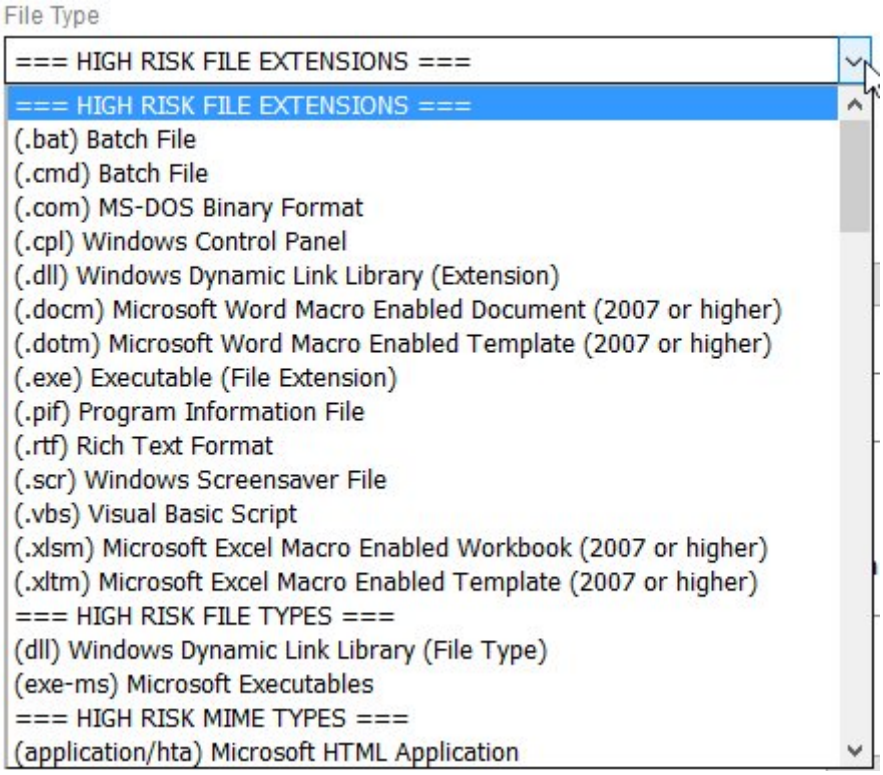
Figure 12



Add File Types

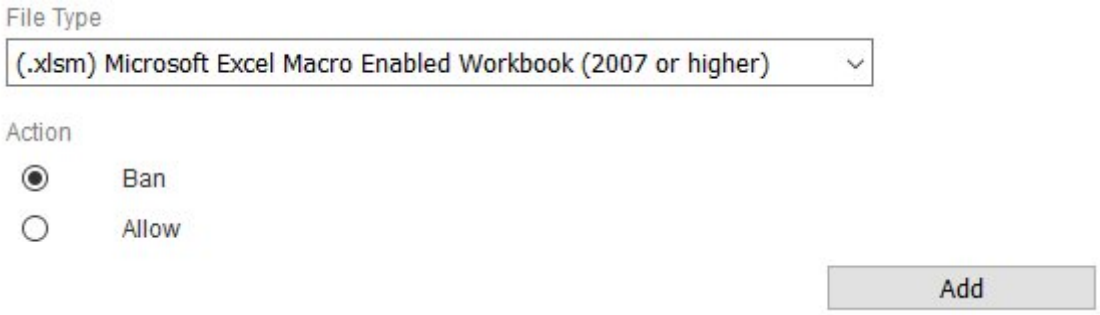
3. On the **Create File Rule** page, under the **File Type** drop-down field, select a file type. Note that the **File Type** drop-down is organized in sections of HIGH-RISK FILE EXTENSIONS, HIGH RISK FILE TYPES, HIGH RISK MIME TYPES, FILE EXTENSIONS, FILE TYPES, MIME TYPES, OTHER TYPES and CUSTOM-EXPRESSIONS (**Figure 13**).

Figure 13



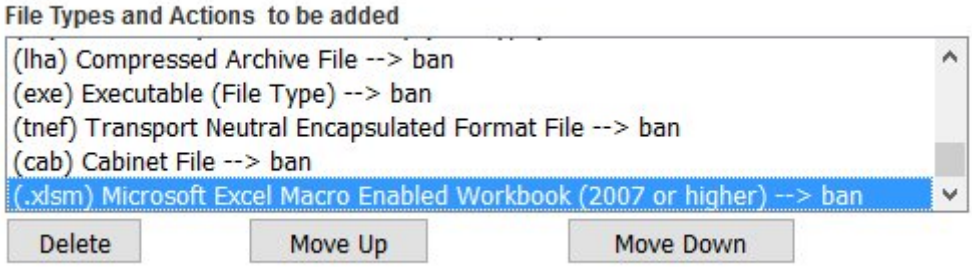
4. Under the **Action** field, select either a **Ban** or **Allow** action and then click on the **Add** button (**Figure 14**).

Figure 14



5. As you add File Types and their associated actions, they show up on the bottom of the **File Types and Actions** to be added section (**Figure 15**).

Figure 15

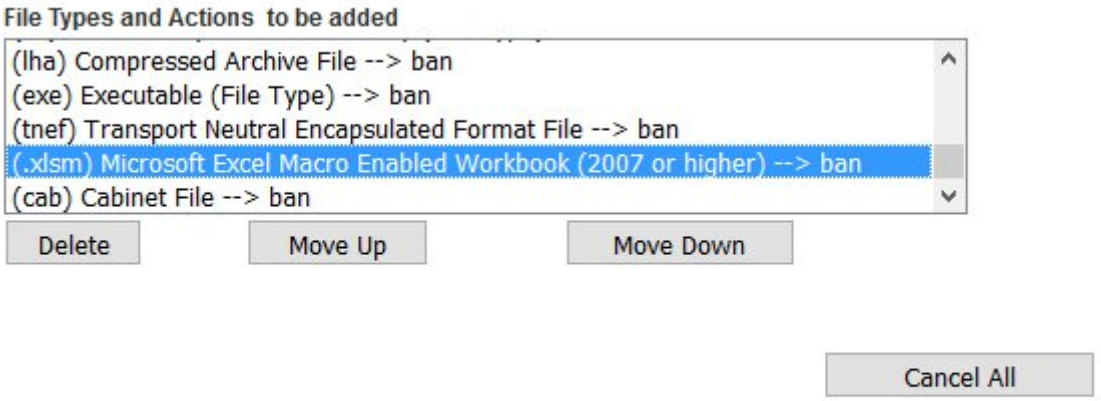


6. Continue adding File Types as needed.

Re-order File Types

7. Under the **File Types and Actions to be added** section, adjust the order the File Types that appear in the file rule by selecting each file type at a time the clicking on the **Move Up** or **Move Down** buttons as necessary to adjust the order (**Figure 16**).

Figure 16



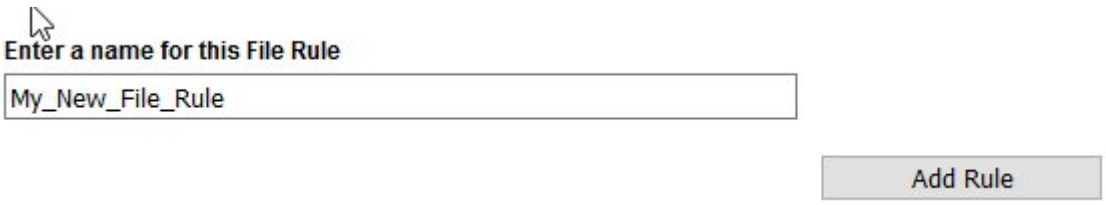
Delete File Types

8. Under the **File Types and Actions to be added** section, delete file types by selecting each file type at a time the clicking on delete button (**Figure 16**).

Create File Rule Name

9. Under the **Enter a name for this File Rule** field, enter a unique name for this rule and click the **Add Rule** button below (**Figure 17**). You will be redirected back to the **File Rules** page.

Figure 17



10. Back at the **File Rules** page, the new rule will appear under the **Custom File Rules** section (**Figure 18**).

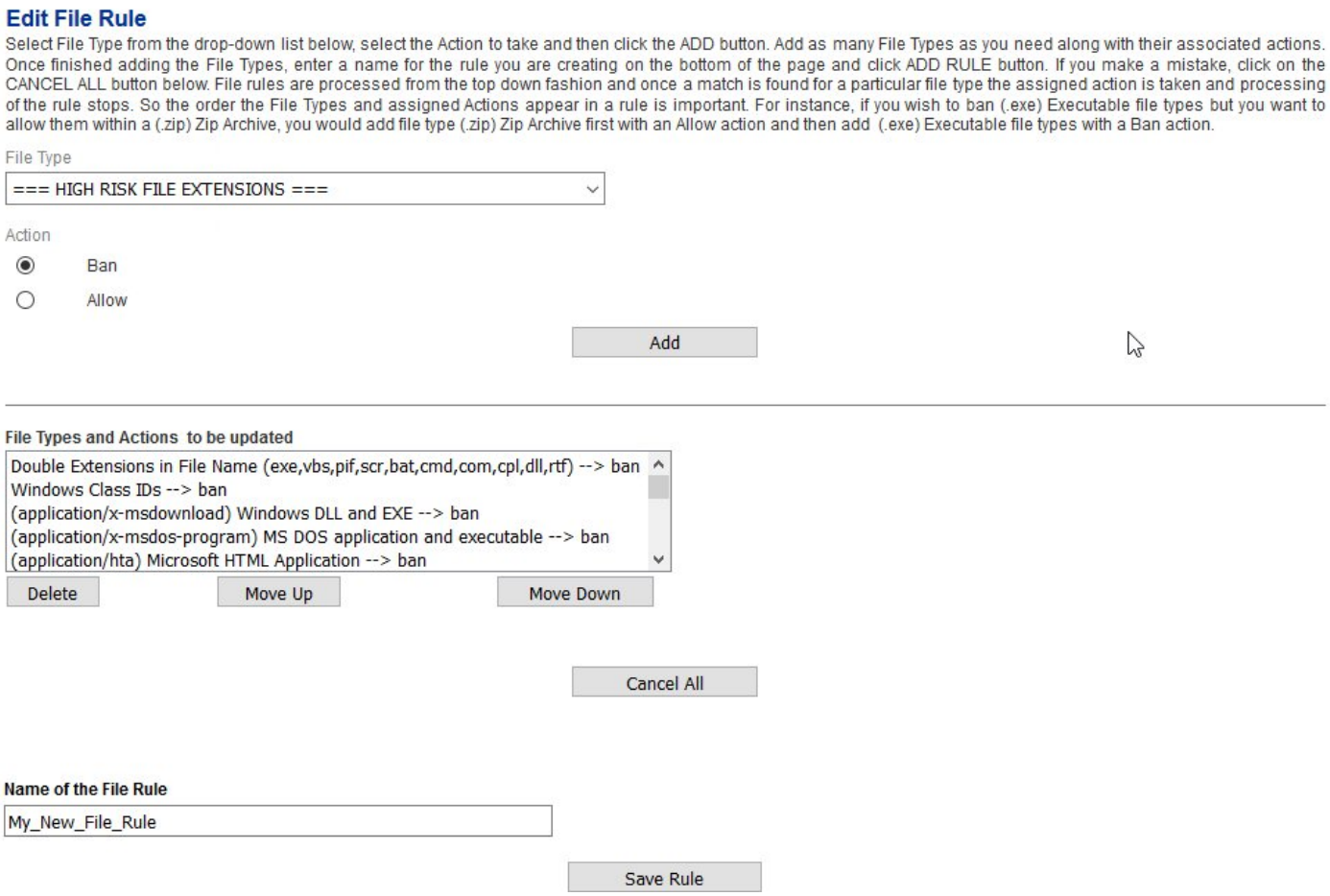
Figure 18

Edit Custom File Rule

Note: ONLY Custom File Rules can be edited.

1. Under the **Custom File Rules** section, click on the icon of the Custom File Rule you wish to edit.
2. You will be redirected to the **Edit File Rule** page in order to customize the file rule (**Figure 19**).

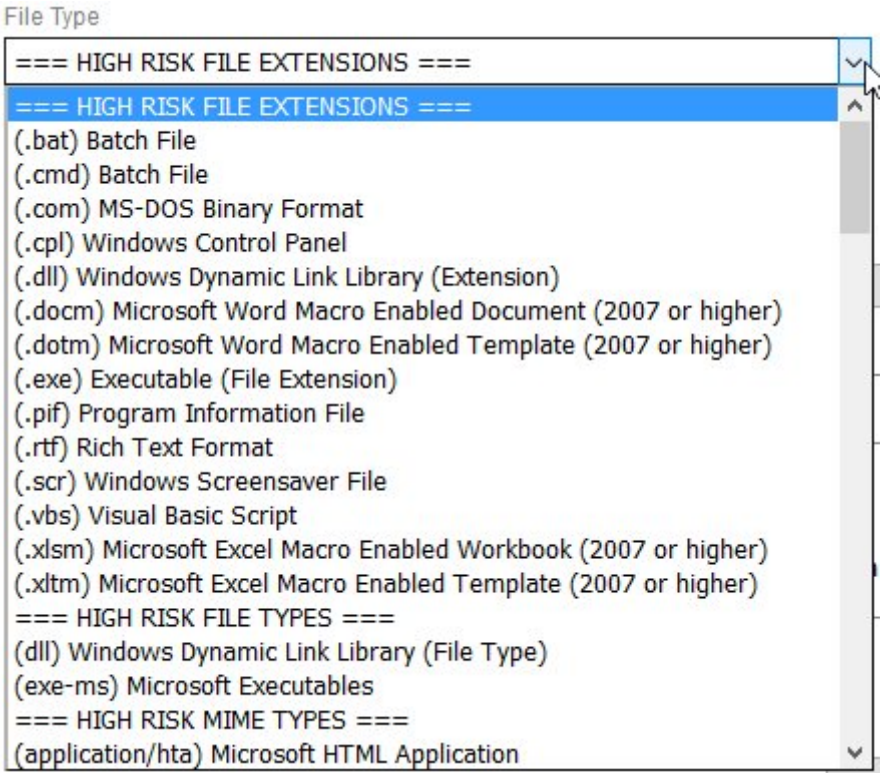
Figure 19



Add File Types

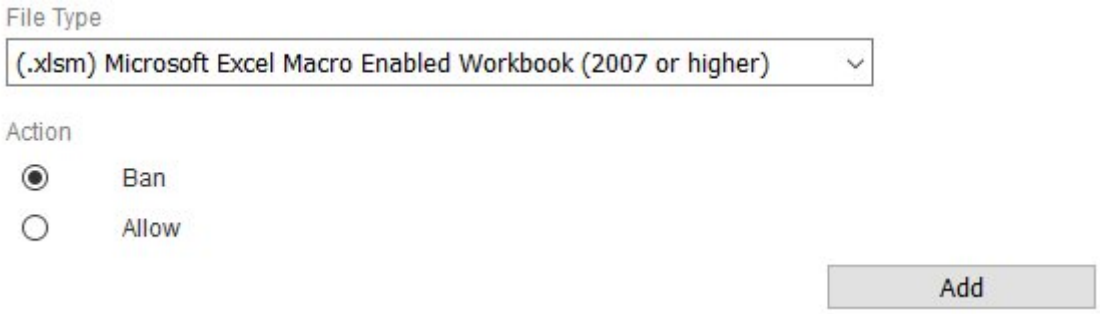
3. On the **Edit File Rule** page, under the **File Type** drop-down field, select a file type. Note that the **File Type** drop-down is organized in sections of HIGH-RISK FILE EXTENSIONS, HIGH RISK FILE TYPES, HIGH RISK MIME TYPES, FILE EXTENSIONS, FILE TYPES, MIME TYPES, OTHER TYPES and CUSTOM-EXPRESSIONS (**Figure 20**).

Figure 20



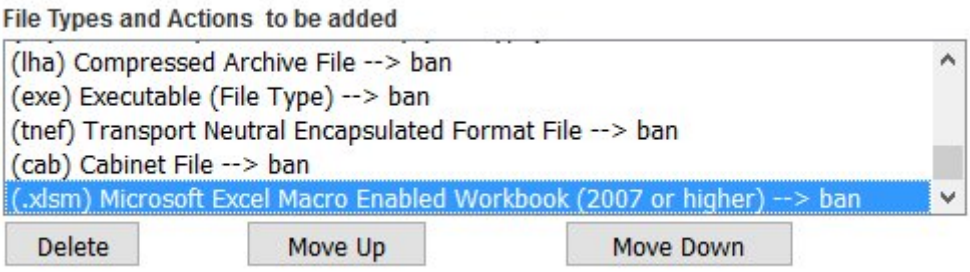
4. Under the **Action** field, select either a **Ban** or **Allow** action and then click on the **Add** button (**Figure 21**).

Figure 21



5. As you add File Types and their associated actions, they show up on the bottom of the **File Types and Actions** to be added section (**Figure 22**).

Figure 22

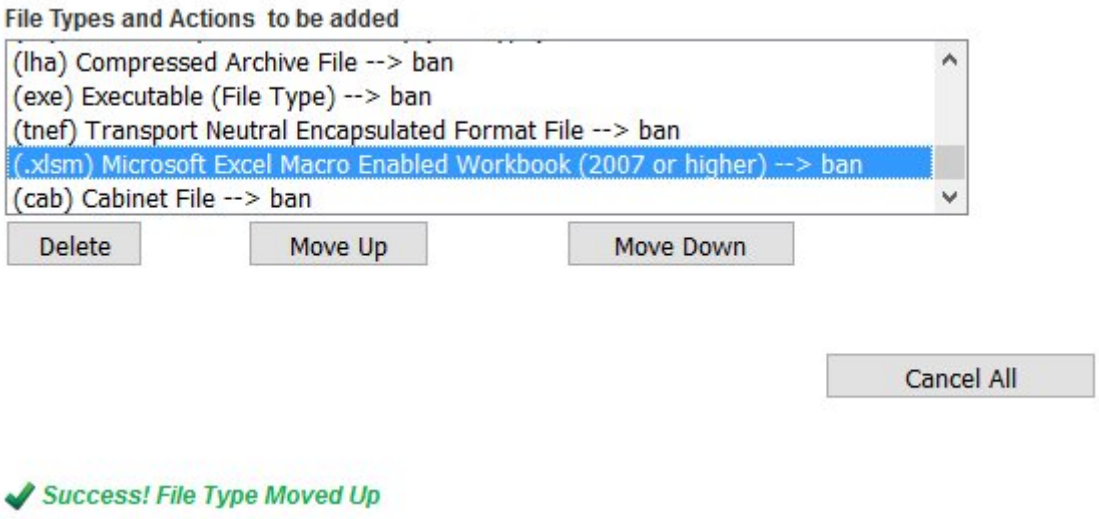


6. Continue adding File Types as needed.

Re-order File Types

7. Under the **File Types and Actions to be added** section, adjust the order the File Types that appear in the file rule by selecting each file type at a time the clicking on the **Move Up** or **Move Down** buttons as necessary to adjust the order (**Figure 23**).

Figure 23



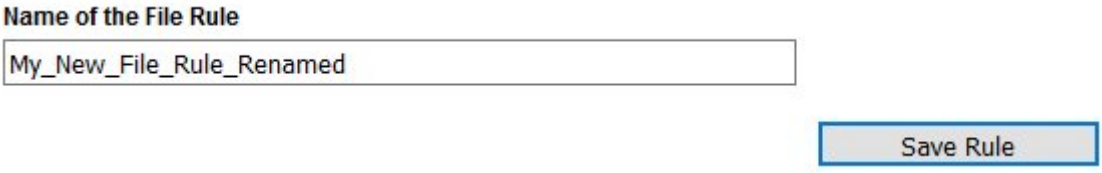
Delete File Types

8. Under the **File Types and Actions to be added** section, delete file types by selecting each file type at a time the clicking on delete button (**Figure 23**).

Edit File Rule Name

9. Under the **Name of the File Rule** field, enter a unique name for this rule and click the **Save Rule** button below (**Figure 24**). You will be redirected back to the **File Rules** page.

Figure 24



10. Back at the **File Rules** page, the new rule will appear under the **Custom File Rules** section (**Figure 25**).

Figure 25

Delete Custom File Rule

Note: ONLY Custom File Rules that are NOT associated with with a File/Virus/Spam Policy can be deleted. When deleting a Custom File Rule, the system will NOT prompt you to confirm, it will be deleted immediately.

1. Under the **Custom File Rules** section, click on the icon of the Custom File Rule you wish to delete.
2. The system will delete the Custom File Rule and re-direct you back to the File Rules page (**Figure 26**)

Figure 26

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