User's Manual for Tardigrade Risk Assessment

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User's Manual for Tardigrade Risk Assessment

A Thesis

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Abstract

This user-guide provides instructions for operating Tardigrade 1.1.3, a cybersecurity software for Nollysoft, LLC. This guide instructs users step-by-step on how to set security controls, risk assessments, and administrative maintenance. Tardigrade 1.1.3 is a Risk Assessment Enterprise that evaluates the risk level of corporations and offers solutions to any security gaps within an organization. Tardigrade 1.1.3 is a role-based software that operates through three modules, Cybersecurity Assessment, Internal Control, and Security Requirement Traceability Matrix.

Keywords Cybersecurity, Technical Writing, Professional Writing, Software, Manual, User-guide

1 About this User's Manual

This document is intended to give you a comprehensive insight into Tardigrade application. It is meant to get you started with Tardigrade and introduce you to its basic functions. This guide assumes that you have a basic knowledge and experience using web-based applications.

This document is divided into the following chapters:

- Chapter 1, About this User's Manual, Intended Audience and Typographical Conventions
- Chapter 2, Getting Started with Tardigrade"
- Chapter 3, Cybersecurity Assessments
- Chapter 4, Internal Control Assessments
- Chapter 5, Security Requirement Traceability Matrix
- Chapter 6, Reference Tables
- Chapter 7, My Account
- Chapter 8, User Administration
- Chapter 9, Help and All Supporting Documentation
- Appendix A: Glossary: Provides definitions of technical terms that appear in the guide.
- Appendix B: List of figures in the User Manual

1.1 Intended Audience

This document is intended as a complete guide for using Tardigrade. This document allows users to learn how to use Tardigrade and understand its various capabilities through the user interface. This guide assumes that users have some knowledge of the risk assessment process. For more information, visit https://www.nollysoft.com.

1.2 Typographical Conventions

To make information easier to find and important information stand out, we will be using the following conventions:

- User roles appear in **bold** type in definitions and task steps
- Menu items and all user interface items also appear in **bold**.
- Steps are numbered and sub-steps are bulleted.
- Notes are indicated as the following:

Note:	Notes tell you of important information: either things that will make your life easier or information you want to take special notice of. Notes are added commentary to the main body of text, and contain essential information which should not be overlooked.

2 Getting Started

2.1 Overview of Tardigrade

Tardigrade is a Software as a Service (SaaS) application that helps you conduct in-depth assessment of the following components in your organization's cybersecurity framework. Once a company assesses their security risk through the Cybersecurity and Internal Control Assessments, the Security Requirement Traceability Matrix allows the organization to select the security control they see fit. Each component may be purchased as separate assessment and security solutions. Or all three modules can be used to provide the most cybersecurity protection.

Module	Function
Cybersecurity Assessment	Tardigrade Cybersecurity Assessment helps organizations identify their risks and determine their cybersecurity preparedness. The assessment solution provides businesses with repeatable and measurable processes to inform senior management of their organization's cybersecurity preparedness over time.
Internal Control Assessment	Tardigrade Internal Control solution enables organizations to understand deficiencies in their system of internal control to allow the creation of effective mitigating controls to help achieve business objectives.
Security Requirement Traceability Matrix	Tardigrade Security Requirement Traceability Matrix solution allows organizations to effectively select security controls from Standards and Regulations for implementation either as a part of a Secure Software Development Lifecycle (SSDLC) or regulatory mandate.

2.2 Roles and Responsibilities

The following image depicts the functional flow and roles and responsibilities of the users using Tardigrade:

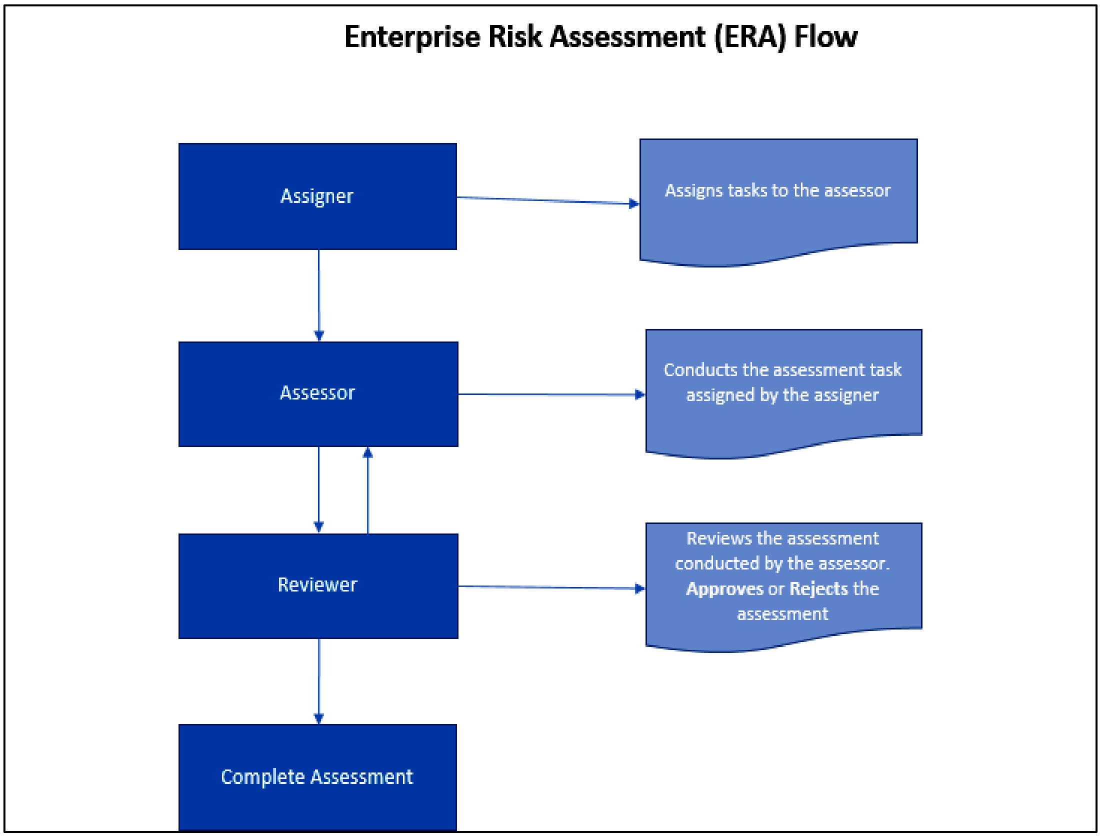


Figure 1: The roles and functional flow of the Enterprise Risk Assessment

The various roles and their responsibilities that the users of Tardigrade can have are described below:

Role	Responsibility
Task Assigner	• The Task Assigner role assigns tasks to an assessor (the person who conducts assessment). • It is not possible to reassign an incomplete task (task that is already assigned but an assessment has not been completed) until the initial task is completed. • Different tasks can be assigned to the same assessor. • When a task is assigned to an assessor, an email notification is sent to the assessor to inform the person that a task has been assigned and waiting for assessment.
Task Assessor	• The Task Assessor role allows a person to assess a task that is assigned to that role. • An assessor can be assigned multiple tasks at the same time. • After an assessor completes an assessment, an email notification is sent to the reviewer (manager) who reviews and verifies the assessment for accuracy and completeness.
Reviewer	• The Reviewer role allows a person to review an assessment conducted by an assessor. • The reviewer verifies and validates the assessment for accuracy and completeness. • A reviewer can approve or reject an assessment on a page by page basis. After the review is complete, the outcome of the review is sent to the assessor via an email notification. • If an assessment is rejected, the assessor will go and reconduct the assessment for the pages of the assessment that were rejected.

2.3 Hardware Requirements

Tardigrade is deployed as Software as a Service (SaaS). The user does not need any hardware to implement the solution. To access the application, users should follow the recommendation below.

Minimum configuration required:

- Laptop or desktop running Intel Core i5 CPU @2.5GHz processor or higher.
- 4 GB of RAM or higher.
- Strong internet connectivity.

2.4 Software Requirements

You can access Tardigrade on the following operating systems:

- Windows
- Mac
- Linux

The following browsers are supported:

- Firefox version 54.0 or higher
- Google Chrome version 60.0 or higher
- Microsoft Edge version 40.0 or higher
- Internet Explorer version 11.0 or higher
- Safari version 11.0 or higher

Note:	Tardigrade is not currently optimized for mobile devices. Though it will work on them but the user experience will be less than expected. Future release of Tardigrade will be optimized to support mobile devices.

2.5 Cybersecurity Assessment

Overview: The Cybersecurity Assessment, which consists of the Inherent Risk Profile and Cybersecurity Maturity, is inspired by the FFIEC Assessment mandate. This offering allows an organization to identify risks, determine cybersecurity maturity preparedness, and create effective risk management strategies.

Cybersecurity Assessment: Inherent Risk is the level of risk posed to an organization by the following:

- Technologies and Connection Types
- Delivery Channels
- Online/Mobile Products and Technology Services
- Organizational Characteristics
- External Threats

Cybersecurity Assessment: Domain Maturity provides information about the cybersecurity maturity of an organization based on assessed maturity domain and the corresponding assessment factors.

- Cyber Risk Management and Oversight
- Threat Intelligence and Collaboration
- Cyber Controls
- External Dependency Management
- Cyber Incident Management and Resilience

2.6 Internal Control Assessment

Overview: The Internal Risk Assessment consists of the Component Compliance, Deficiency, and Principle Compliance. The Internal Control solution enables organizations to understand deficiencies in their system of internal control to allow creation of an effective mitigating controls to help achieve business objectives. It is based on industry standards and best practices framework (Committee of Sponsoring Organizations of the Treadway Commission or COSO).

The Internal Control Principle is

- **Internal Control Assessment**: Component Compliance reports provide compliance information based on assessed components. The Component Compliance gives a report on the five components of Internal Control which include:
    - Control environment
    - Risk assessment
    - Control activities
    - Information and communication
    - Monitoring activities.
- **Internal Control Assessment**: Deficiency reports provide information about the identified deficiency with the organization internal control as assessed.
- **Internal Control Assessment**: Principle Compliance reports provide compliance information based on assessed principles. The assessed principles included:
    - Demonstrates Commitment to Competence
    - Demonstrates Commitment to Integrity and Ethical Values
    - Enforces Accountability
    - Establishes Structure, Authority, and Responsibility
    - Exercises Oversight Responsibility

2.7 Security Requirement Traceability Matrix

Overview: The Security Requirement Traceability Matrix (SRTM) provides ability to select security controls from industry standards and regulations/laws for implementation either as a part of a Secure Software Development Lifecycle (SSDLC) or regulations mandate. Currently, Tardigrade supports the following standards and regulations:

SRTM Standards:

- NIST 800-53 R4
- ISO 27001-2013

SRTM Regulations:

- Sarbanes-Oxley (SOX)
- Monetary Authority of Singapore (MAS)

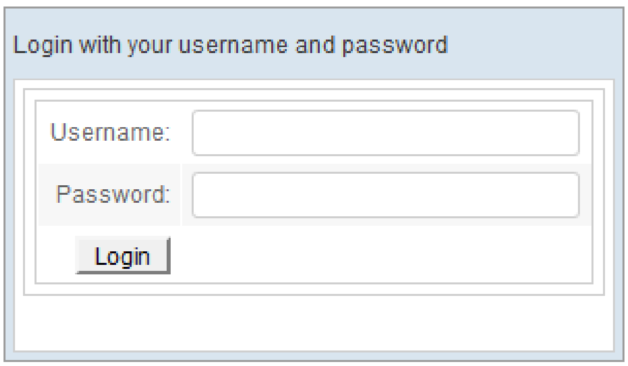
2.8 Accessing Tardigrade

Tardigrade is offered as a Software as a Service (SaaS) application. To log on to the application interface:

1. Start your browser.

2. In the address field at the top of your browser, enter a functional application URL.

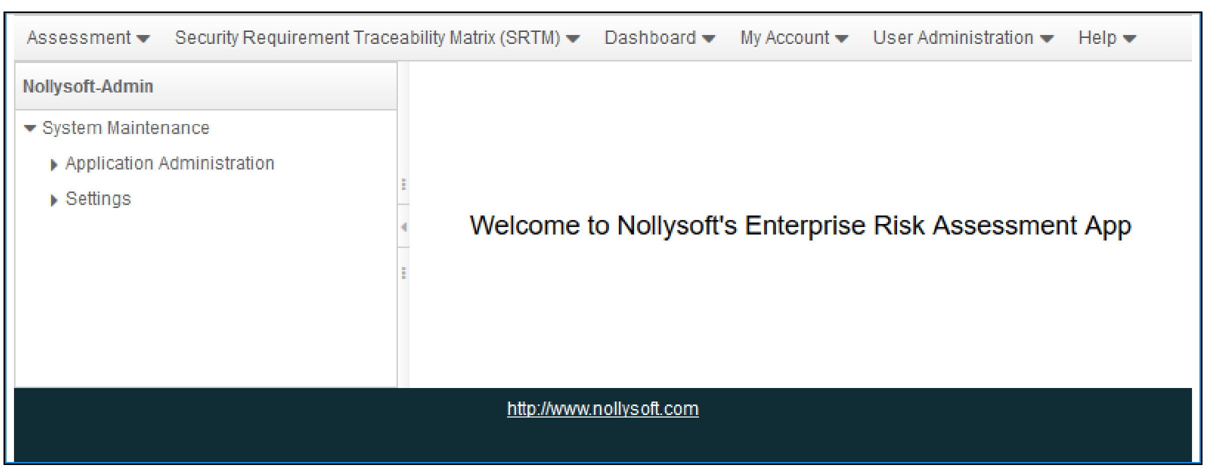
3. Press **Enter**.
   Tardigrade prompts you to enter **Username** and **Password**.



Tardigrade Log on Screen

4. Enter the **Username** and **Password**.

5. Click **Login**.
   The Tardigrade main screen appears.

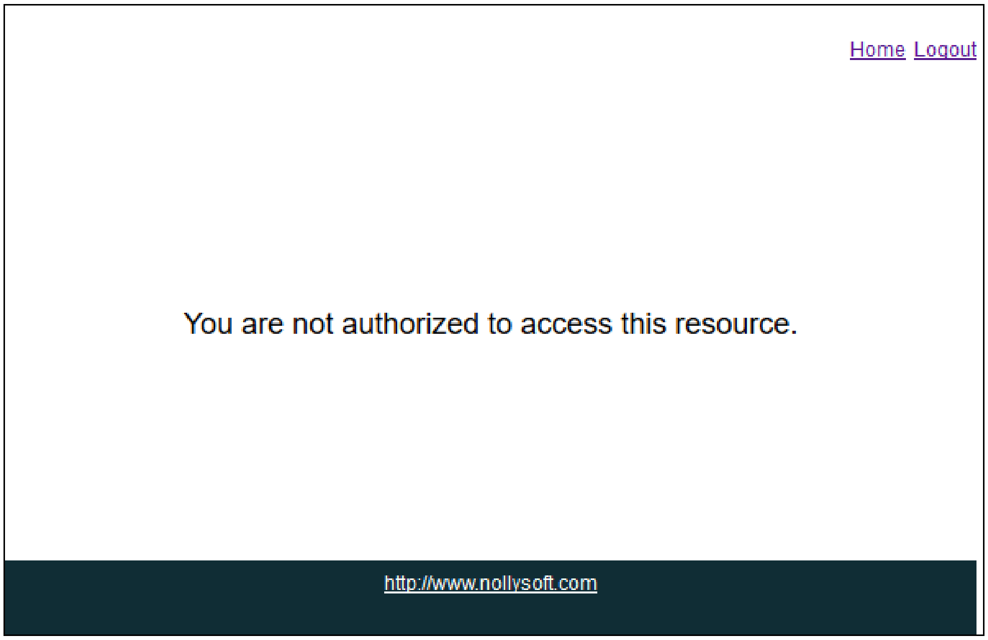


Tardigrade main screen

2.9 Role-based Access

Since Tardigrade is a role-based application, not all users except the System Administrator have access to all functionalities of the application. For example, a task assigner would not have access to the task conducting page and vice versa.

When you access a feature that you do not have permission to access, a message "**You are not authorized to access this resource.**" appears.



No Authorization to access the feature message

3 Cybersecurity

Cybersecurity assessment allows you to conduct an assessment to determine the state of preparedness and maturity of each of the major cybersecurity domains of an organization. You can perform Cybersecurity assessment for:

- Inherent Risk Profile
- Domain Maturity

Additionally, you can create Cybersecurity Dashboard Reports for Inherent Risk Profile and Domain Maturity Assessments.

3.1 Conducting Cybersecurity Assessment for Inherent Risk Profile

To perform Cybersecurity Assessment for Inherent Risk Profile, you can do the following:

- Assign a task
- Conduct a task
- Review a task

3.1.1 Assigning a Task

In Tardigrade, to perform Cybersecurity Assessment analysis for Inherent Risk Profile, the first step in the process involves a **task assigner** allocating a task to an **assessor** who performs it.

Note: A user whose role is defined as an **Assigner** can assign a task.
To know more about roles and responsibilities, refer to Roles and Responsibilities.

To assign a task:

1. From the main menu, go to **Assessment** » **Cybersecurity** » **Inherent Risk Profile** » **Inherent Risk Profile Assign Task**.
   The **Inherent Risk Profile Assessment** page appears.

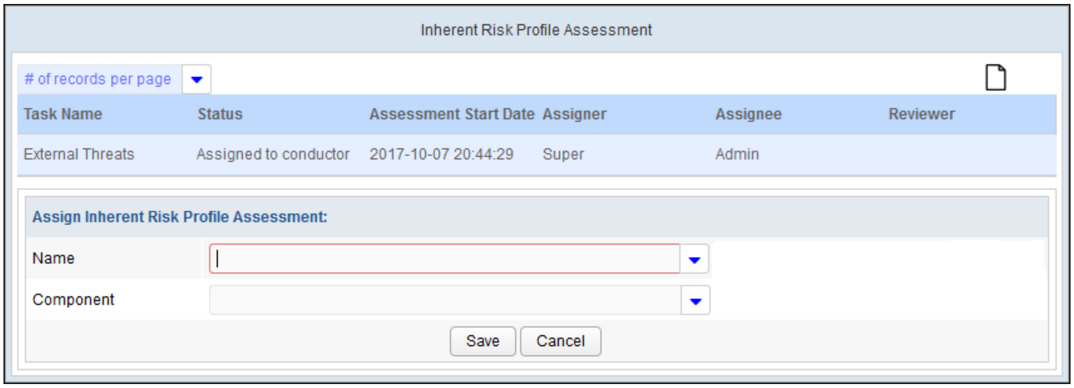
Inherent Risk Profile Assessment

# of records per page

Task Name	Status	Assessment Start Date	Assigner	Assignee	Reviewer
External Threats	Assigned to conductor	2017-10-07 20:44:29	Super	Admin	

Inherent Risk Profile Assessment page

2. Click .
   The **Assign Inherent Risk Profile Assessment** panel appears.



Assign Inherent Risk Profile Assessment panel

3. From the **Name** drop-down list, select the user to whom you want to assign the assessment task.

4. From the **Component** drop-down list, select one of the following components:

   - Technologies and Connection Types
   - Delivery Channels
   - Online/Mobile Products and Technology Services
   - Organizational Characteristics
   - External Threats

Note: If you select a component that is already assigned for assessment, a message "**Component already in progress!**" appears, indicating that you cannot assign the same component for assessment.

5. Click **Save**.
   A message appears "**Assessment is assigned**".

3.1.2 Conducting a Task

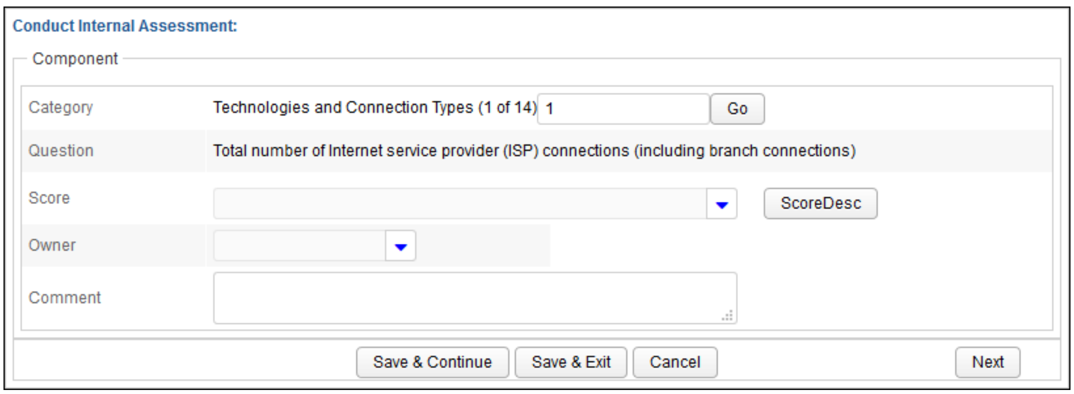
The second step in conducting Cybersecurity Assessment for Inherent Risk Profile is performing the assigned task.

Note: In Tardigrade, a user whose role is defined as an **Assessor** can conduct a task.
To know more about roles and responsibilities, refer to Roles and Responsibilities.

To conduct a task:

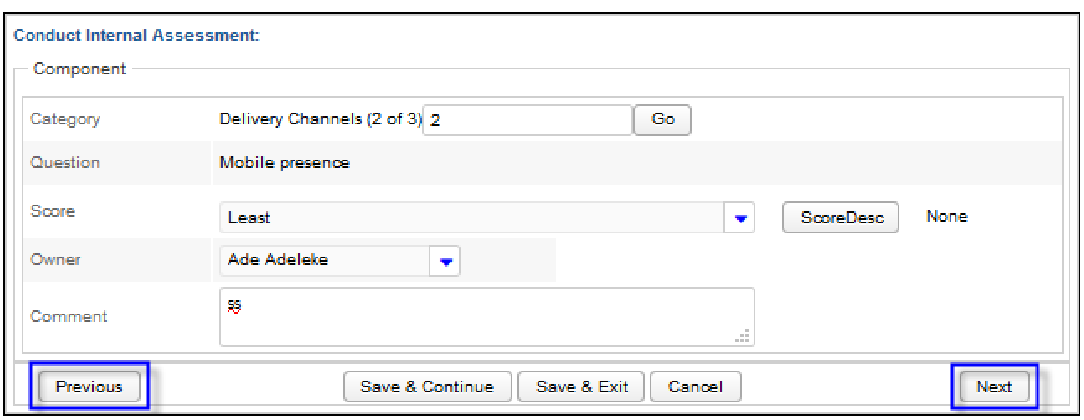
1. From the main menu, go to **Assessment** » **Cybersecurity** » **Inherent Risk Profile** » **Inherent Risk Profile Conduct Task**.
   The **Inherent Risk Profile Assessment** page appears with a list of assigned tasks.

2. From the list of tasks, select a task.
   The details of the task appear in the **Conduct Internal Assessment** panel.



Conduct Internal Assessment panel – Conducting a task

3. Enter the data required to complete the task.
   Click **Next** or **Previous** to navigate the pages of the task.



Conduct Internal Assessment panel – Next and Previous buttons

4. [Optional] Click **Save & Continue** to save your current task.

5. [Optional] Click **Save & Exit** to resume the task later.

6. After entering the data required to complete the task, click **Finish** to complete the task.
   A message appears "**Assessment submitted for review**".
   The assessment task is completed and it is sent to the Reviewer.

3.1.3 Reviewing a Task

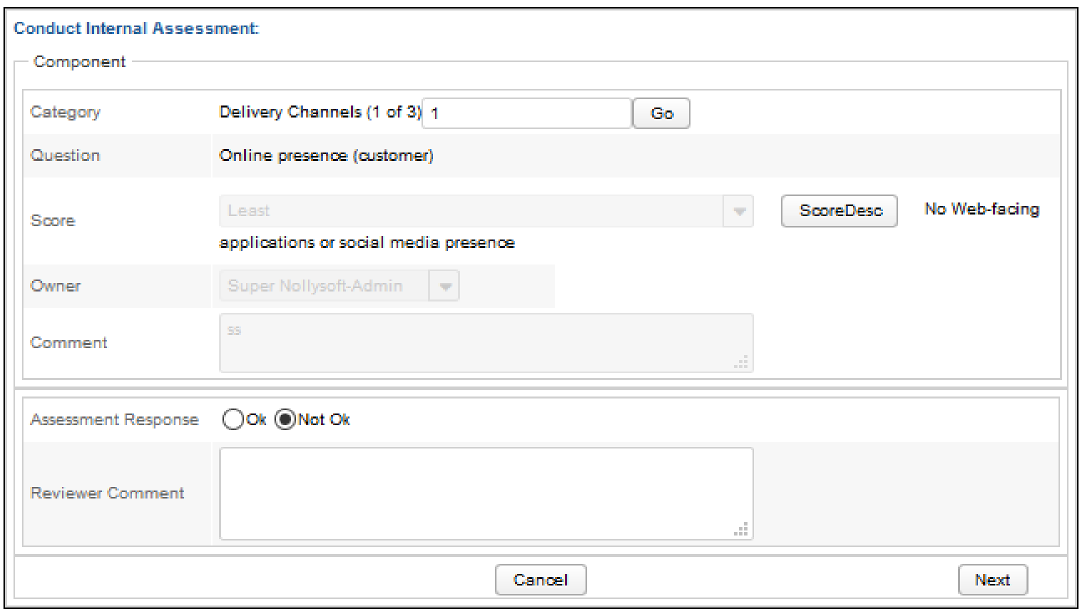
The third and last step in Cybersecurity Assessment for Inherent Risk Profile is to review the task. As a reviewer, you can either approve or reject the cybersecurity assessment.

Note: In Tardigrade, a user whose role is defined as a **Reviewer** can review a task.
To know more about roles and responsibilities, refer to Roles and Responsibilities.

To review a task:

1. From the main menu, go to **Assessment** » **Cybersecurity** » **Inherent Risk Profile** » **Inherent Risk Profile Review Task**.
   The **Inherent Risk Profile Assessment** page appears with a list of tasks to review.

2. From the list of tasks, select a task.
   The details of the task appear in the **Conduct Internal Assessment** panel.



Conduct Internal Assessment panel – Reviewing a task

3. Review the data.
   Click **Next** or **Previous** to navigate the pages of the task.

4. Select an **Assessment Response**.

5. [Optional] Enter your comments in **Reviewer Comment** text box.

6. [Optional] Click **Save & Continue** to save your current task.

7. [Optional] Click **Save & Exit** to resume your task later.

8. After reviewing the data required to complete the task, do one of the following:

   - Click **Approve**.
     A message appears "**Assessment is approved**" indicating that the assessment is complete.

   - Click **Reject**.
     The assessment is sent to the Assessor's list of assigned tasks who must perform the assessment again.

3.2 Conducting Cybersecurity Assessment for Domain Maturity

To perform Cybersecurity Assessment for Domain Maturity, you can do the following:

- Assign a task
- Conduct a task
- Review a task

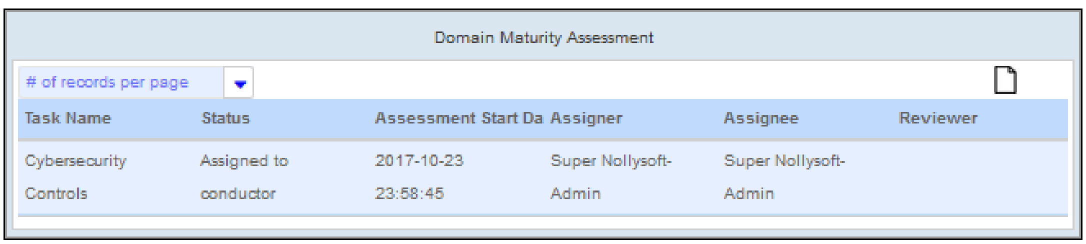
3.2.1 Assigning a Task

In Tardigrade, to perform Cybersecurity Assessment analysis for Domain Maturity, the first step in the process involves a **task assigner** allocating a task to an **assessor** who performs it.

Note: A user whose role is defined as an **Assigner** can assign a task.
To know more about roles and responsibilities, refer to Roles and Responsibilities.

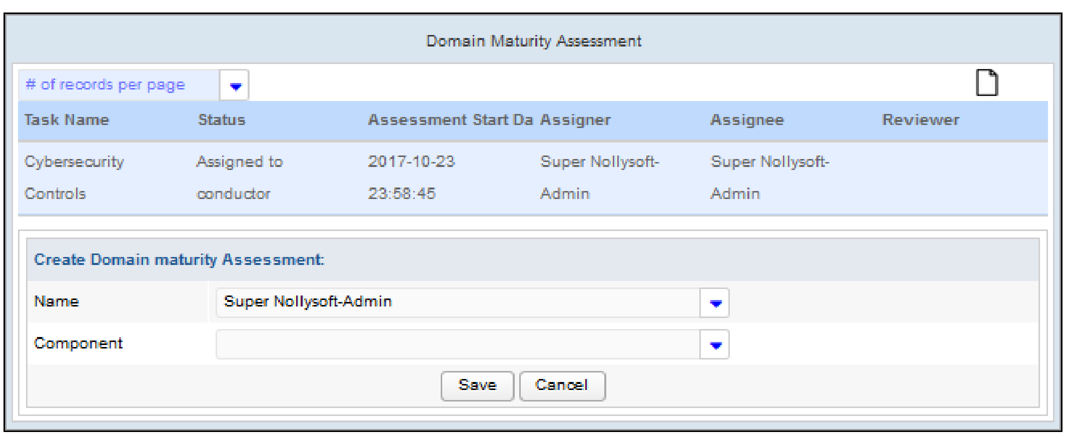
To assign a task:

1. From the main menu, go to **Assessment** » **Cybersecurity** » **Domain Maturity** » **Domain Maturity Assign Task**.
   The **Domain Maturity Assessment** page appears.



Domain Maturity Assessment page

2. Click .
   The **Create Domain Maturity Assessment** panel appears.



Create Domain Maturity Assessment panel

3. From the **Name** drop-down list, select the user to whom you want to assign the assessment task.

4. From the **Component** drop-down list, select one of the following components:

   - Threat Intelligence & Collaboration
   - Cybersecurity Controls
   - External Dependency Management
   - Cyber Incident Management and Resilience

Note: If you select a component that is already assigned for assessment, a message “**Component already in progress!**” appears, indicating that you cannot assign the same component for assessment.

5. Click **Save**.
   A message appears “**Assessment is assigned**”.

3.2.2 Conducting a Task

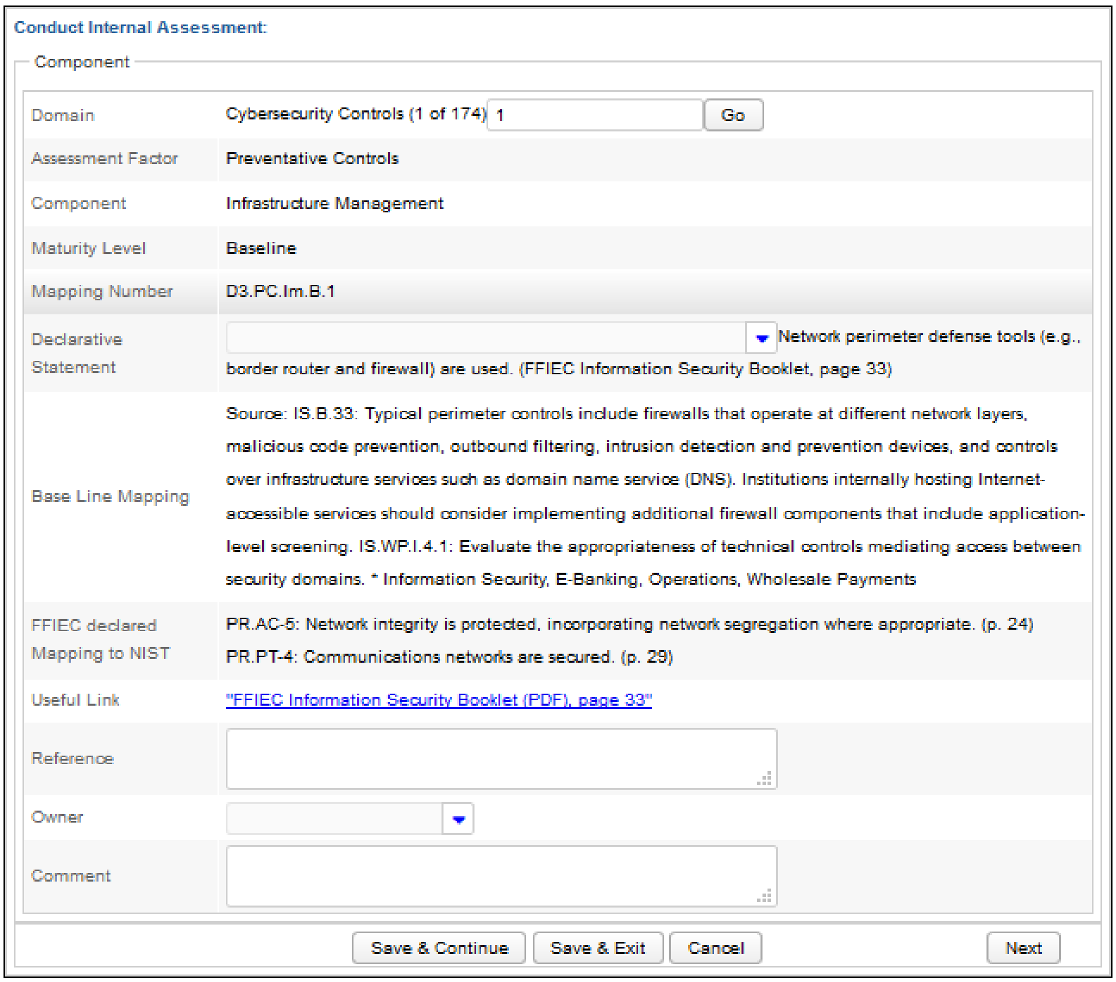
The second step in conducting Cybersecurity Assessment for Domain Maturity is performing the assigned task.

Note: In Tardigrade, a user whose role is defined as an **Assessor** can conduct a task.
To know more about roles and responsibilities, refer to Roles and Responsibilities.

To conduct a task:

1. From the main menu, go to **Assessment** » **Cybersecurity** » **Domain Maturity** » **Domain Maturity Conduct Task**.
   The **Domain Maturity Assessment** page appears with a list of assigned tasks.

2. From the list of tasks, select a task.
   The details of the task appear in the **Conduct Internal Assessment** panel.



Conduct Internal Assessment panel – Conducting a task

3. Enter the data required to complete the task.
   Click **Next** or **Previous** to navigate the pages of the task.

4. [Optional] Click **Save & Continue** to save your current task.

5. [Optional] Click **Save & Exit** to resume the task later.

6. After entering the data required to complete the task, click **Finish** to complete the task.
   A message appears "**Assessment submitted for review**".
   The assessment task is completed, and it is sent to the Reviewer.

3.2.3 Reviewing a Task

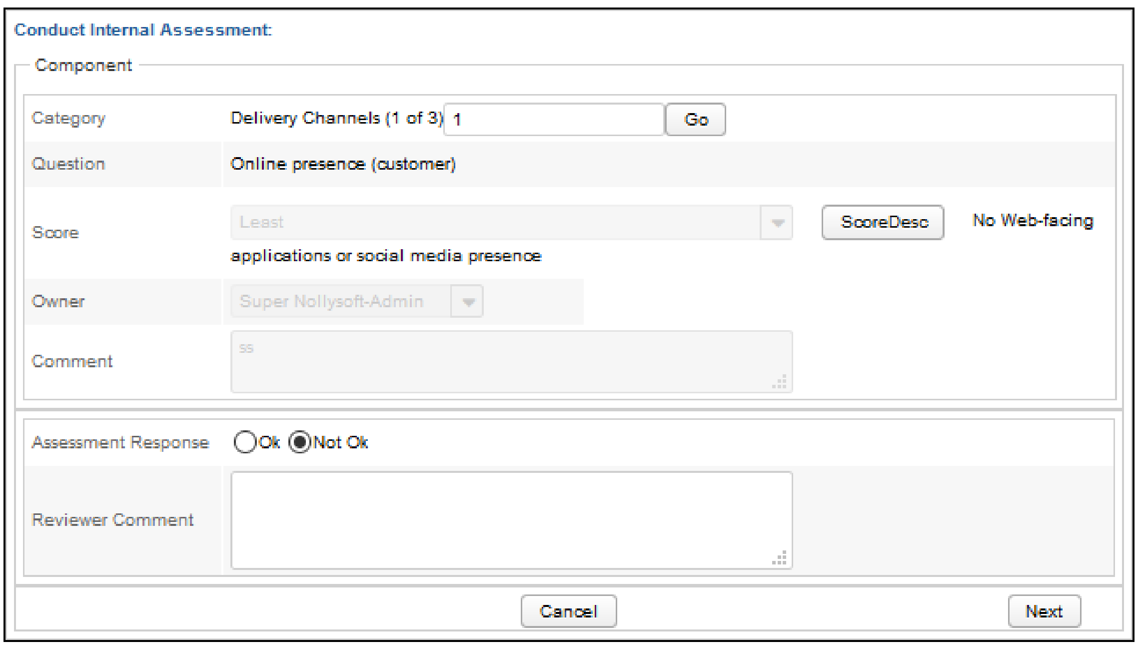
The third and last step in Cybersecurity Assessment for Domain Maturity is to review the task. As a reviewer, you can either approve or reject the cybersecurity assessment.

Note: In Tardigrade, a user whose role is defined as a **Reviewer** can review a task.
To know more about roles and responsibilities, refer to Roles and Responsibilities.

To review a task:

1. From the main menu, go to **Assessment** » **Cybersecurity** » **Domain Maturity** » **Domain Maturity Review Task**.
   The **Inherent Risk Profile Assessment** page appears with a list of tasks to review.

2. From the list of tasks, select a task.
   The details of the task appear in the **Conduct Internal Assessment** panel.



Conduct Internal Assessment panel – Reviewing a task

3. Review the data.
   Click **Next** or **Previous** to navigate the pages of the task.

4. Select an **Assessment Response**.

5. [Optional] Enter your comments in **Reviewer Comment** text box.

6. [Optional] Click **Save & Continue** to save your current task.

7. [Optional] Click **Save & Exit** to resume your task later.

8. After reviewing the data required to complete the task, do one of the following:

   - Click **Approve**.
     A message appears "**Assessment is approved**" indicating that the assessment is complete.

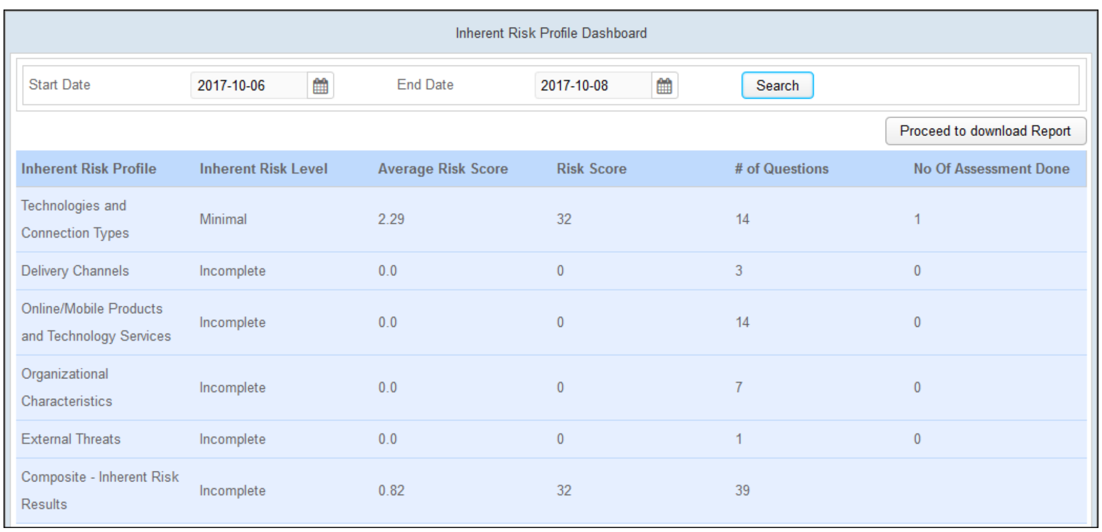
   - Click **Reject**.
     The assessment is sent to the Assessor's list of assigned tasks who must perform the assessment again.

3.3 Cybersecurity Dashboard Reports

For Cybersecurity Assessment, you can publish reports that can be viewed on the Tardigrade dashboard. You can also print the reports from the dashboard.

To publish a dashboard report:

1. From the main menu, go to **Dashboard** » **Cybersecurity** and select a report from the following reports:
   - Inherent Risk Detail Result
   - Inherent Risk Summary Result
   - Maturity Result
   - Chart of Assessment Factor
   - Charts of Component
   - Compliance Result
   - Maturity Target
2. In the dashboard page, use the respective date picker icons to enter the **Start Date** and the **End Date**.
3. Click **Search**.
   The relevant results are displayed.


Inherent Risk Profile Dashboard

Start Date 2017-10-06 End Date 2017-10-08 Search

Proceed to download Report

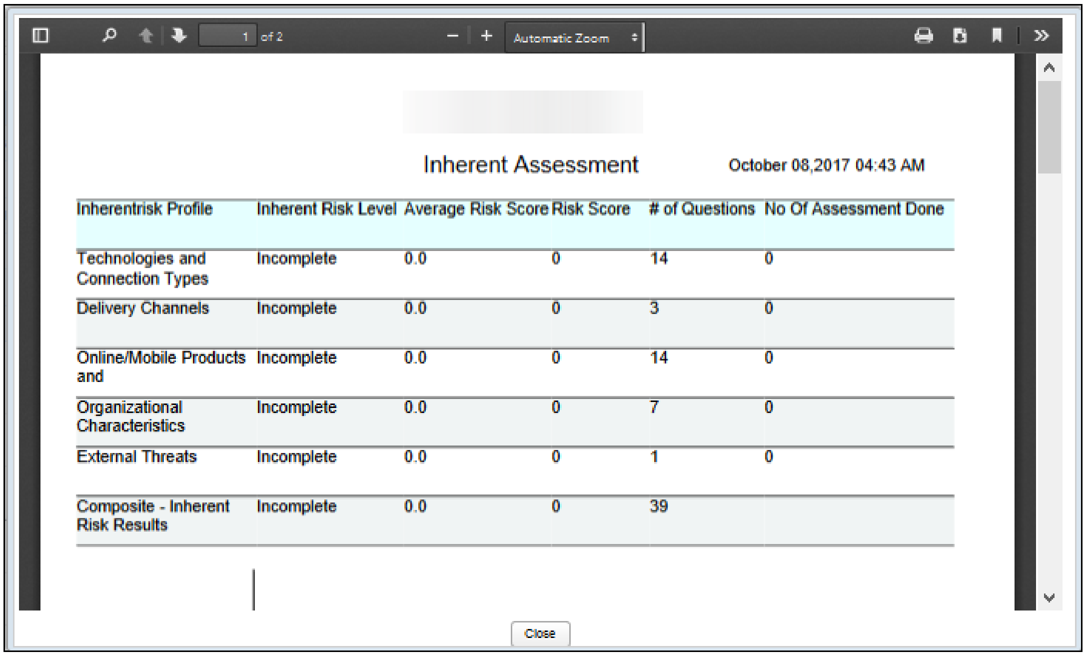
Inherent Risk Profile	Inherent Risk Level	Average Risk Score	Risk Score	# of Questions	No Of Assessment Done
Technologies and Connection Types	Minimal	2.29	32	14	1
Delivery Channels	Incomplete	0.0	0	3	0
Online/Mobile Products and Technology Services	Incomplete	0.0	0	14	0
Organizational Characteristics	Incomplete	0.0	0	7	0
External Threats	Incomplete	0.0	0	1	0
Composite - Inherent Risk Results	Incomplete	0.82	32	39	

Cybersecurity Dashboard Reports search results page

3.3.1 Printing Cybersecurity Dashboard Reports

To print a report:

1. In the **Cybersecurity Dashboard Reports** search results page, click **Proceed to download Report**.
   A pop-up window displaying the PDF version of the report.it



Inherent Assessment October 08,2017 04:43 AM

Inherentrisk Profile	Inherent Risk Level	Average Risk Score	Risk Score	# of Questions	No Of Assessment Done
Technologies and Connection Types	Incomplete	0.0	0	14	0
Delivery Channels	Incomplete	0.0	0	3	0
Online/Mobile Products and	Incomplete	0.0	0	14	0
Organizational Characteristics	Incomplete	0.0	0	7	0
External Threats	Incomplete	0.0	0	1	0
Composite - Inherent Risk Results	Incomplete	0.0	0	39	

Cybersecurity Dashboard Report Pop-up

2. From the pop-up window, print the report or save it on your local system.

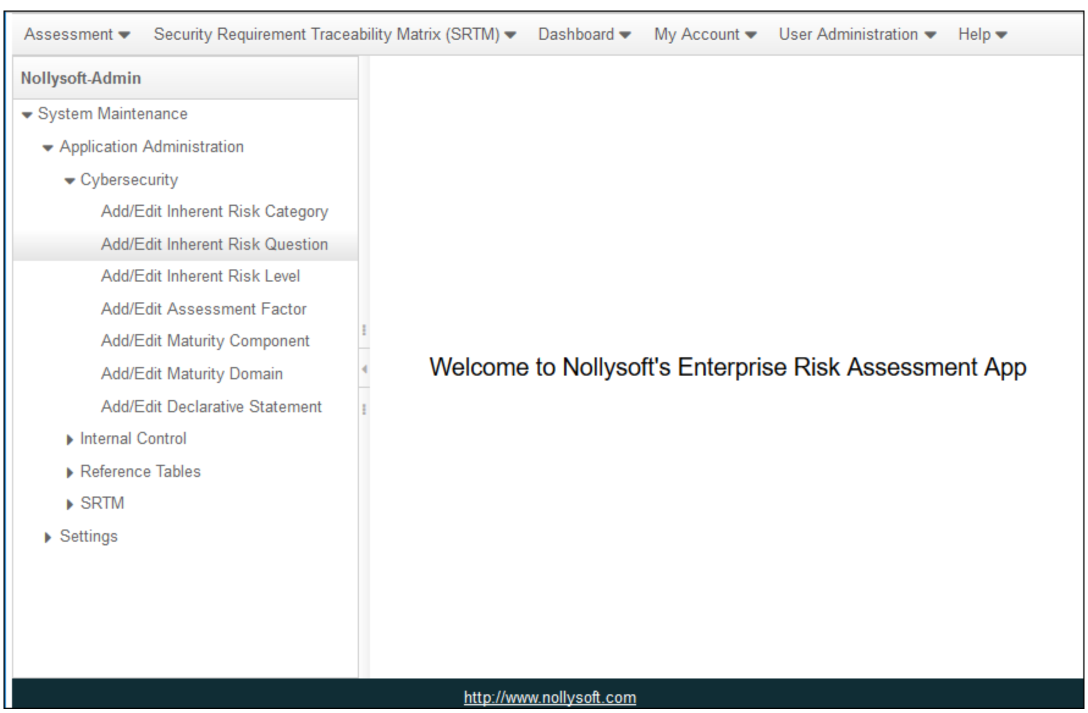
3.4 Cybersecurity Admin Panel

The Cybersecurity Admin panel allows you to add, edit and delete the following:

- Inherent Risk Category
- Inherent Risk Question
- Inherent Risk Level
- Assessment Factor
- Maturity Component
- Maturity Domain
- Maturity Declarative Statement

Note:	You need to be logged on as the System Administrator to access the Cybersecurity Admin Panel.

To access the **Cybersecurity Admin** panel, in the left **Administration** panel, navigate to **System Maintenance** » **Application Administration** » **Cybersecurity**.



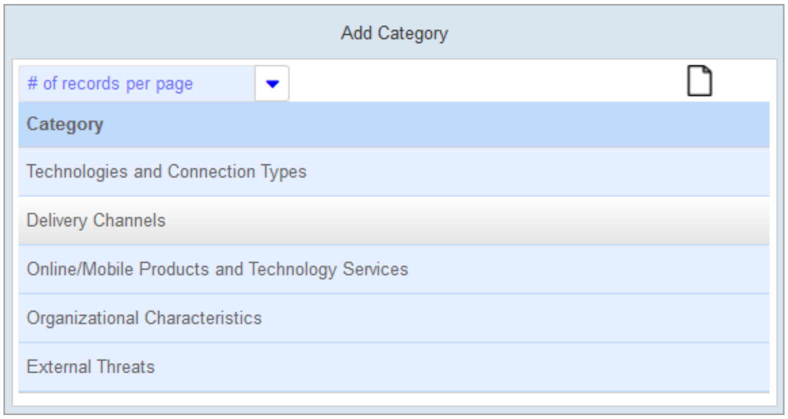
Cybersecurity Admin Panel

3.4.1 Inherent Risk Category

Adding an Inherent Risk Category

To add an Inherent Risk Category:

1. Navigate to **System Maintenance** in the left **Administration** panel and navigate to **Application Administration** » **Cybersecurity** » **Add/Edit Inherent Risk Category**. The **Add Category** page appears.



Add Category page

2. To add an Inherent Risk Category, click .
   The **Add New Category** panel appears.

3. Enter the name of the **Component**.

4. Click **Save**.

Editing an Inherent Risk Category

To edit an Inherent Risk Category:

1. Select the Inherent Risk Category on **Add Category** page.

2. Click .
   The **Add New Category** panel appears.

3. Modify the name of the **Component**.

4. Click **Save**.

Deleting an Inherent Risk Category

To delete an Inherent Risk Category:

1. Select the Inherent Risk Category on **Add Category** page.

2. Click .
   A message appears "**Do you want to delete the Component?**".

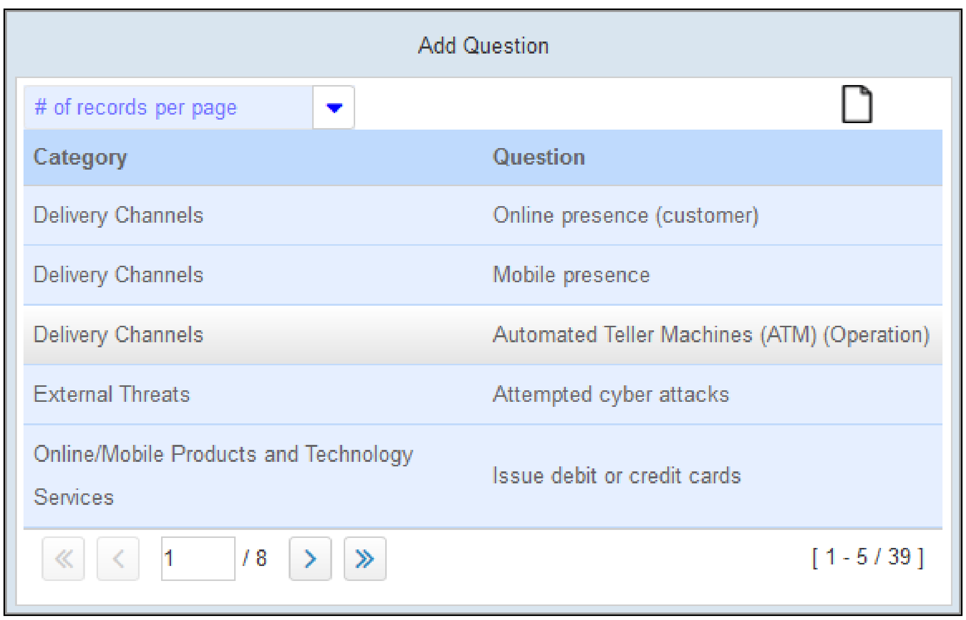
3. Click **Delete**.

3.4.2 Inherent Risk Question

Adding an Inherent Risk Question

To add an Inherent Risk Question:

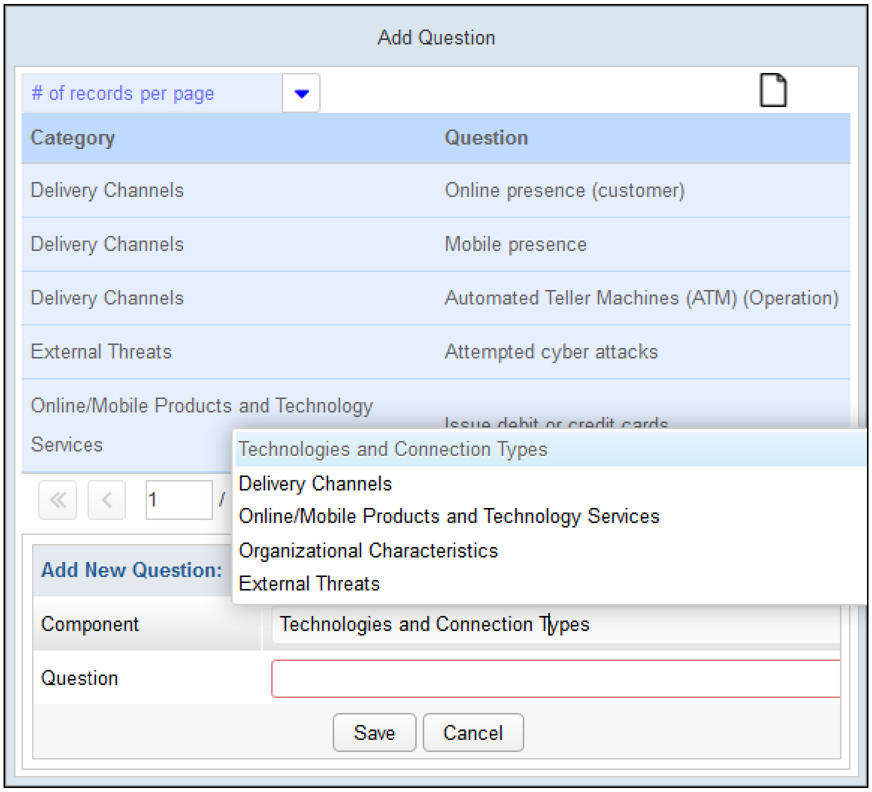
1. Navigate to **System Maintenance** in the left **Administration** panel and navigate to **Application Administration** » **Cybersecurity** » **Add/Edit Inherent Risk Question**.
   The **Add Question** page appears.



Add Question page

2. To add an Inherent Risk Question, click .
   The **Add New Question** panel appears.

3. From the drop-down list, select a **Component**.



Select Component—Add Question page

4. Enter the **Question**.

5. Click **Save**.

Editing an Inherent Risk Question

To edit an Inherent Risk Question:

1. Select the Inherent Risk Question on **Add Question** page.

2. Click .
   The **Add New Question** panel appears.

3. Modify the name of the **Component** and the **Question**.

4. Click **Save**.

Deleting an Inherent Risk Question

To delete an Inherent Risk Category:

1. Select the Inherent Risk Question on **Add Category** page.

2. Click .
   A message appears "**Do you want to delete the Question?**".

3. Click **Delete**.

3.4.3 Inherent Risk Level

Adding an Inherent Risk Level

To add an Inherent Risk Level:

1. Navigate to **System Maintenance** in the left **Administration** panel and navigate to **Application Administration** » **Cybersecurity** » **Add/Edit Inherent Risk Level**.
   The **Add Inherent Risk Level** page appears.

Add Inherent Risk Level page

2. To add an Inherent Risk Level, click .
   The **Add New Risk Level** panel appears.

3. From the drop-down list, select a **Question**.

4. Enter the **Description**, **Risk Level** and **Risk Value**.

5. Click **Save**.

Editing an Inherent Risk Level

To edit an Inherent Risk Level:

1. Select the Inherent Risk Level on **Add Inherent Risk Level** page.

2. Click .
   The **Add New Risk Level** panel appears.

3. Modify the **Question**, **Description**, **Risk Level** and **Risk Value**.

4. Click **Save**.

Deleting an Inherent Risk Level

To delete an Inherent Risk Level:

1. Select the Inherent Risk Level on **Add Inherent Risk Level** page.

2. Click .
   A message appears "**Do you want to delete the Risk Value Level?**".

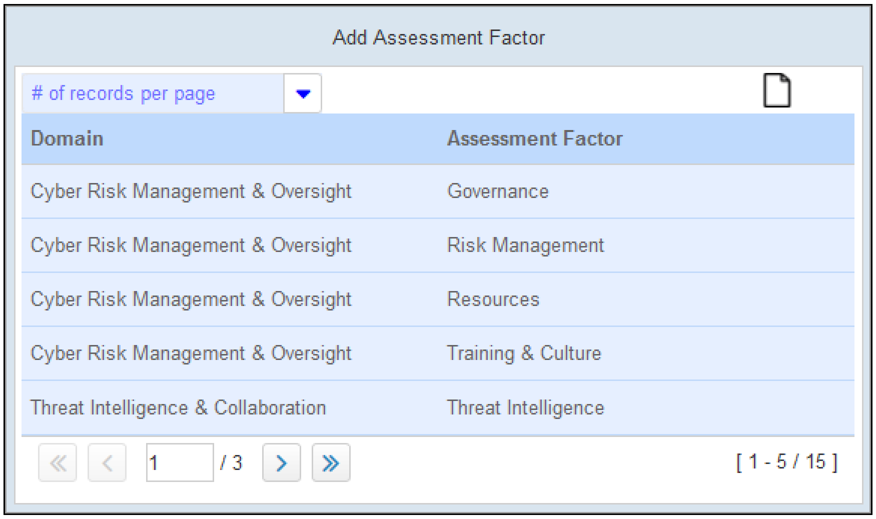
3. Click **Delete**.

3.4.4 Assessment Factor

Adding an Assessment Factor

To add an Assessment Factor:

1. Navigate to **System Maintenance** in the left **Administration** panel and navigate to **Application Administration** » **Cybersecurity** » **Add/Edit Assessment Factor**.
   The **Add Assessment Factor** page appears.



Add Assessment Factor page

2. To add an Assessment Factor, click .
   The **Add Assessment Factor** panel appears.

3. From the drop-down list, select a **Component**.

4. Enter the **Assessment Factor**.

5. Click **Save**.

Editing an Assessment Factor

To edit an Assessment Factor:

1. Select the Assessment Factor on **Add Assessment Factor** page.
2. Click .
   The **Add Assessment Factor** panel appears.
3. Modify the **Component** and the **Assessment Factor**.
4. Click **Save**.

Deleting an Assessment Factor

To delete an Assessment Factor:

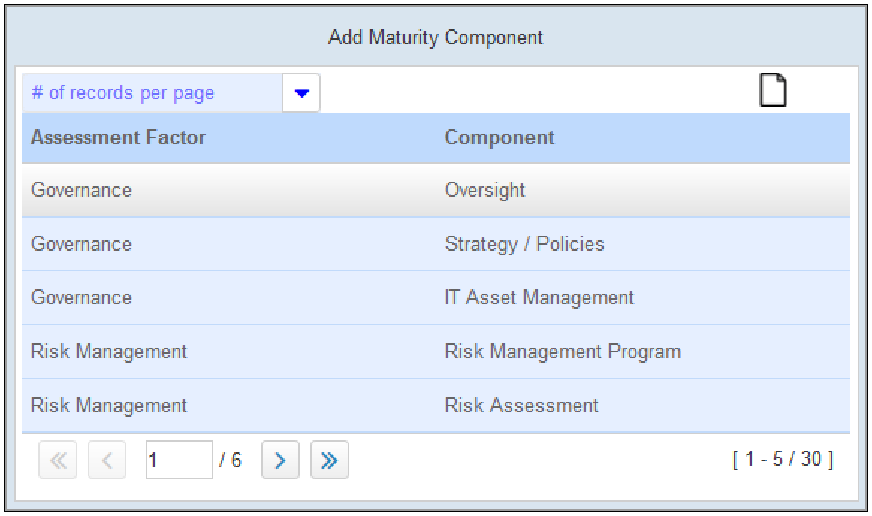
1. Select the Assessment Factor on **Add Assessment Factor** page.
2. Click .
   A message appears "**Do you want to delete the Assessment Factor?**".
3. Click **Delete**.

3.4.5 Maturity Component

Adding a Maturity Component

To add a Maturity Component:

1. Navigate to **System Maintenance** in the left **Administration** panel and navigate to **Application Administration** » **Cybersecurity** » **Add/Edit Maturity Component**.
   The **Add Maturity Component** page appears.



Add Maturity Component page

2. To add a Maturity Component, click .
   The **Add Maturity Component** panel appears.

3. From the drop-down list, select an **Assessment Factor**.

4. Enter the name of the **Component**.

5. Click **Save**.

Editing a Maturity Component

To edit a Maturity Component:

1. Select the Maturity Component on **Add Maturity Component** page.

2. Click .
   The **Add Maturity Component** panel appears.

3. Modify the **Assessment Factor** and the name of the **Component**.

4. Click **Save**.

Deleting a Maturity Component

To delete a Maturity Component:

1. Select the Maturity Component on **Add Maturity Component** page.

2. Click .
   A message appears "**Do you want to delete the Component?**".

3. Click **Delete.**

3.4.6 Maturity Domain

Adding a Maturity Domain

To add a Maturity Domain:

1. Navigate to **System Maintenance** in the left **Administration** panel and navigate to **Application Administration** » **Cybersecurity** » **Add/Edit Maturity Domain**.
   The **Maturity Domain** page appears.

Maturity Domain page

2. To add a Maturity Domain, click .
   The **Add Maturity Domain** panel appears.

3. Enter the **Domain Name**.

4. Click **Save**.

Editing a Maturity Domain

To edit a Maturity Domain:

1. Select the Maturity Domain on **Maturity Domain** page.
2. Click .
   The **Add Maturity Domain** panel appears.
3. Modify the **Domain Name**.
4. Click **Save**.

Deleting a Maturity Domain

To delete a Maturity Domain:

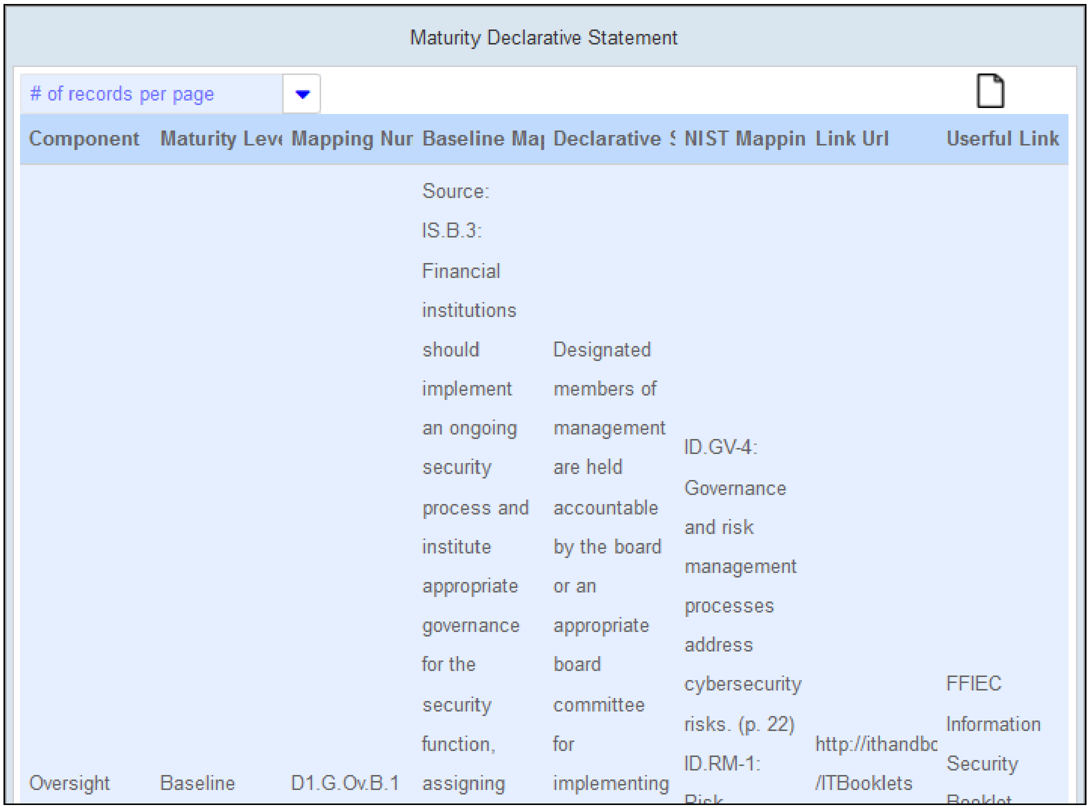
1. Select the Maturity Domain on **Maturity Domain** page.
2. Click .
   A message appears “**Do you want to delete the Domain Name?**”.
3. Click **Delete**.

3.4.7 Maturity Declarative Statement

Adding a Maturity Declarative Statement

To add a Maturity Declarative Statement:

1. Navigate to **System Maintenance** in the left **Administration** panel and navigate to **Application Administration** » **Cybersecurity** » **Add/Edit Declarative Statement**. The **Maturity Declarative Statement** page appears.


Maturity Declarative Statement

# of records per page

Component	Maturity Leve	Mapping Nur	Baseline Ma	Declarative S	NIST Mappin	Link Url	Userful Link
Oversight	Baseline	D1.G.Ov.B.1	Source: IS.B.3: Financial institutions should implement an ongoing security process and institute appropriate governance for the security function, assigning	Designated members of management are held accountable by the board or an appropriate board committee for implementing	ID.GV-4: Governance and risk management processes address cybersecurity risks. (p. 22) ID.RM-1: Risk	http://ithandbc /ITBooklets	FFIEC Information Security Booklet

Maturity Declarative Statement page

2. To add a Maturity Declarative Statement, click .
   The **Add Maturity Declarative Statement** panel appears.

3. From the drop-down lists, select the **Assessment Factor** and **Risk Level**.

4. Enter information for the following:

   - Mapping Number
   - Baseline Mapping
   - Declarative Statement
   - NIST Mapping

- Link URL
- Useful Link

5. Click **Save**.

Editing a Maturity Declarative Statement

To edit a Maturity Declarative Statement:

1. Select the Maturity Declarative Statement on **Maturity Declarative Statement** page.
2. Click .
   The **Add Maturity Declarative Statement** panel appears.
3. Modify the relevant information.
4. Click **Save**.

Deleting a Maturity Declarative Statement

To delete a Maturity Declarative Statement:

1. Select the Maturity Declarative Statement on **Maturity Declarative Statement** page.
2. Click .
   A message appears “**Do you want to delete the Maturity Declarative Statement?**”.
3. Click **Delete**.

4 Internal Control

Internal Control assessment allows you to conduct an assessment of the system of internal control of an organization. You can perform Internal Control assessment for:

- Principle
- Component

Additionally, you can create Internal Control Dashboard Reports for Principle and Component.

4.1 Conducting Internal Control Assessment for Principle

To perform Internal Control Assessment for Principle, you can do the following:

- Assign a task
- Conduct a task
- Review a task

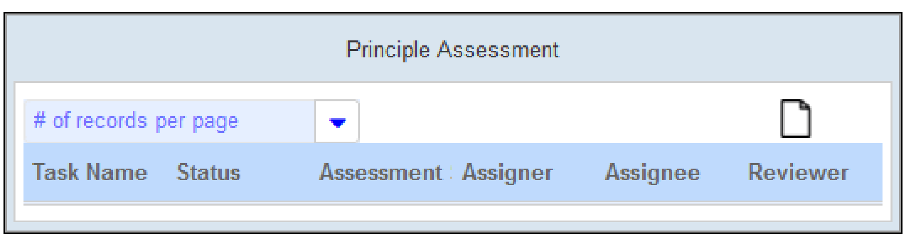
4.1.1 Assigning a Task

In Tardigrade, you can perform Internal Control Assessment analysis for Principle. The first step in the process involves a task assigner allocating a task to an assessor who performs it.

Note: A user whose role is defined as an **Assigner** can assign a task.
To know more about roles and responsibilities, refer to Roles and Responsibilities.

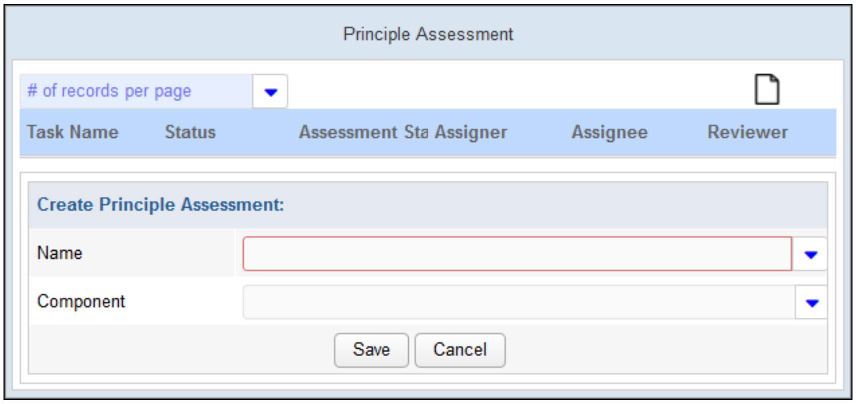
To assign an assessment task:

1. From the main menu, go to **Assessment** » **Internal Control** » **Principle** » **Principle Assign Task**.
   The **Principle Assessment** page appears.



Principle Assessment page

2. Click .
   The **Create Principle Assessment** panel appears.



Create Principle Assessment panel

3. From the **Name** drop-down list, select the user to whom you want to assign the assessment task.

4. From the **Component** drop-down list, select one of the following components:

    - Control Environment
    - Risk Assessment
    - Control Activities
    - Information and Communication
    - Monitoring Activities

Note: If you select a component that is already assigned for assessment, a message "**Component already in progress!**" appears, indicating that you cannot assign the same component for assessment.

5. Click **Save**.
   A message appears "**Assessment is assigned**".

4.1.2 Conducting a Task

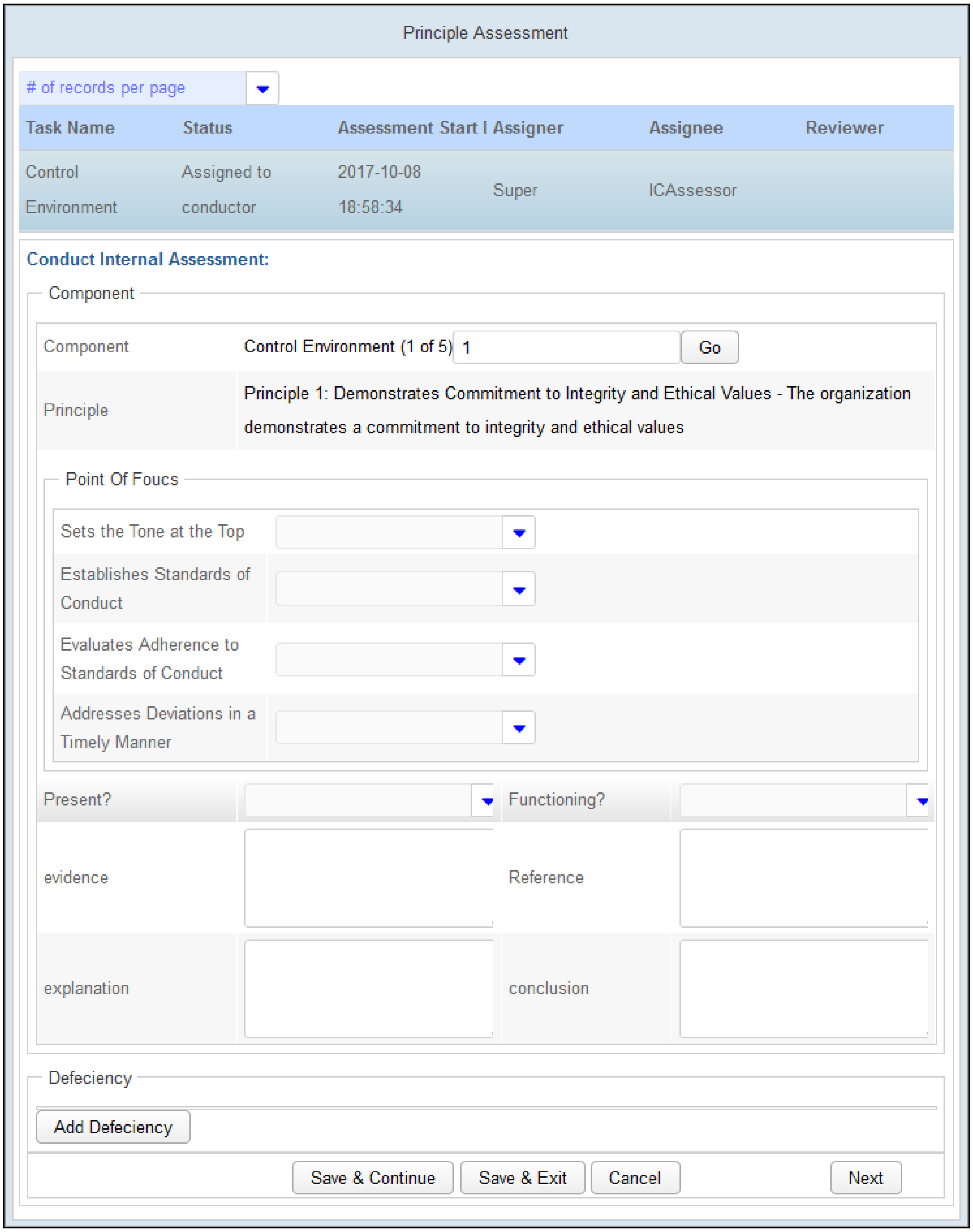
The second step in conducting Internal Control Assessment for **Principle** is performing the assigned task.

Note: In Tardigrade, a user whose role is defined as an **Assessor** can conduct a task.
To know more about roles and responsibilities, refer to Roles and Responsibilities.

To conduct a task:

1. From the main menu, go to **Assessment** » **Internal Control** » **Principle** » **Principle Conduct Task**.
   The **Principle Assessment** page appears.

2. From the list of tasks, select a task.
   The details of the task appear in the **Conduct Internal Assessment** panel.



Conduct Internal Assessment panel – Conducting a task

3. Enter all the data required to complete the task.
   Click **Next** or **Previous** to navigate the pages of the task.

4. [Optional] Click **Save & Continue** to save your current task.

5. [Optional] Click **Save & Exit** to resume the task later.

6. After entering the data required to complete the task, click **Finish** to complete the task.
   A message appears "**Assessment submitted for review**".
   The assessment task is completed and it is sent to the Reviewer.

4.1.3 Reviewing a Task

The third and last step in conducting Internal Control Assessment for **Principle** is to review the task.

Note:	In Tardigrade, a user whose role is defined as a **Reviewer** can review a task. To know more about roles and responsibilities, refer to Roles and Responsibilities.

To review a task:

1. From the main menu, go to **Assessment** » **Internal Control** » **Principle** » **Principle Review Task**.
   The **Principle Assessment** page appears with a list of tasks to review.

2. From the list of tasks, select a task.
   The details of the task appear in the **Conduct Internal Assessment** panel.

3. Review the data.
   Click **Next** or **Previous** to navigate the pages of the task.

4. Select an **Assessment Response**.

5. [Optional] Enter your comments in **Reviewer Comment** text box.

6. [Optional] Click **Save & Continue** to save your current task.

7. [Optional] Click **Save & Exit** to resume your task later.

8. After reviewing the data required to complete the task, do one of the following:

   - Click **Approve**.
     A message appears "**Assessment is approved**" indicating that the assessment is complete.

   - Click **Reject**.
     The assessment is sent to the Assessor's list of assigned tasks who must perform the assessment again.

4.2 Conducting Internal Control Assessment for Component

To perform Internal Control Assessment for Component, you can do the following:

- Assign a task
- Conduct a task
- Review a task

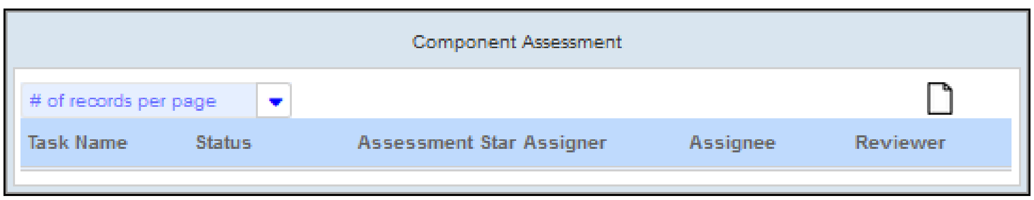
4.2.1 Assigning a Task

In Tardigrade, you can perform Internal Control Assessment analysis for Component. The first step in the process involves a task assigner allocating a task to an assessor who performs it.

Note:	A user whose role is defined as an **Assigner** can assign a task. To know more about roles and responsibilities, refer to Roles and Responsibilities.

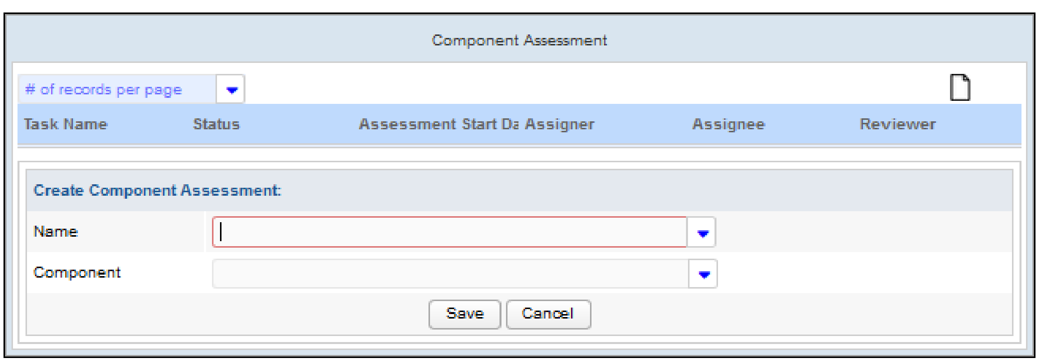
To assign an assessment task:

1. From the main menu, go to **Assessment** » **Internal Control** » **Component** » **Component Assign Task**.
   The **Component Assessment** page appears.



Component Assessment page

2. Click .
   The **Create Component Assessment** panel appears.



Create Component Assessment panel

3. From the **Name** drop-down list, select the user to whom you want to assign the assessment task.

4. From the **Component** drop-down list, select one of the following components:

   - Control Environment
   - Risk Assessment
   - Control Activities
   - Information and Communication
   - Monitoring Activities

Note: If you select a component that is already assigned for assessment, a message "**Component already in progress!**" appears, indicating that you cannot assign the same component for assessment.

5. Click **Save**.
   A message appears "**Assessment is assigned**".

4.2.2 Conducting a Task

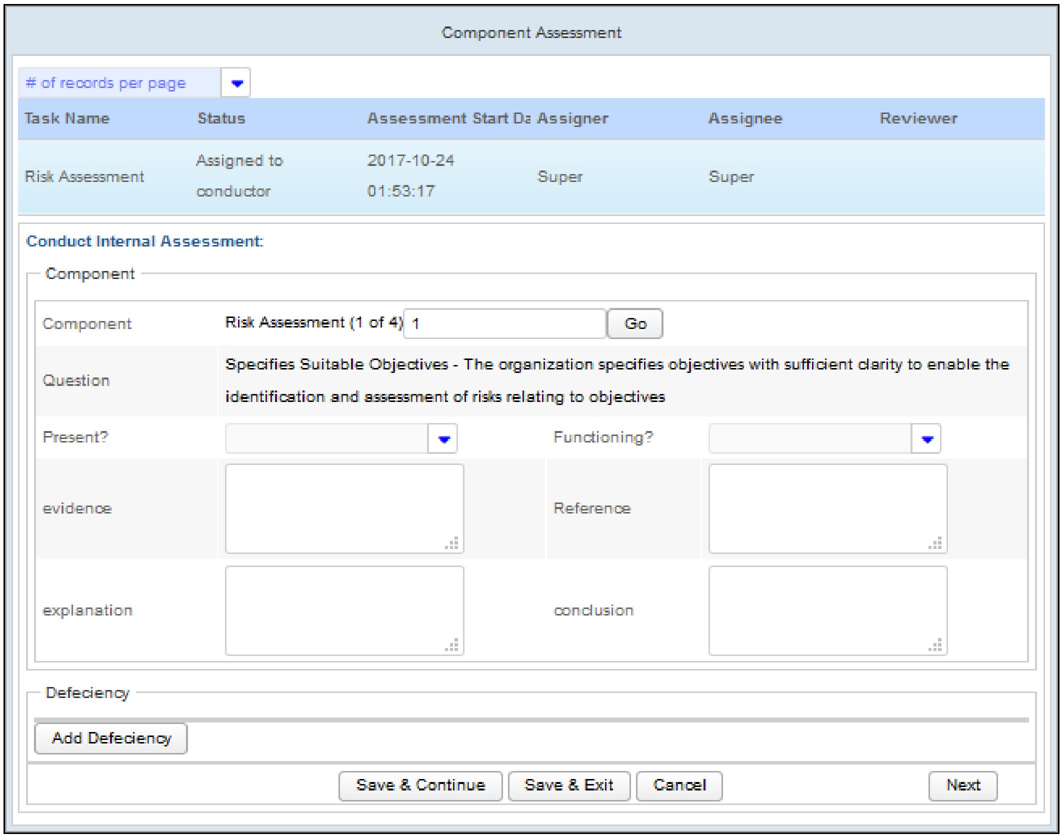
The second step in conducting Internal Control Assessment for Component is performing the assigned task.

Note: In Tardigrade, a user whose role is defined as an **Assessor** can conduct a task.
To know more about roles and responsibilities, refer to Roles and Responsibilities.

To conduct a task:

1. From the main menu, go to **Assessment** » **Internal Control** » **Component** » **Component Conduct Task**.
   The **Component Assessment** page appears.

2. From the list of tasks, select a task.
   The details of the task appear in the **Conduct Internal Assessment** panel.



Conduct Internal Assessment panel – Conducting a task

3. Enter all the data required to complete the task.
   Click **Next** or **Previous** to navigate the pages of the task.

4. [Optional] Click **Save & Continue** to save your current task.

5. [Optional] Click **Save & Exit** to resume the task later.

6. After entering the data required to complete the task, click **Finish** to complete the task.
   A message appears "**Assessment submitted for review**".
   The assessment task is completed and it is sent to the Reviewer.

4.2.3 Reviewing a Task

The third and last step in conducting Internal Control Assessment for Component is to review the task.

Note:	In Tardigrade, a user whose role is defined as a **Reviewer** can review a task. To know more about roles and responsibilities, refer to Roles and Responsibilities.

To review a task:

1. From the main menu, go to **Assessment** » **Internal Control** » **Component** » **Component Review Task**.
   The **Component Assessment** page appears with a list of tasks to review.

2. From the list of tasks, select a task.
   The details of the task appear in the **Conduct Internal Assessment** panel.

3. Review the data.
   Click **Next** or **Previous** to navigate the pages of the task.

4. Select an **Assessment Response**.

5. [Optional] Enter your comments in **Reviewer Comment** text box.

6. [Optional] Click **Save & Continue** to save your current task.

7. [Optional] Click **Save & Exit** to resume your task later.

8. After reviewing the data required to complete the task, do one of the following:

   - Click **Approve**.
     A message appears "**Assessment is approved**" indicating that the assessment is complete.

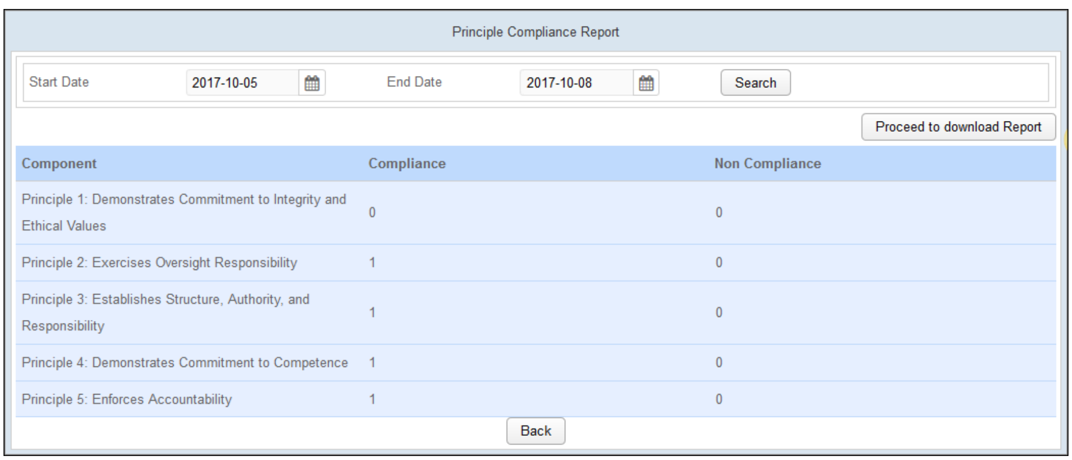
   - Click **Reject**.
     The assessment is sent to the Assessor's list of assigned tasks who must perform the assessment again.

4.3 Internal Control Dashboard Reports

For Internal Control Assessment, you can publish reports that can be viewed on the Tardigrade dashboard. You can also print the reports from the dashboard.

To publish a dashboard report:

1. From the main menu, go to **Dashboard** » **Internal Control** select a report from the following reports:
   - Component Compliance Result
   - Deficiency Result
   - Principle Compliance Result
2. In the dashboard page, use the respective date picker icons to enter the Start Date and the End Date.
3. Click **Search**.
   The relevant results are displayed.


Principle Compliance Report

Start Date 2017-10-05 End Date 2017-10-08 Search

Proceed to download Report

Component	Compliance	Non Compliance
Principle 1: Demonstrates Commitment to Integrity and Ethical Values	0	0
Principle 2: Exercises Oversight Responsibility	1	0
Principle 3: Establishes Structure, Authority, and Responsibility	1	0
Principle 4: Demonstrates Commitment to Competence	1	0
Principle 5: Enforces Accountability	1	0

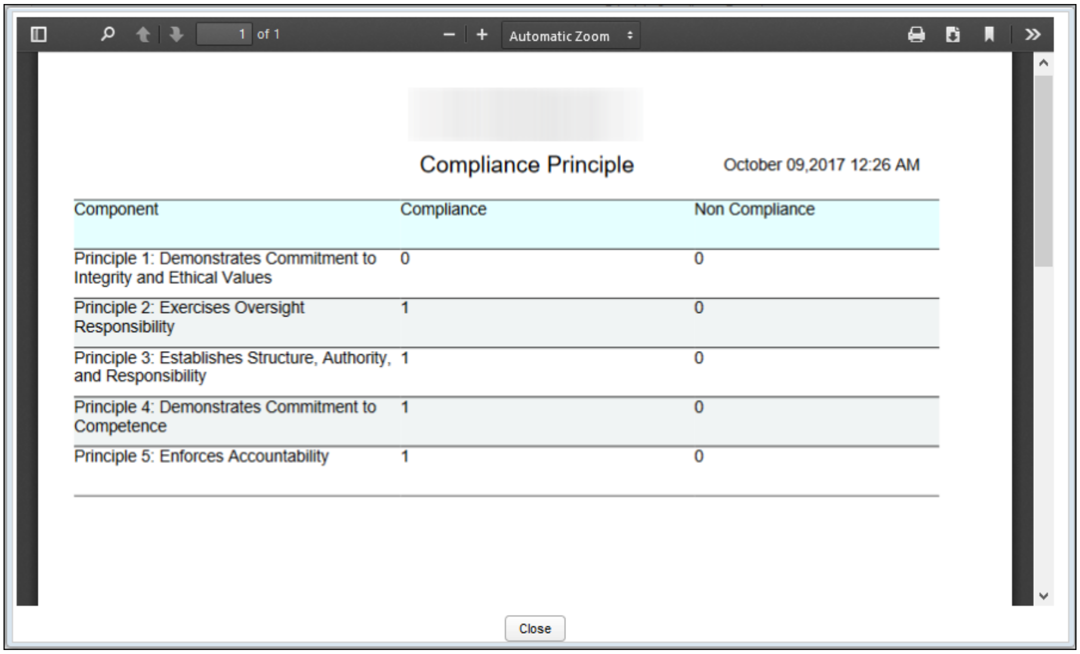
Back

Internal Control Dashboard Reports search results page

4.3.1 Printing Internal Control Dashboard Reports

To print a report:

1. In the Cybersecurity Dashboard Reports search results page, click **Proceed to download Report**.
   A pop-up window displaying the PDF version of the report.it



Compliance Principle

October 09,2017 12:26 AM

Component	Compliance	Non Compliance
Principle 1: Demonstrates Commitment to Integrity and Ethical Values	0	0
Principle 2: Exercises Oversight Responsibility	1	0
Principle 3: Establishes Structure, Authority, and Responsibility	1	0
Principle 4: Demonstrates Commitment to Competence	1	0
Principle 5: Enforces Accountability	1	0

Internal Control Dashboard Report Pop-up

2. From the pop-up window, print the report or save it on your local system.

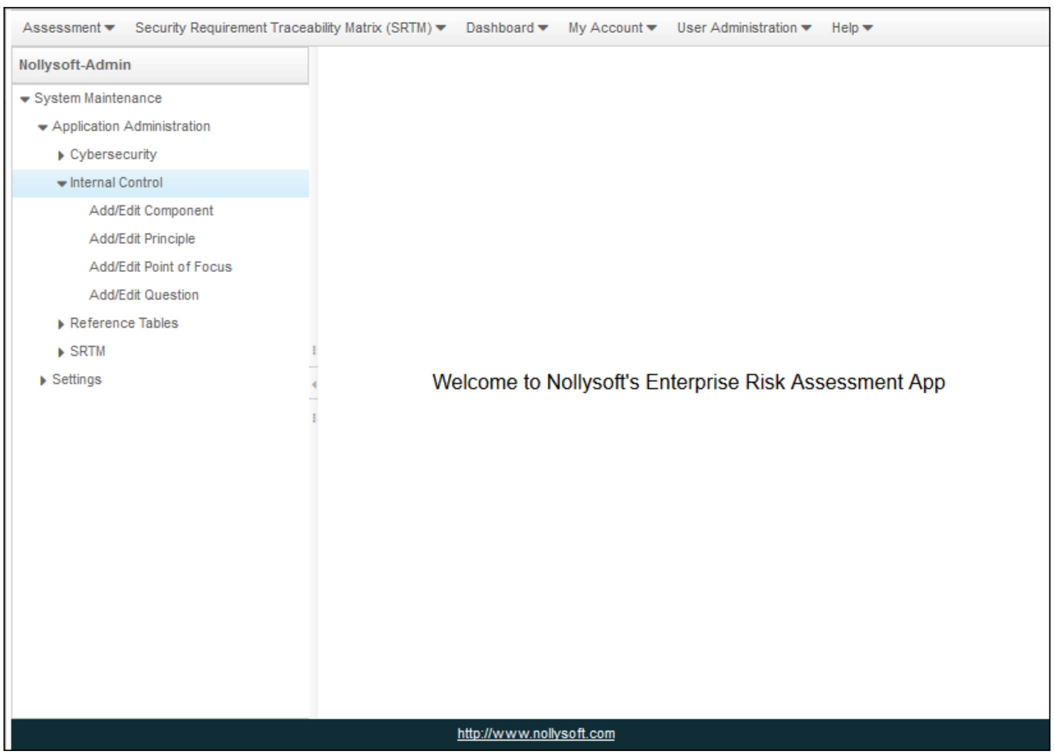
4.4 Internal Control Admin Panel

The Internal Control Admin panel allows you to add, edit and delete the following:

- Component
- Principle
- Point Of Focus
- Question

Note: You need to be logged on as the System Administrator to access the Internal Control Admin Panel.

To access the **Internal Control Admin** panel, expand **System Maintenance** in the left **Administration** panel and navigate to **Application Administration** » **Internal Control**.



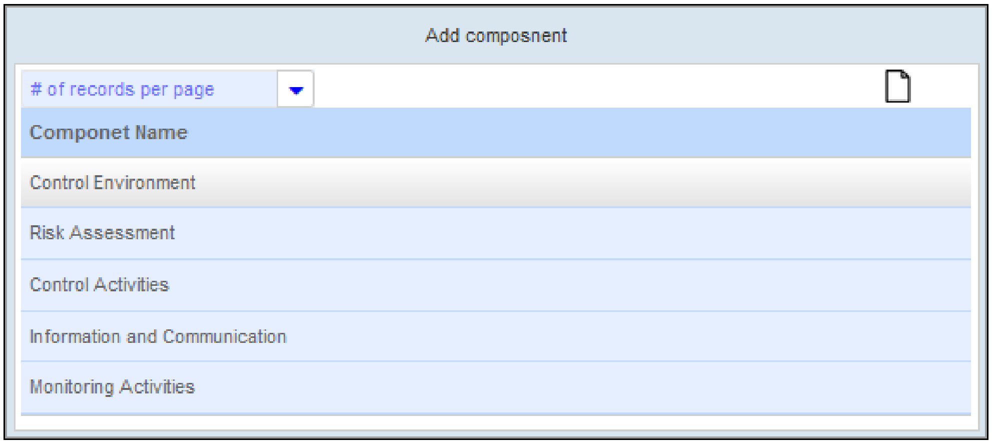
Internal Control Admin Panel

4.4.1 Component

Adding a Component

To add a Component:

3. Expand **System Maintenance** in the left **Administration** panel and navigate to **Application Administration** » **Internal Control** » **Add/Edit Component**.
   The **Add Component** page appears.



Add Component page

4. To add a Component, click .
   The **Add New Component** panel appears.

5. Enter the name of the **Component**.

6. Click **Save**.

Editing a Component

To edit a Component:

1. Select the Component on **Add Component** page.

2. Click .
   The **Add New Component** panel appears.

3. Modify the name of the **Component**.

4. Click **Save**.

Deleting a Component

To delete a component:

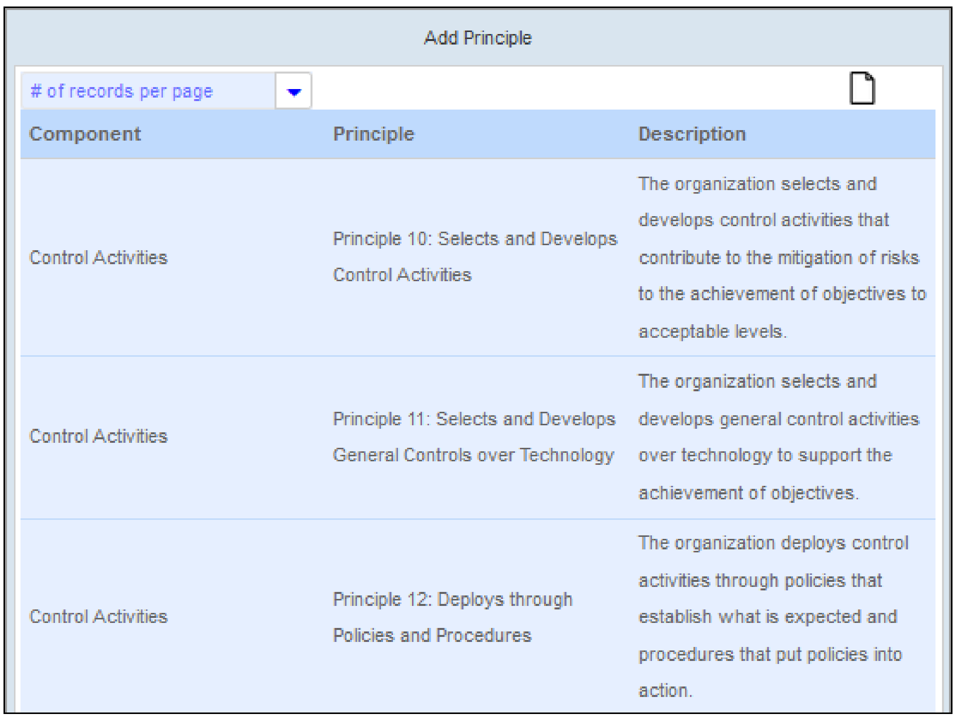
1. Select the component on **Add Component** page.
2. Click .
   A message appears “**Do you want to delete the Component?**”.
3. Click **Delete**.

4.4.2 Principle

Adding a Principle

To add a Principle:

4. Expand **System Maintenance** in the left **Administration** panel and navigate to **Application Administration** » **Internal Control** » **Add/Edit Principle**.
   The **Add Principle** page appears.


Add Principle

# of records per page

Component	Principle	Description
Control Activities	Principle 10: Selects and Develops Control Activities	The organization selects and develops control activities that contribute to the mitigation of risks to the achievement of objectives to acceptable levels.
Control Activities	Principle 11: Selects and Develops General Controls over Technology	The organization selects and develops general control activities over technology to support the achievement of objectives.
Control Activities	Principle 12: Deploys through Policies and Procedures	The organization deploys control activities through policies that establish what is expected and procedures that put policies into action.

Add Principle page

5. To add a Principle, click .
   The **Add New Principle** panel appears.
6. From the drop-down list, select a **Component**.

7. Enter the **Principle** and the **Description**.

8. Click **Save**.

Editing a Principle

To edit a Principle:

1. Select the Principle on **Add Principle** page.

2. Click .
   The **Add New Principle** panel appears.

3. Modify the following:

   - Name of the **Component**
   - The **Principle**
   - The **Description**

4. Click **Save**.

Deleting a Principle

To delete a Principle:

1. Select the Principle on **Add Principle** page.

2. Click .
   A message appears "**Do you want to delete the Principle?**".

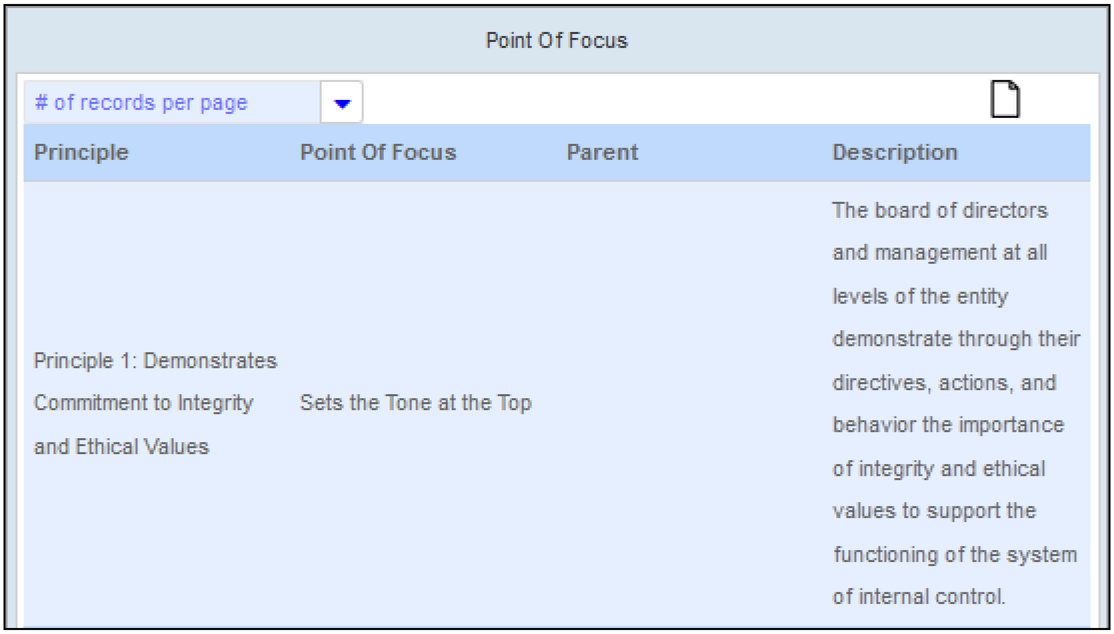
3. Click **Delete.**

4.4.3 Point Of Focus

Adding a Point of Focus

To add a Point of Focus:

1. Expand **System Maintenance** in the left **Administration** panel and navigate to **Application Administration** » **Internal Control** » **Add/Edit Point of Focus**.
   The **Point Of Focus** page appears.



Point Of Focus page

2. To add a Point Of Focus, click .
   The **Add New Point Of Focus** panel appears.

3. From the drop-down lists, select a **Principle** and a **Parent**.

4. Enter the **Point Of Focus** and the **Description**.

5. Click **Save**.

Editing a Point Of Focus

To edit a Point Of Focus:

1. Select the Point Of Focus on **Point Of Focus** page.

2. Click .
   The **Add New Point Of Focus** panel appears.

3. Modify the following:

- The **Principle**
- The **Parent**
- The **Point Of Focus**
- The **Description**

4. Click **Save**.

Deleting a Point Of Focus

To delete a Point of Focus:

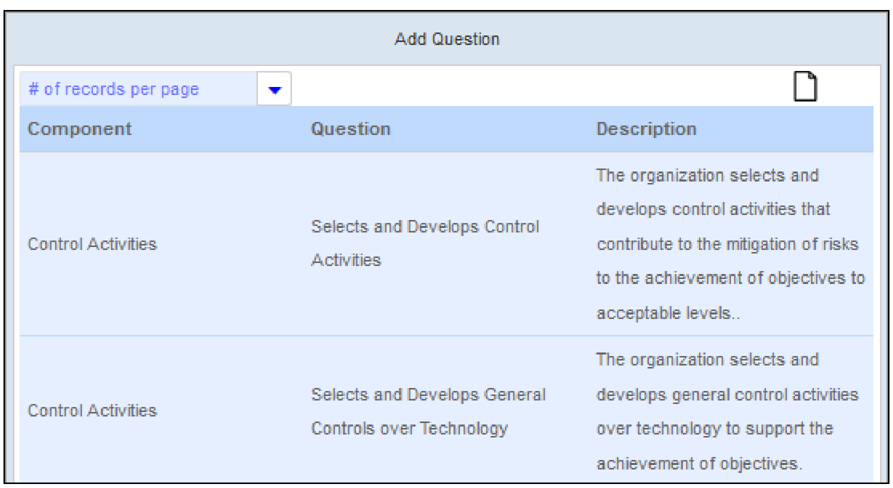
1. Select the Point Of Focus on **Point Of Focus** page.
2. Click .
   A message appears "**Do you want to delete the Point Of Focus?**".
3. Click **Delete.**

4.4.4 Question

Adding a Question

To add a Question:

1. Expand **System Maintenance** in the left **Administration** panel and navigate to **Application Administration** » **Internal Control** » **Add/Edit Question**.
   The **Add Question** page appears.



Add Question page

2. To add a Question, click .
   The **Add New Question** panel appears.

3. From the drop-down list, select a **Component**.

4. Enter the **Question** and the **Description**.

5. Click **Save**.

Editing a Question

To edit a Question:

1. Select the Question on **Add Question** page.

2. Click .
   The **Add New Question** panel appears.

3. Modify the following:

   - Name of the **Component**
   - The **Question**
   - The **Description**

4. Click **Save**.

Deleting a Question

To delete a Question:

1. Select the Question on **Add Question** page.

2. Click .
   A message appears "**Do you want to delete the Question?**".

3. Click **Delete**.

5 Security Requirement Traceability Matrix

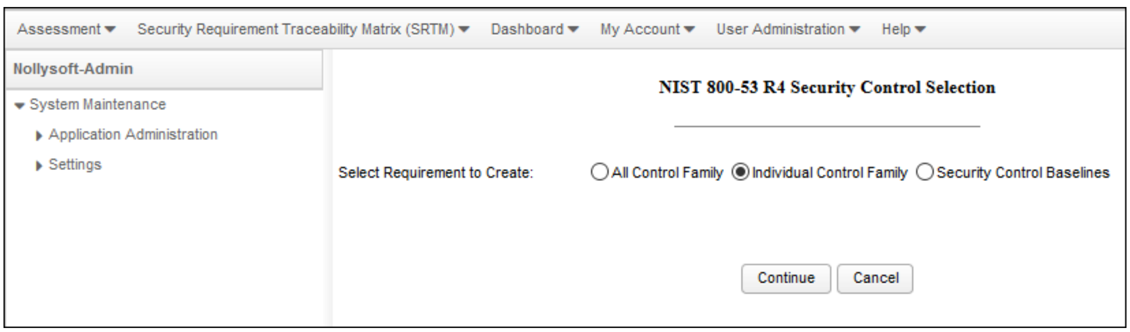
Security Requirement Traceability Matrix (SRTM) allows you to select security controls from industry standards such as NIST 800-53 R4 and ISO 270001 for implementation. Additionally, System Administrators will be able to maintain various aspects of the module.

5.1 Security Requirement Traceability Matrix (SRTM) NIST 800-53

5.1.1 Creating Security Requirement Traceability Matrix for NIST 800-53 R4

To access Security Requirement Traceability Matrix for NIST 800-53:

From the main menu, navigate to **Security Requirement Traceability Matrix (SRTM)** » **SRTM Standards** » **NIST 800-53 R4**.
The **NIST 800-53 R4 Security Control Selection** page appears.



NIST 800-53 R4 Security Control Selection page

In the **NIST 800-53 R4 Security Control Selection** page, you can create Security Requirement Traceability Matrix for the following options:

- All Control Family
- Individual Control Family (selected by default)
- Security Control Baselines

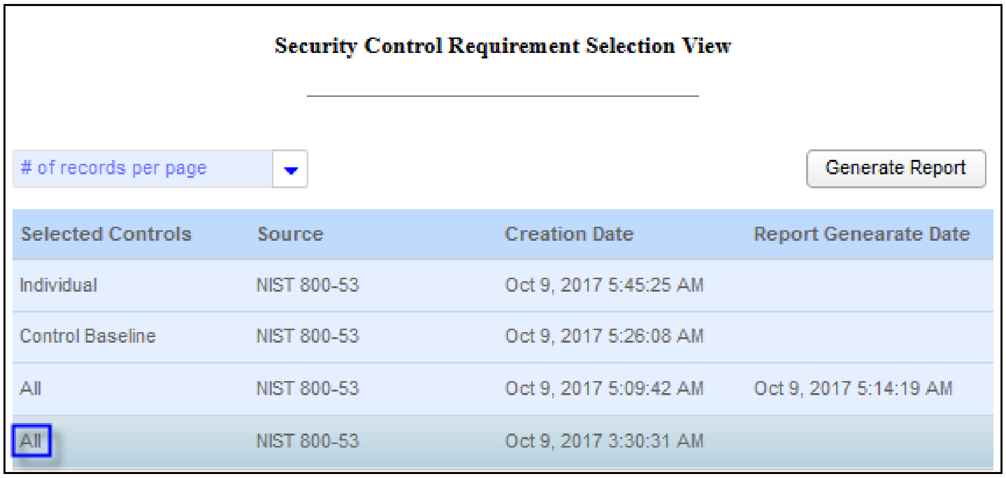
5.1.2 Creating SRTM NIST 800-53 R4 for All Control Family

To create SRTM NIST 800-53 R4 for All Control Family:

1. In the **NIST 800-53 R4 Security Control Selection** page, select **All Control Family.**
2. Select the **Verification Method**.
3. Click **Save All Controls**.
   A message "**All NIST security controls have been successfully created.**" appears.

4. Click the “**Click Here to View Security Controls**” link.
   The **Security Control Requirement Selection View** page appears.

5. From the list of **Selected Controls**, select **All**. The **All** indicates All Control Family.
   The **Generate Report** button appears.


Security Control Requirement Selection View

# of records per page

Generate Report

Selected Controls	Source	Creation Date	Report Genearate Date
Individual	NIST 800-53	Oct 9, 2017 5:45:25 AM	
Control Baseline	NIST 800-53	Oct 9, 2017 5:26:08 AM	
All	NIST 800-53	Oct 9, 2017 5:09:42 AM	Oct 9, 2017 5:14:19 AM
All	NIST 800-53	Oct 9, 2017 3:30:31 AM	

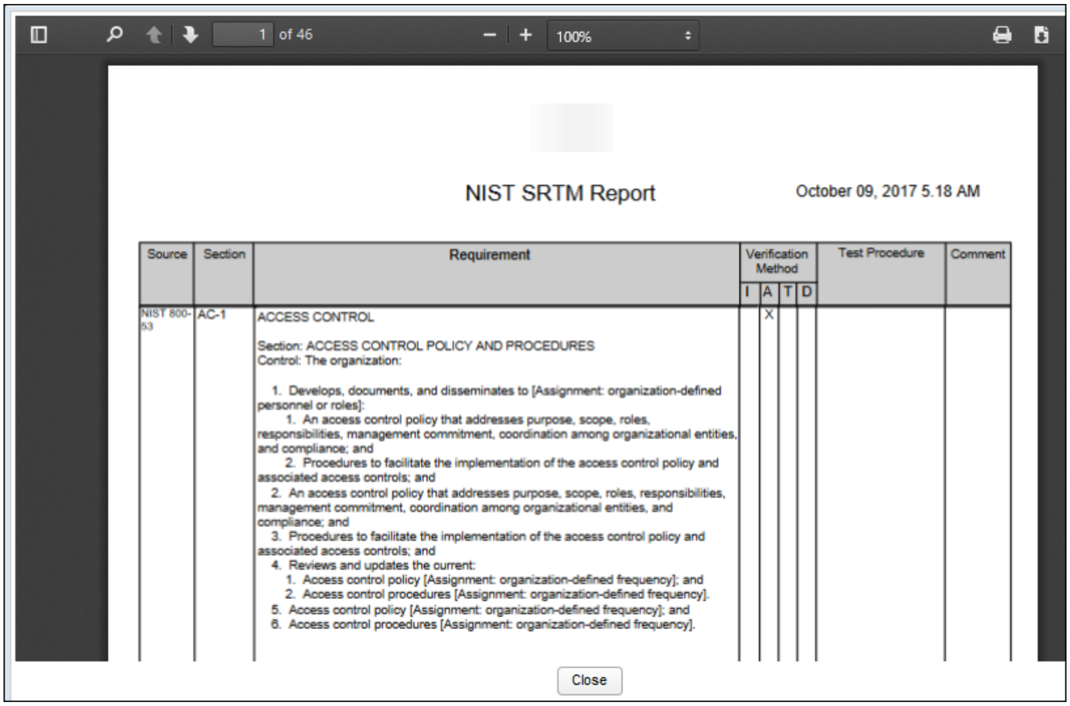
Select All Control Family

6. Click **Generate Report**.
   A message “**Report Generated Successfully!**” appears.

7. Click **View Report**.
   The **SRTM Report Details** page appears.

8. Click **Proceed to download Report**.
   The **Download Report** pop-up window appears.

9. In the pop-up window, click **Download Report**.
   The **NIST SRTM Report** appears as a PDF in a window.



NIST SRTM Report PDF Window

10. [Optional] Print the report or save it on your local system.

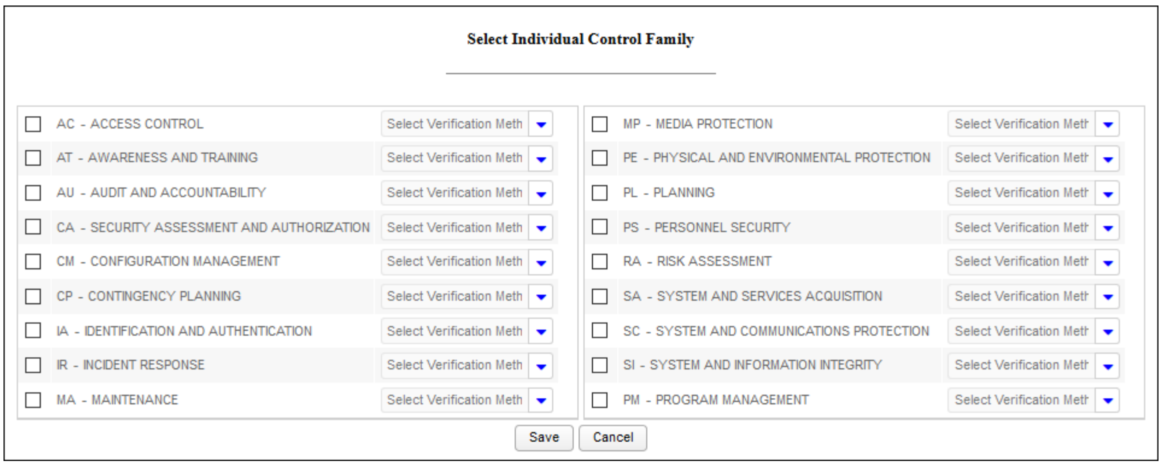
11. To close the PDF, click **Close**.

5.1.3 Creating SRTM NIST 800-53 R4 for Individual Control Family

To create SRTM NIST 800-53 R4 for Individual Control Family:

1. In the **NIST 800-53 R4 Security Control Selection** page, click **Continue**.
   Individual Control Family is selected by default.
   The **Select Individual Control Family** page appears.

Note: To create **SRTM NIST 800-53 R4** for **Individual Control Family** from the main menu, navigate to **Security Requirement Traceability Matrix (SRTM)** » **SRTM Standards** » **NIST Individual Control Family Selection**.
The **Select Individual Control Family** page appears.
Then, follow the steps below.



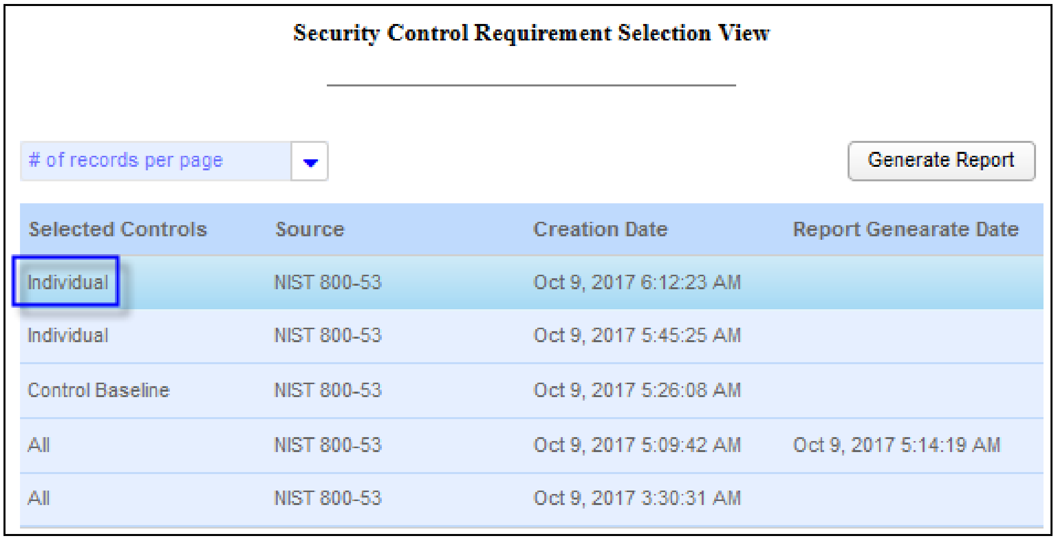
Select Individual Control Family page

2. In the **Select Individual Control Family** page, select one or more individual control parameter checkboxes and then, from the drop-down list(s), select the corresponding **Verification Method(s)**.

3. Click **Save**.
   A message “**Individual NIST security controls have been successfully created.**” appears.

4. Click the “**Click Here to View Security Controls**” link.
   The **Security Control Requirement Selection View** page appears.

5. From the list of **Selected Controls**, select **Individual**. The **Individual** indicates Individual Control Family.
   The **Generate Report** button appears.



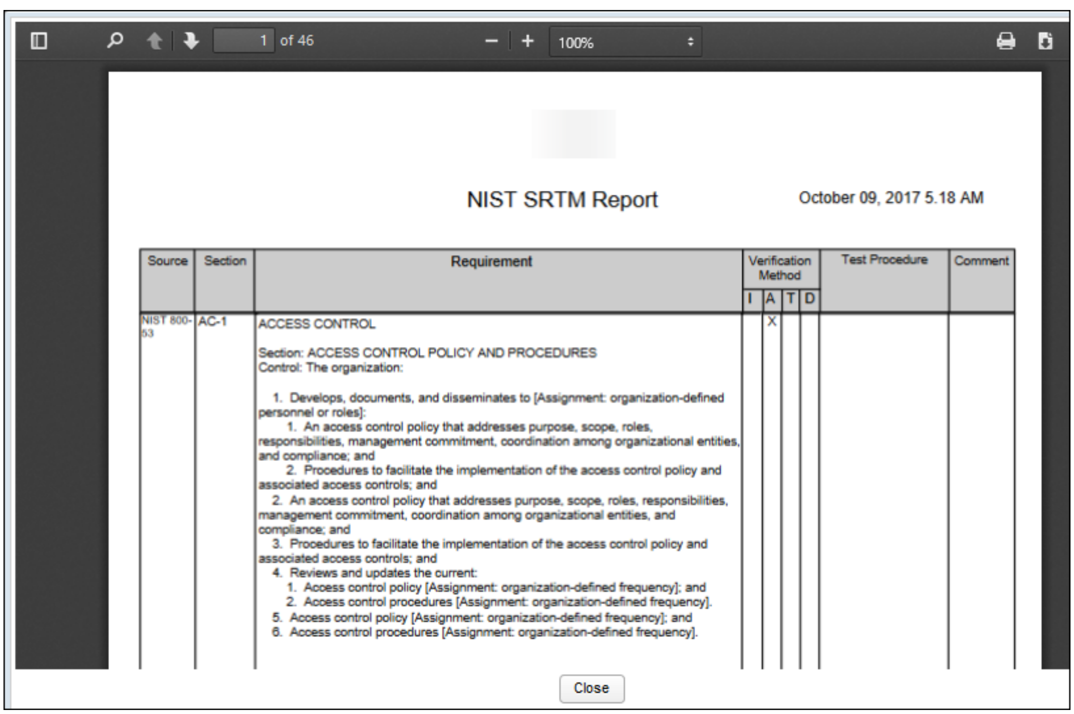
Select Individual Control Family

6. Click **Generate Report**.
   A message “**Report Generated Successfully!**” appears.

7. Click **View Report**.
   The **SRTM Report Details** page appears.

8. Click **Proceed to download Report**.
   The **Download Report** pop-up window appears.

9. In the pop-up window, click **Download Report**.
   The **NIST SRTM Report** appears as a PDF in a window.



NIST SRTM Report PDF Window

10. [Optional] Print the report or save it on your local system.

11. To close the PDF, click **Close**.

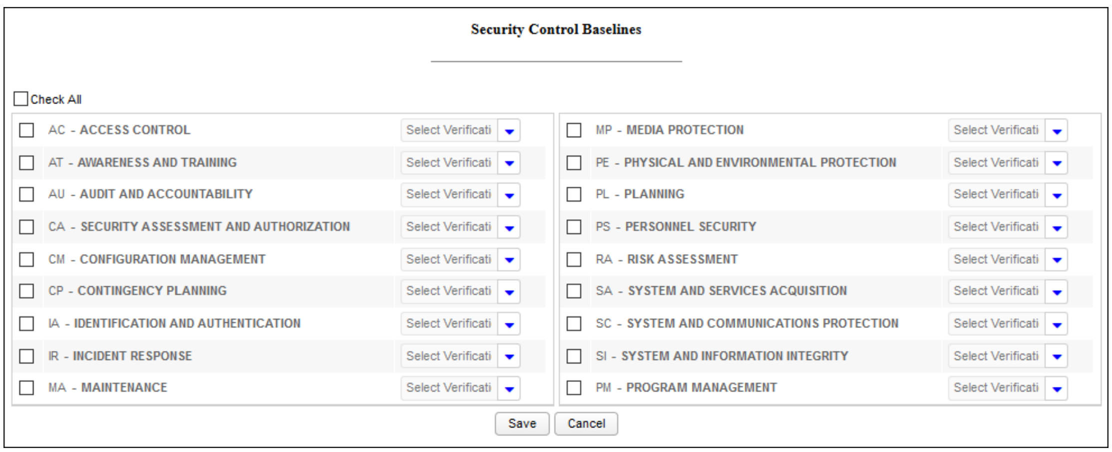
5.1.4 Creating SRTM NIST 800-53 R4 for Security Control Baselines

To create SRTM NIST 800-53 R4 for Security Control Baselines:

1. In the **NIST 800-53 R4 Security Control Selection** page, select **Security Control Baselines**.

Note: To create **SRTM NIST 800-53 R4** for **Security Control Baselines** from the main menu, navigate to **Security Requirement Traceability Matrix (SRTM)** » **SRTM Standards** » **NIST Security Baseline Selection**.
The **Security Control Baselines** page appears.
Then, follow the steps below.

2. Click **Continue**.
   The **Security Control Baselines** page appears.



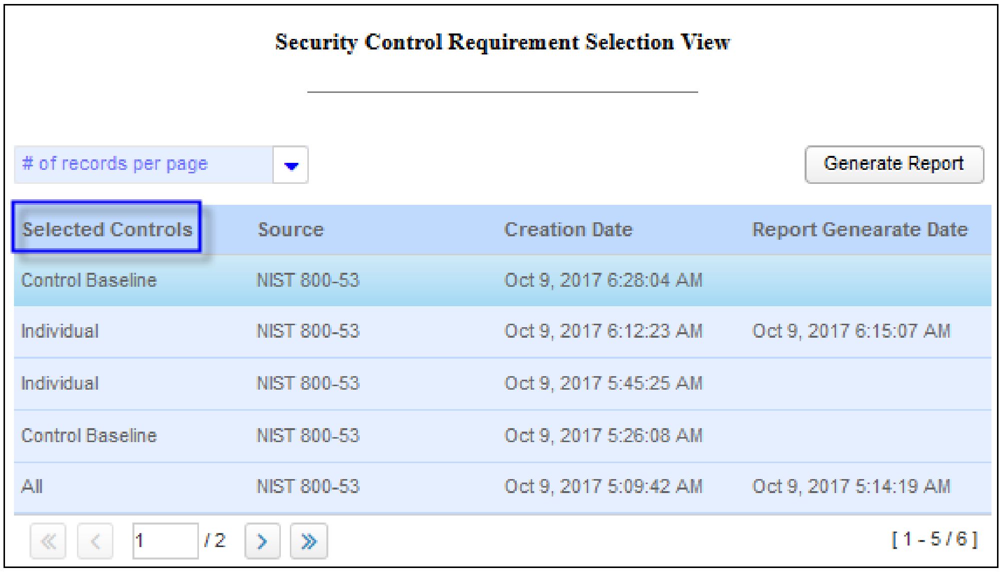
Security Control Baselines page

3. In the **Security Control Baselines** page, select one or more individual control parameter checkboxes and then, from the drop-down list(s), select the corresponding **Verification Method(s)**.

4. Click **Save**.
   A message “**Selected security controls have been successfully created.**” appears.

5. Click the “**Click Here to View Security Controls**” link.
   The **Security Control Requirement Selection View** page appears.

6. From the list of **Selected Controls**, select **Control Baseline**. The **Control Baseline** indicates Security Control Baselines.
   The **Generate Report** button appears.



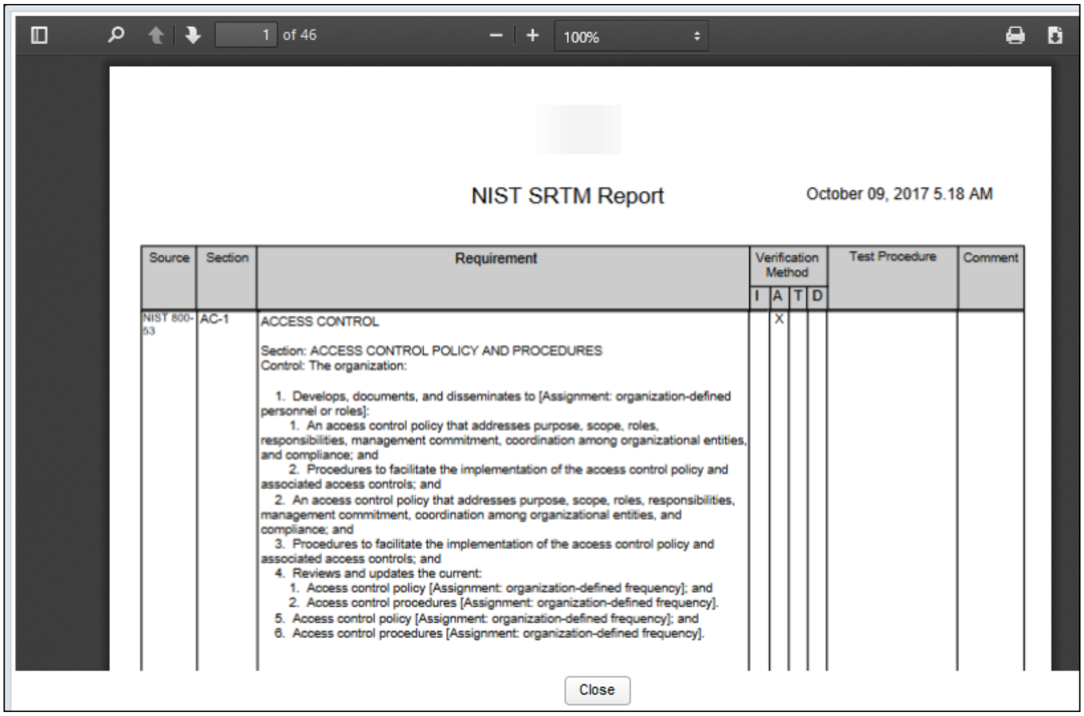
Select Security Control Baselines

7. Click **Generate Report**.
   A message "**Report Generated Successfully!**" appears.

8. Click **View Report**.
   The **SRTM Report Details** page appears.

9. Click **Proceed to download Report**.
   The **Download Report** pop-up window appears.

10. In the pop-up window, click **Download Report**.
    The **NIST SRTM Report** appears as a PDF in a window.



NIST SRTM Report PDF Window

11. [Optional] Print the report or save it on your local system.

12. To close the PDF, click **Close**.

5.2 Security Requirement Traceability Matrix (SRTM) ISO 27001-2013

5.2.1 Creating Security Requirement Traceability Matrix for NIST 800-53 R4

To access Security Requirement Traceability Matrix for ISO 27001-2013:

From the main menu, navigate to **Security Requirement Traceability Matrix (SRTM)** » **SRTM Standards** » **ISO 27001-2013**.
The **ISO 27001-2013 Control Selection** page appears.

ISO 27001-2013 Control Selection page

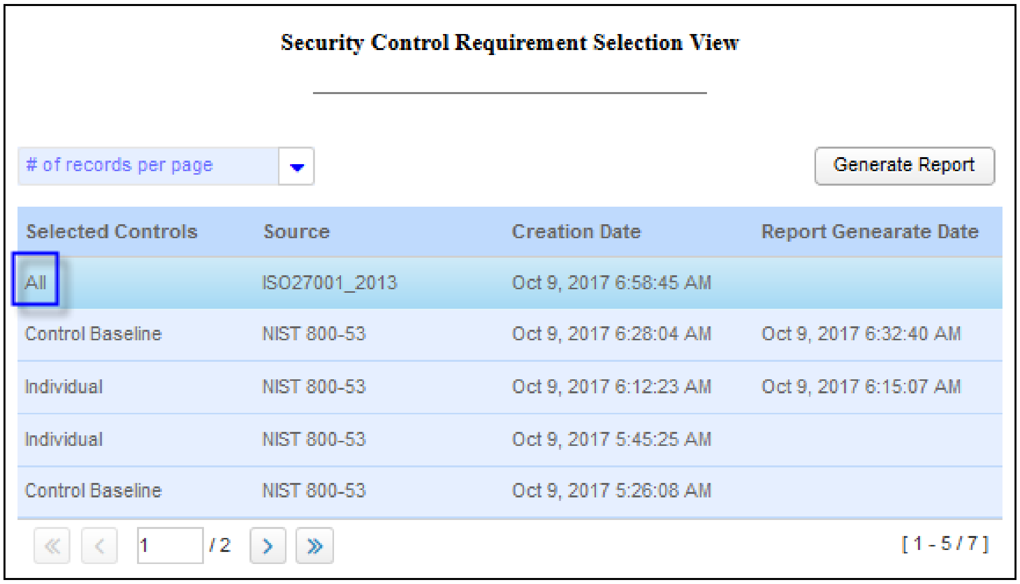
In the **ISO 27001-2013 Control Selection** page, you can create Security Requirement Traceability Matrix for the following options:

- All Control Family
- Individual Control Family (selected by default)

5.2.2 Creating SRTM ISO 27001-2013 for All Control Family

To create SRTM ISO 27001-2013 for All Control Family:

1. In the **ISO 27001-2013 Control Selection** page, select **All Control Family**.
2. Select the **Verification Method**.
3. Click **Save All Controls**.
   A message "**All ISO security controls have been successfully created.**" appears.
4. Click the "**Click Here to View Security Controls**" link.
   The **Security Control Requirement Selection View** page appears.
5. From the list of **Selected Controls**, select **All**. The **All** indicates All Control Family.
   The **Generate Report** button appears.



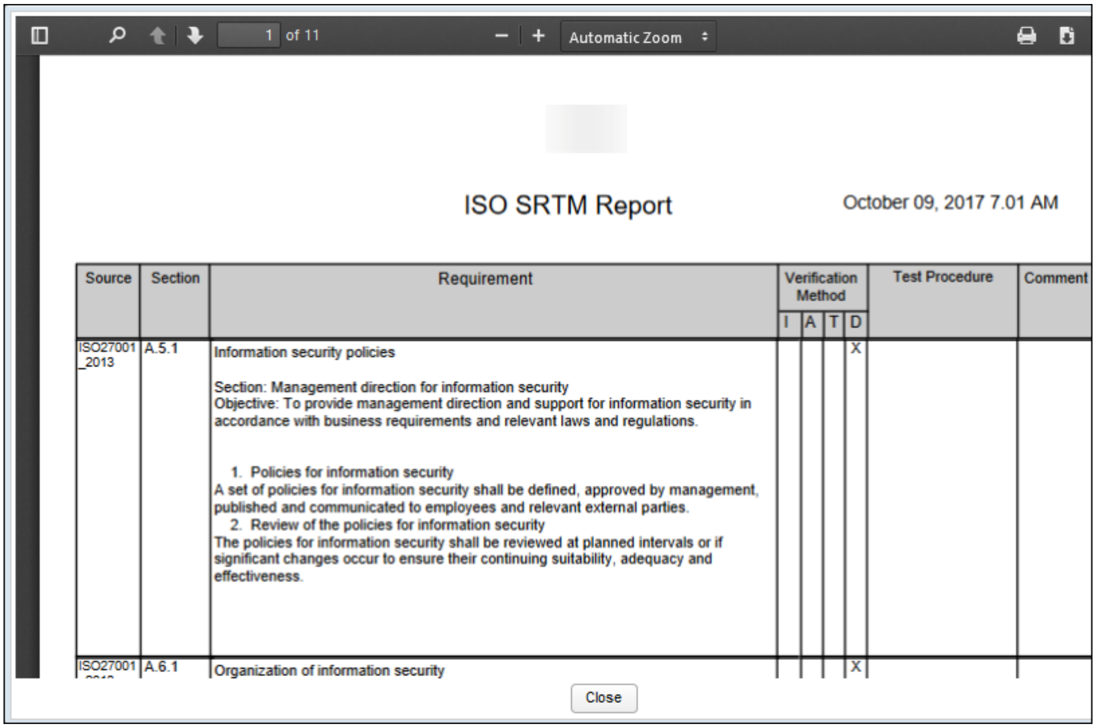
Security Control Requirement Selection View page--Select All Control Family

6. Click **Generate Report**.
   A message "**Report Generated Successfully!**" appears.

7. Click **View Report**.
   The **SRTM Report Details** page appears.

8. Click **Proceed to download Report**.
   The **Download Report** pop-up window appears.

9. In the pop-up window, click **Download Report**.
   The **ISO SRTM Report** appears as a PDF in a window.



ISO SRTM Report PDF Window

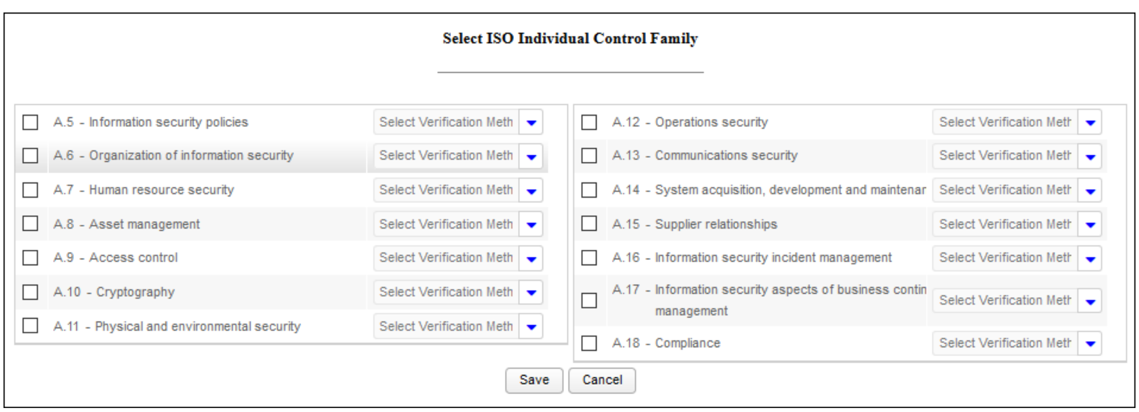
10. [Optional] Print the report or save it on your local system.

11. To close the PDF, click **Close**.

5.2.3 Creating SRTM ISO 27001-2013 for Individual Control Family

To create SRTM ISO 27001-2013 for Individual Control Family:

1. In the **ISO 27001-2013 Control Selection** page, click **Continue**.
   Individual Control Family is selected by default.
   The **Select ISO Individual Control Family** page appears.



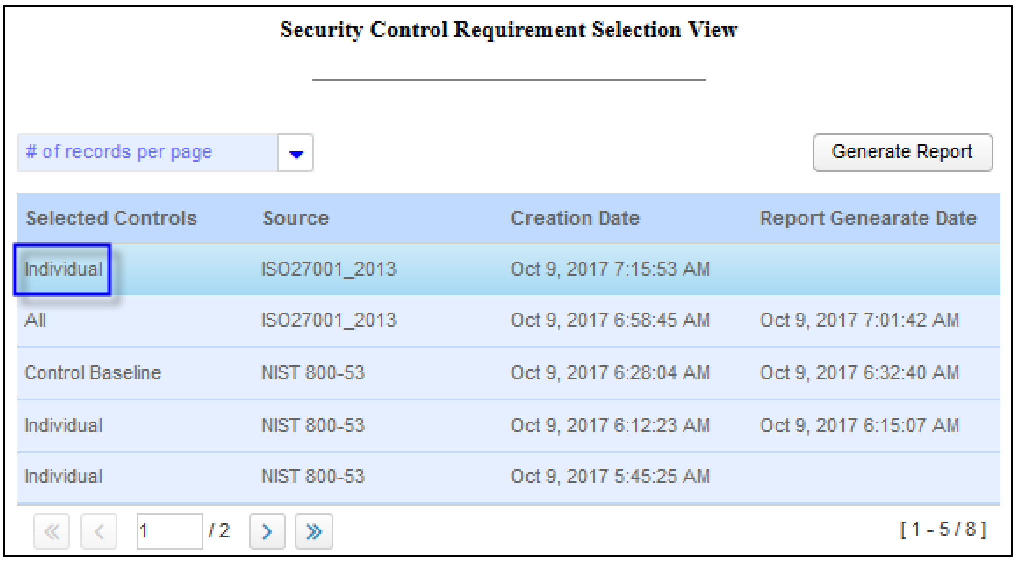
Select ISO Individual Control Family page

2. In the **Select ISO Individual Control Family** page, select one or more individual control parameter checkboxes and then, from the drop-down list(s), select the corresponding **Verification Method(s)**.

3. Click **Save**.
   A message "**Individual ISO security controls have been successfully created.**" appears.

4. Click the "**Click Here to View Security Controls**" link.
   The **Security Control Requirement Selection View** page appears.

5. From the list of **Selected Controls**, select **Individual**. The **Individual** corresponds to Individual Control Family.
   The **Generate Report** button appears.



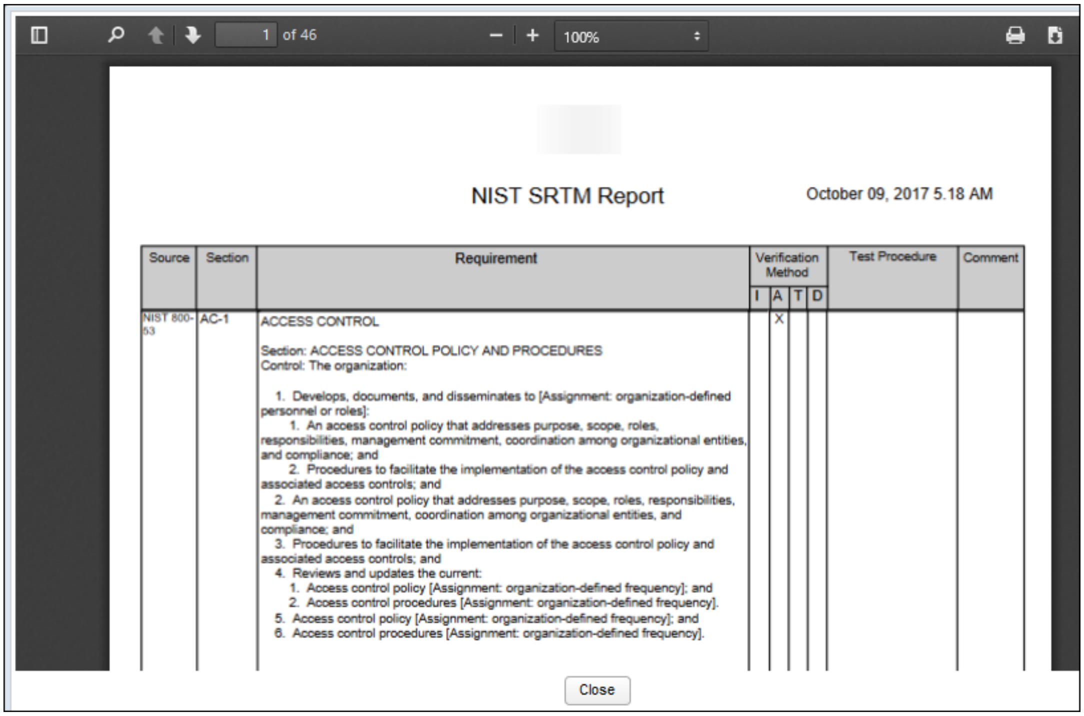
Security Control Requirement Selection View - Select ISO Individual Family

6. Click **Generate Report**.
   A message "**Report Generated Successfully!**" appears.

7. Click **View Report**.
   The **SRTM Report Details** page appears.

8. Click **Proceed to download Report**.
   The **Download Report** pop-up window appears.

9. In the pop-up window, click **Download Report**.
   The **NIST SRTM Report** appears as a PDF in a window.



ISO SRTM Report PDF Window

10. [Optional] Print the report or save it on your local system.

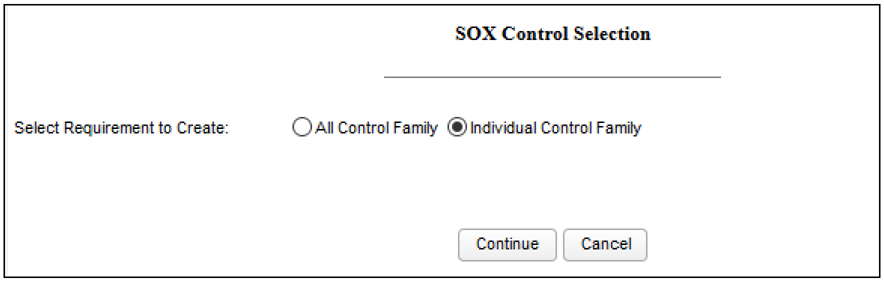
11. To close the PDF, click **Close**.

5.3 Security Requirement Traceability Matrix (SRTM) SOX

5.3.1 Creating Security Requirement Traceability Matrix for SOX

To access Security Requirement Traceability Matrix for SOX:

From the main menu, navigate to **Security Requirement Traceability Matrix (SRTM)** » **SRTM Regulation & Law** » **SRTM SOX**.
The **SOX Control Selection** page appears.



SOX Control Selection page

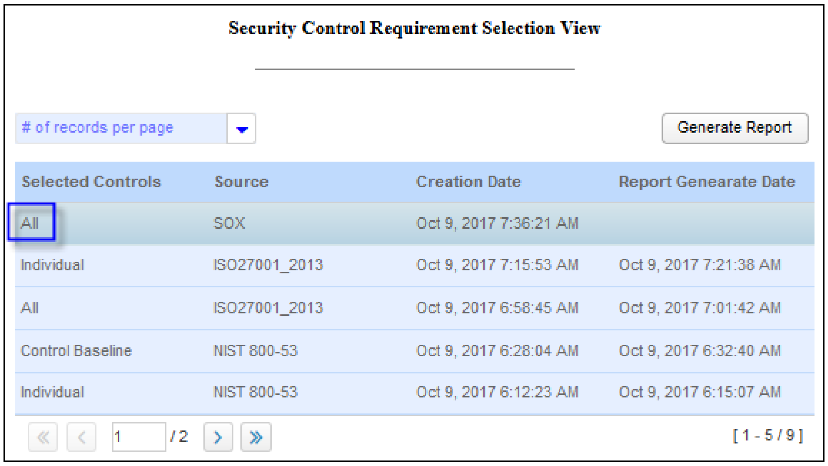
In the **SOX Control Selection** page, you can create Security Requirement Traceability Matrix for the following options:

- All Control Family
- Individual Control Family (selected by default)

5.3.2 Creating SRTM SOX for All Control Family

To create SRTM SOX for All Control Family:

1. In the **SOX Control Selection** page, select **All Control Family**.
2. Select the **Verification Method**.
3. Click **Save All Controls.**
   A message "**SOX Security Controls have been successfully created.**" appears.
4. Click the "**Click Here to View Security Controls**" link.
   The **Security Control Requirement Selection View** page appears.
5. From the list of **Selected Controls**, select **All**. The **All** indicates All Control Family.
   The **Generate Report** button appears.



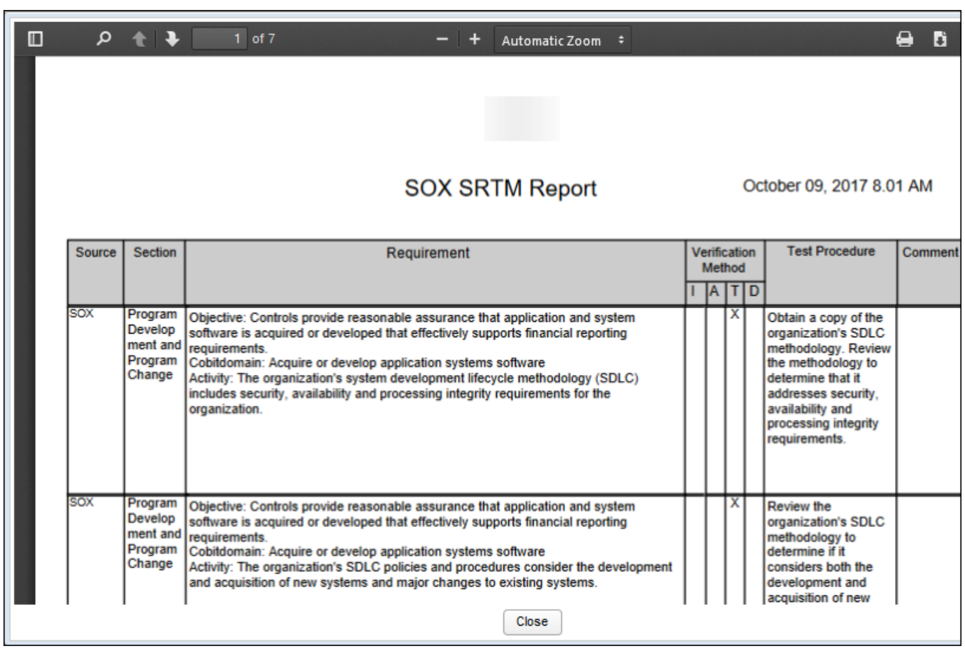
Security Control Requirement Selection View page--Select All Control Family

6. Click **Generate Report**.
   A message "**Report Generated Successfully!**" appears.

7. Click **View Report**.
   The **SRTM Report Details** page appears.

8. Click **Proceed to download Report**.
   The **Download Report** pop-up window appears.

9. In the pop-up window, click **Download Report**.
   The **SOX SRTM Report** appears as a PDF in a window.



SOX SRTM Report PDF Window

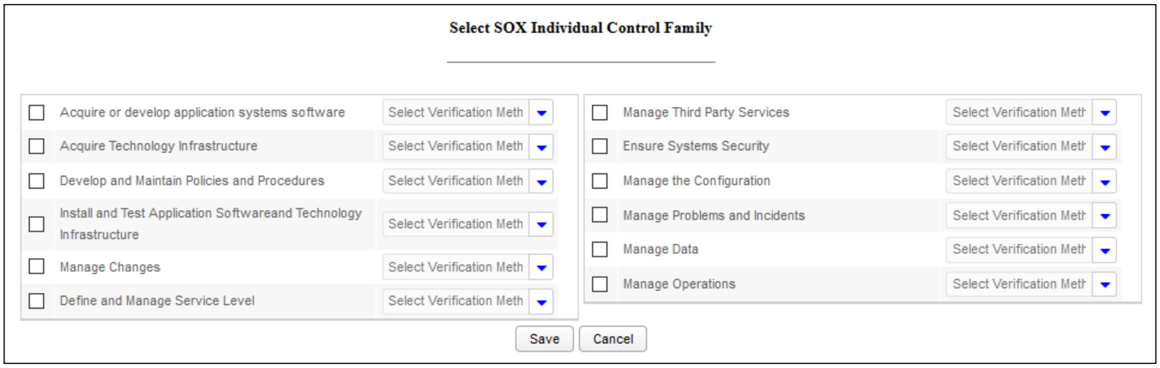
10. [Optional] Print the report or save it on your local system.

11. To close the PDF, click **Close**.

5.3.3 Creating SRTM SOX for Individual Control Family

To create SRTM SOX for Individual Control Family:

1. In the **SOX Control Selection** page, click **Continue**.
   Individual Control Family is selected by default.
   The **Select SOX Individual Control Family** page appears.



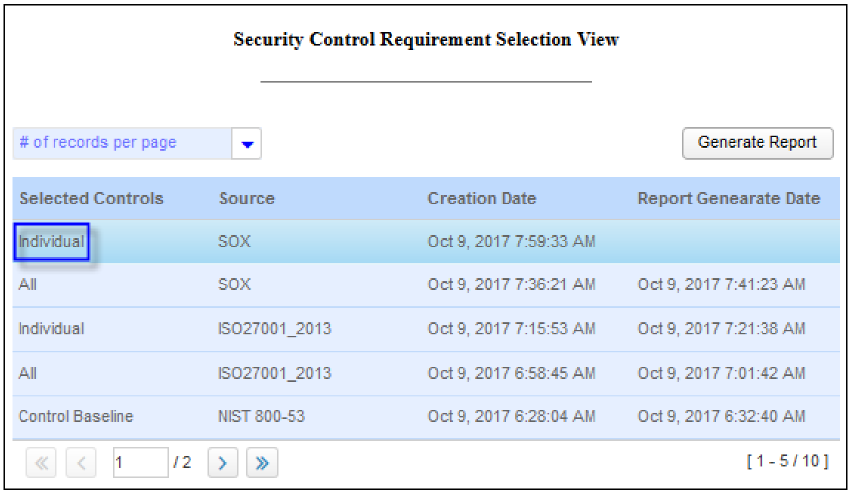
Select SOX Individual Control Family page

2. In the **Select SOX Individual Control Family** page, select one or more individual control parameter checkboxes and then, from the drop-down list(s), select the corresponding **Verification Method(s)**.

3. Click **Save**.
   A message "**Individual Security Controls have been successfully created.**" appears.

4. Click the "**Click Here to View Security Controls**" link.
   The **Security Control Requirement Selection View** page appears.

5. From the list of **Selected Controls**, select **Individual**. The **Individual** corresponds to Individual Control Family.
   The **Generate Report** button appears.



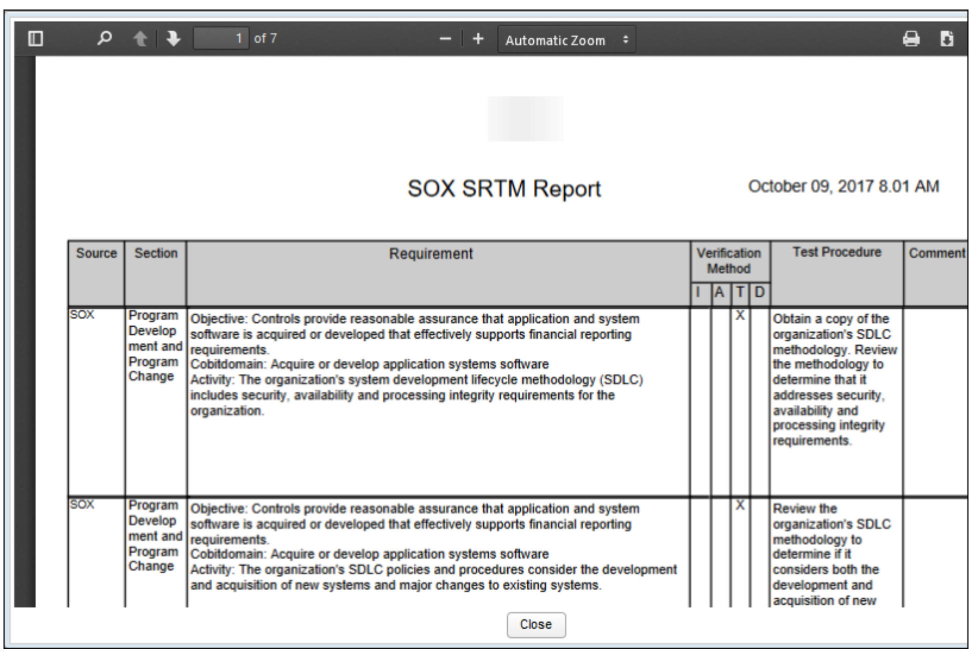
Security Control Requirement Selection View - Select SOX Individual Family

6. Click **Generate Report**.
   A message "**Report Generated Successfully!**" appears.

7. Click **View Report**.
   The **SRTM Report Details** page appears.

8. Click **Proceed to download Report**.
   The **Download Report** pop-up window appears.

9. In the pop-up window, click **Download Report**.
   The **SOX SRTM Report** appears as a PDF in a window.



SOX SRTM Report PDF Window

10. [Optional] Print the report or save it on your local system.

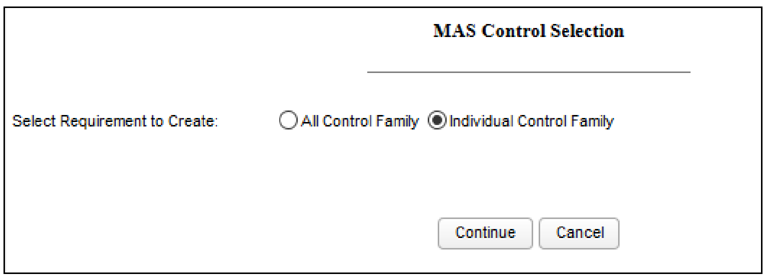
11. To close the PDF, click **Close**.

5.4 Security Requirement Traceability Matrix (SRTM) MAS

5.4.1 Creating Security Requirement Traceability Matrix for MAS

To access Security Requirement Traceability Matrix for MAS:

From the main menu, navigate to **Security Requirement Traceability Matrix (SRTM)** » **SRTM Regulation & Law** » **Monetary Association of Singapore (MAS)**.
The **MAS Control Selection** page appears.



MAS Control Selection page

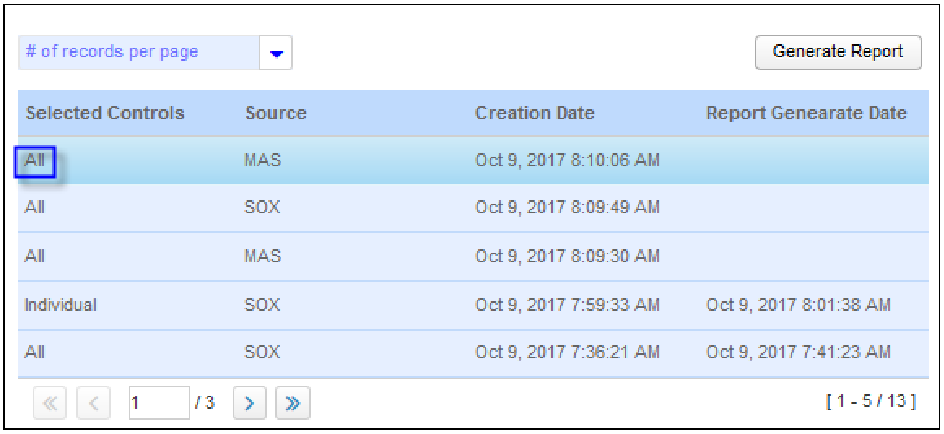
In the **MAS Control Selection** page, you can create Security Requirement Traceability Matrix for the following options:

- All Control Family
- Individual Control Family (selected by default)

5.4.2 Creating SRTM MAS for All Control Family

To create SRTM MAS for All Control Family:

1. In the **MAS Control Selection** page, select **All Control Family**.
2. Select the **Verification Method**.
3. Click **Save All Controls**.
   A message "**All MAS Security Controls have been successfully created.**" appears.
4. Click the "**Click Here to View Security Controls**" link.
   The **Security Control Requirement Selection View** page appears.
5. From the list of **Selected Controls**, select **All**. The **All** indicates All Control Family.
   The **Generate Report** button appears.



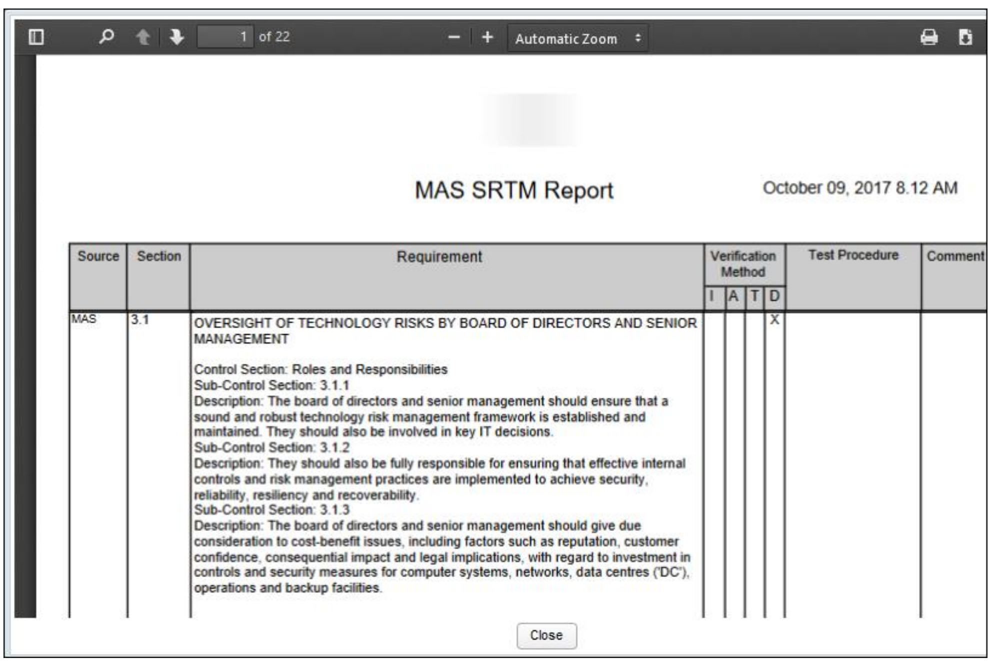
Security Control Requirement Selection View page--Select All Control Family

6. Click **Generate Report**.
   A message "**Report Generated Successfully!**" appears.

7. Click **View Report**.
   The **SRTM Report Details** page appears.

8. Click **Proceed to download Report.**
   The **Download Report** pop-up window appears.

9. In the pop-up window, click **Download Report**.
   The **MAS SRTM Report** appears as a PDF in a window.



MAS SRTM Report PDF Window

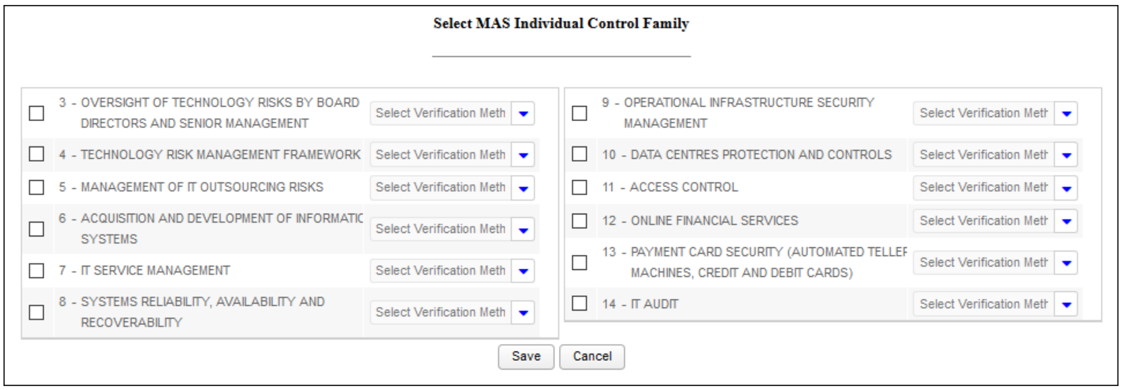
10. [Optional] Print the report or save it on your local system.

11. To close the PDF, click **Close**.

5.4.3 Creating SRTM MAS for Individual Control Family

To create SRTM MAS for Individual Control Family:

1. In the **MAS Control Selection** page, click **Continue**.
   Individual Control Family is selected by default.
   The **Select SOX Individual Control Family** page appears.



Select MAS Individual Control Family page

2. In the **Select MAS Individual Control Family** page, select one or more individual control parameter checkboxes and then, from the drop-down list(s), select the corresponding **Verification Method(s)**.

3. Click **Save**.
   A message "**Individual MAS security controls have been successfully created.**" appears.

4. Click the "**Click Here to View Security Controls**" link.
   The **Security Control Requirement Selection View** page appears.

5. From the list of **Selected Controls**, select **Individual**. The **Individual** corresponds to Individual Control Family.
   The **Generate Report** button appears.

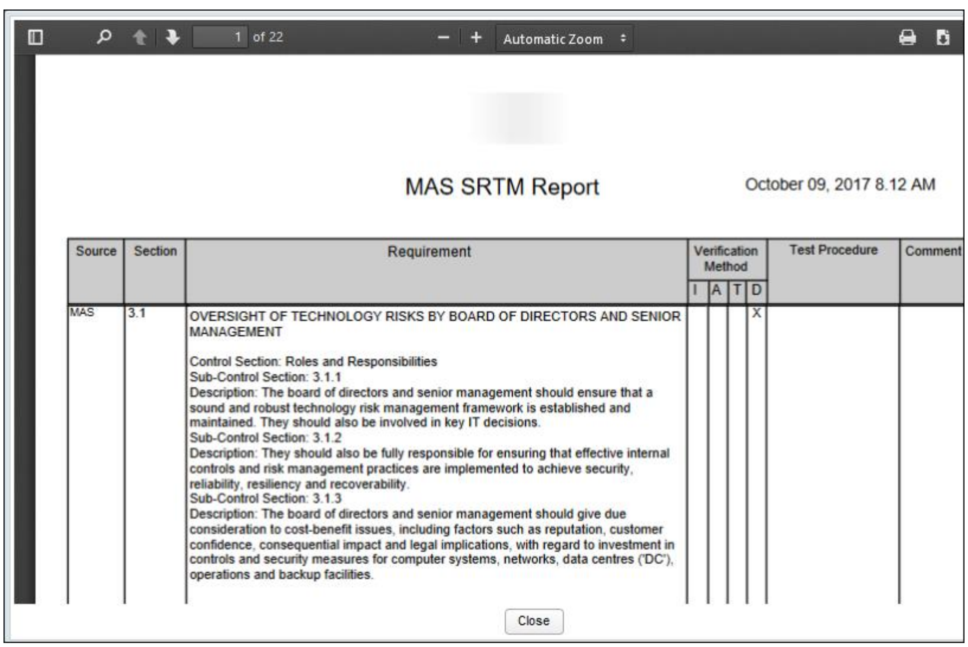
Security Control Requirement Selection View - Select MAS Individual Family

6. Click **Generate Report**.
   A message "**Report Generated Successfully!**" appears.

7. Click **View Report**.
   The **SRTM Report Details** page appears.

8. Click **Proceed to download Report**.
   The **Download Report** pop-up window appears.

9. In the pop-up window, click **Download Report**.
   The **MAS SRTM Report** appears as a PDF in a window.



MAS SRTM Report PDF Window

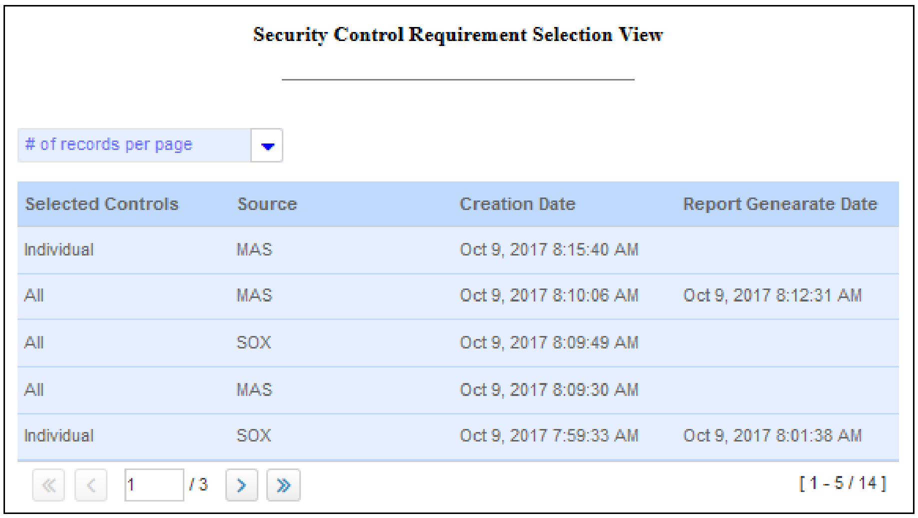
10. [Optional] Print the report or save it on your local system.

11. To close the PDF, click **Close**.

5.5 SRTM Reports

To generate a Security Requirement Traceability Matrix Report:

1. From the main menu, navigate to **Security Requirement Traceability Matrix (SRTM)** » **SRTM Report**.
   The **Security Control Requirement Selection View** page appears.



Security Control Requirement Selection View

# of records per page

Selected Controls	Source	Creation Date	Report Genearate Date
Individual	MAS	Oct 9, 2017 8:15:40 AM	
All	MAS	Oct 9, 2017 8:10:06 AM	Oct 9, 2017 8:12:31 AM
All	SOX	Oct 9, 2017 8:09:49 AM	
All	MAS	Oct 9, 2017 8:09:30 AM	
Individual	SOX	Oct 9, 2017 7:59:33 AM	Oct 9, 2017 8:01:38 AM

1 / 3 [1 - 5 / 14]

Security Control Requirement Selection View page

2. From the list of reports, select a report.
   The **Generate Report** button appears.

3. Click **Generate Report**.
   A message "**Report Generated Successfully!**" appears.

4. Click **View Report**.
   The **SRTM Report Details** page appears.

5. Click **Proceed to download Report**.
   The **Download Report** pop-up window appears.

6. In the pop-up window, click **Download Report**.
   The report appears as a PDF in a window.

7. [Optional] Print the report or save it on your local system.

8. To close the PDF, click **Close**.

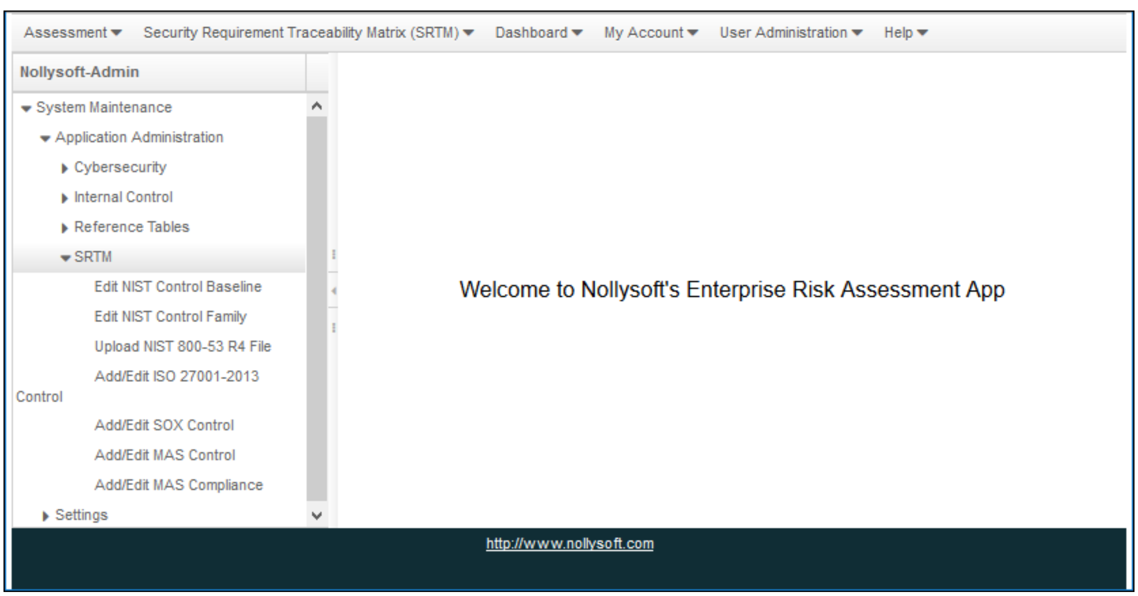
5.6 SRTM Admin Panel

The SRTM Admin panel allows you to:

- Edit the following:
    - NIST Control Baseline
    - NIST Control Family
- Upload NIST 800-53 R4 File
- Add, edit and delete the following:
    - ISO 27001-2013 Control
    - SOX Control
    - MAS Control
    - MAS Compliance

Note:	You need to be logged on as the System Administrator to access the SRTM Admin Panel.

To access the **SRTM Admin** panel, expand **System Maintenance** in the left **Administration** panel and navigate to **Application Administration** » **SRTM**.

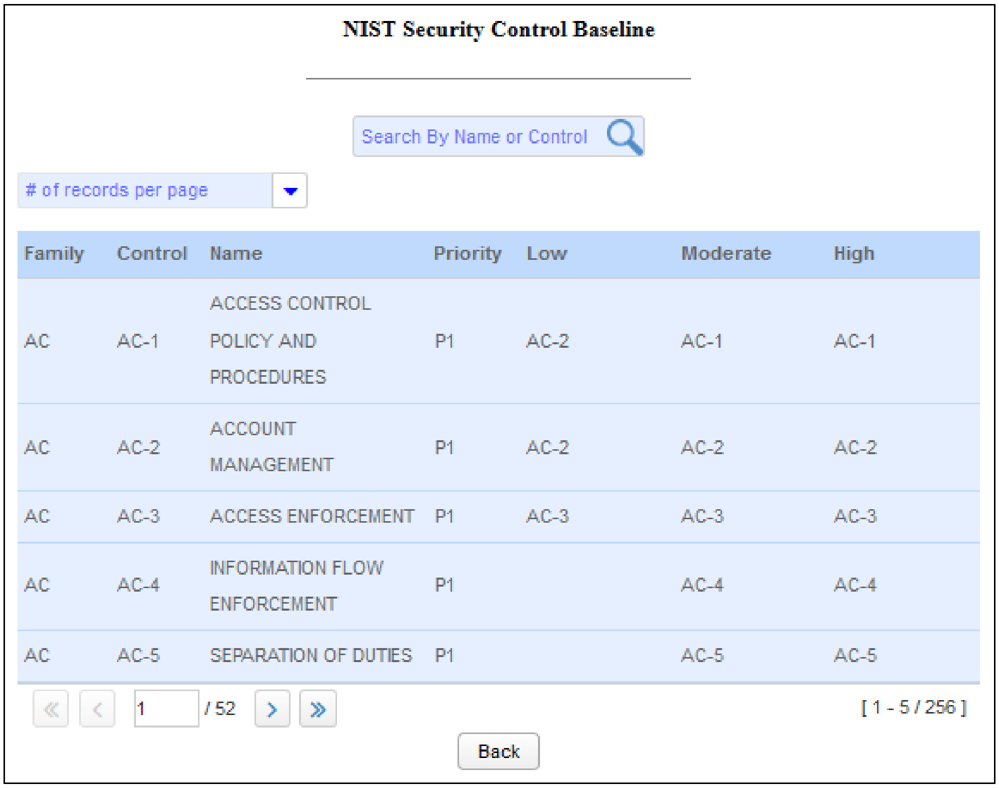


SRTM Admin Panel

5.6.1 Editing NIST Control Baseline

To edit a NIST Control Baseline:

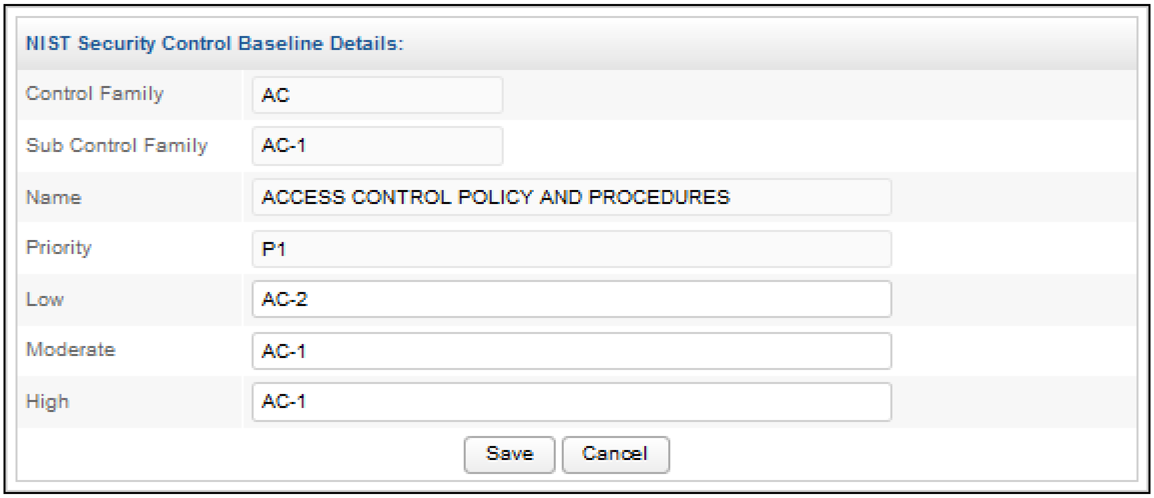
1. Navigate to System Maintenance in the left Administration panel and navigate to **Application Administration** » **SRTM** » **Edit NIST Control Baseline**.
   The **NIST Security Control Baseline** page appears with a list of NIST Security Control parameters.



NIST Security Control Baseline page

2. From the list, select a NIST Security Control.
   The **NIST Security Control Baseline Details** panel appears.

Note: You can search for a NIST Security Control parameter by using the **Search By Name or Control** feature.



NIST Security Control Baseline Details panel

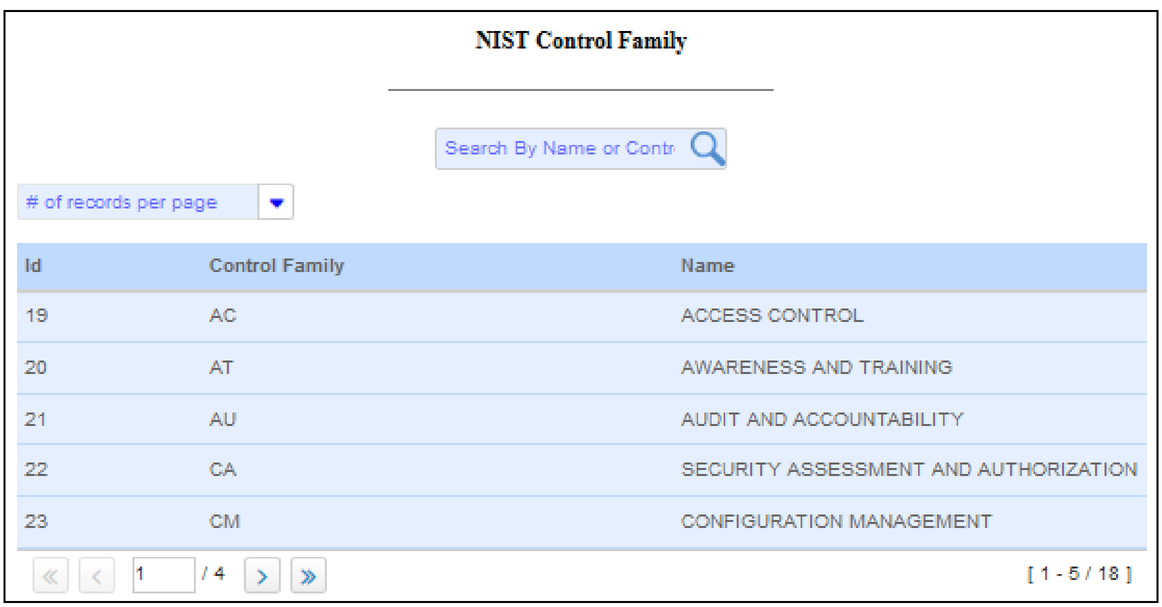
3. Modify the details.

4. Click **Save**.

5.6.2 Editing NIST Control Family

To edit a NIST Control Family:

1. Navigate to System Maintenance in the left Administration panel and navigate to **Application Administration** » **SRTM** » **Edit NIST Control Family.**
   The **NIST Control Family** page appears with a list of NIST Control Family parameters.


NIST Control Family

Search By Name or Contr

# of records per page

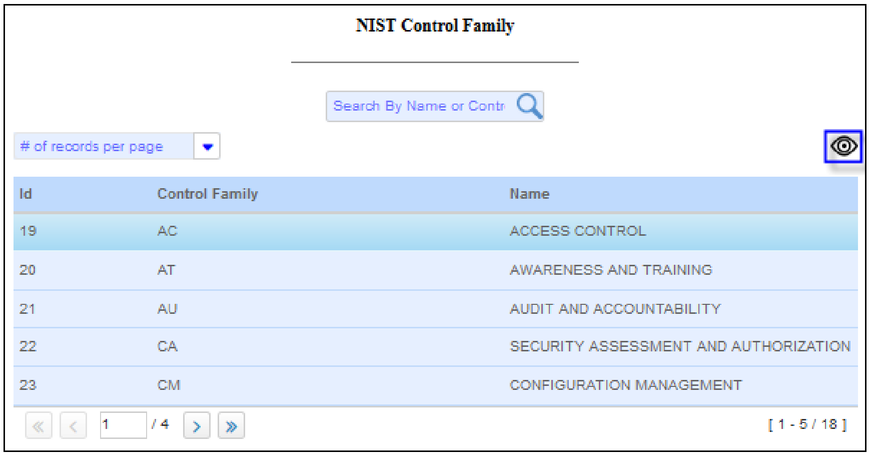
Id	Control Family	Name
19	AC	ACCESS CONTROL
20	AT	AWARENESS AND TRAINING
21	AU	AUDIT AND ACCOUNTABILITY
22	CA	SECURITY ASSESSMENT AND AUTHORIZATION
23	CM	CONFIGURATION MANAGEMENT

1 / 4 [1 - 5 / 18]

NIST Control Family page

2. From the list, select a NIST Control Family.
   The **View Sub Control Family** icon appears.

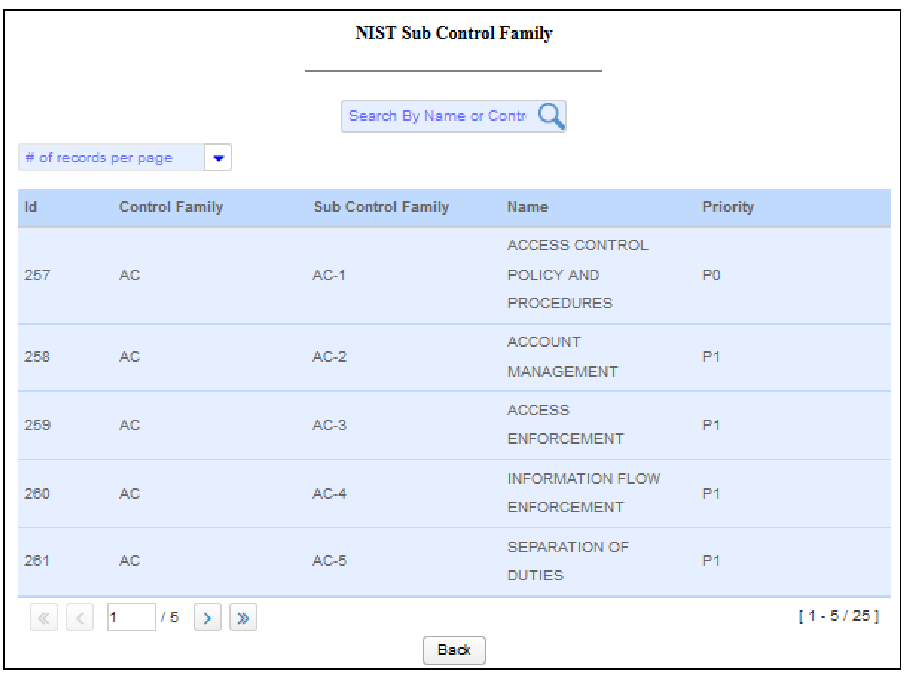
Note: You can search for a NIST Control Family parameter by using the **Search By Name or Control** feature.



View Sub Control Family icon

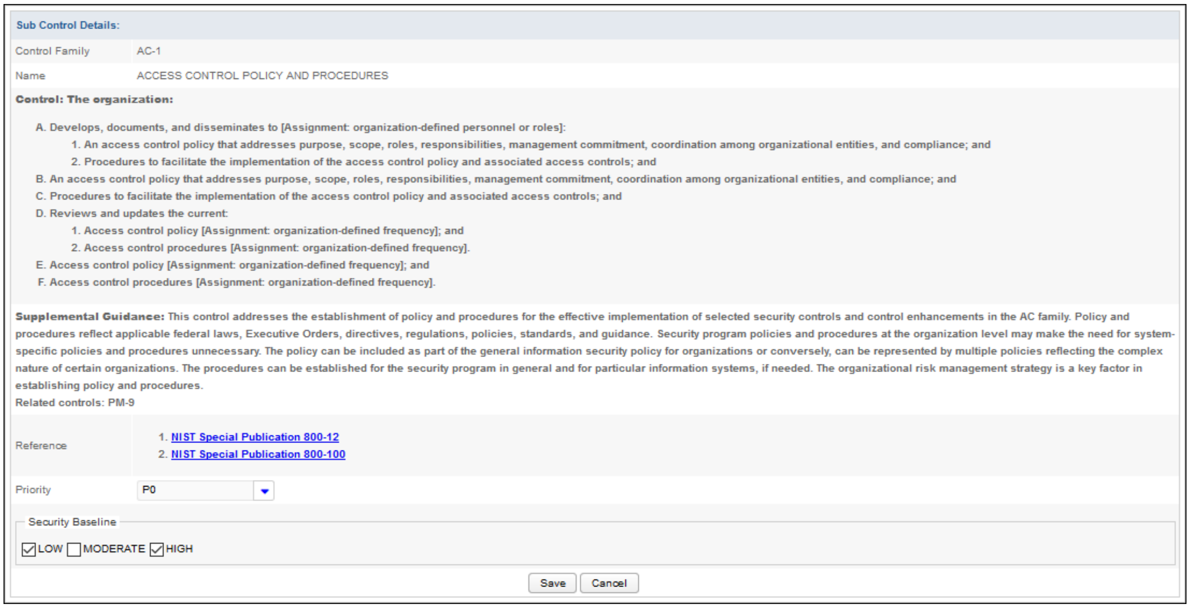
3. Click the **View Sub Control Family** icon.
   The **NIST Sub Control Family** page appears with a list of sub control families.

Note: You can search for a NIST Control Family by using the **Search By Name or Control** feature.



NIST Sub Control Family page

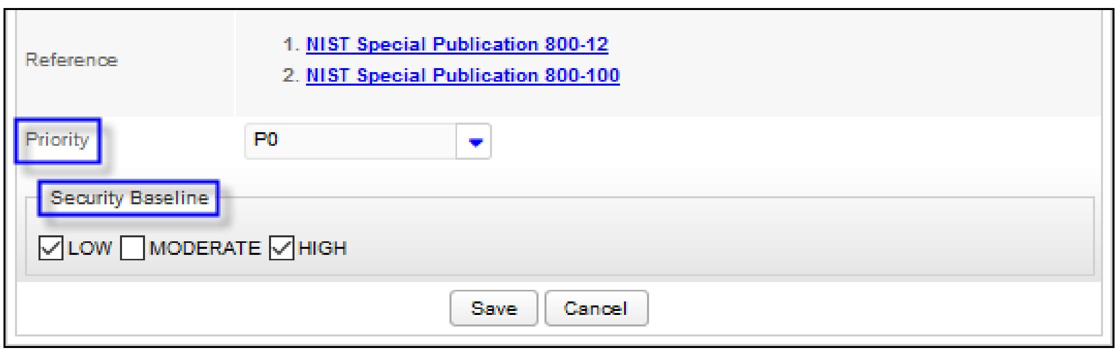
4. Select a Sub Control Family.
   The **Sub Control Details** panel appears.



Sub Control Details panel

5. In the **Sub Control Details** panel, modify the following:

   - Priority
   - Security Baseline



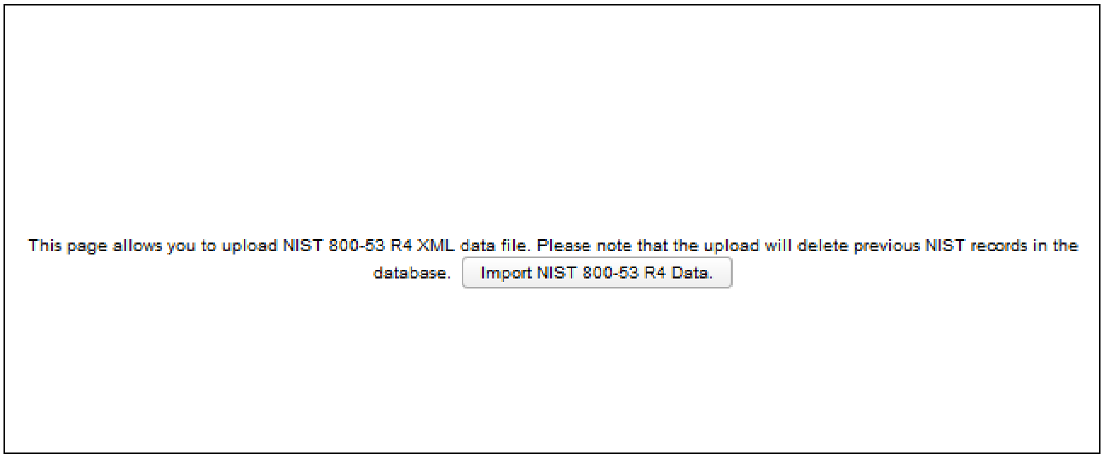
Sub Control Details panel – Details to update

6. Click **Save**.

5.6.3 Uploading NIST 800-53 R4 File

To upload a NIST 800-53 R4 File:

1. Navigate to System Maintenance in the left Administration panel and navigate to **Application Administration** » **SRTM** » **Upload NIST 800-53 R4 File**.
   The following page appears.



Page to upload NIST 800-53 R4 File

2. Click **Import NIST 800-53 R4 Data**.
   The **File Upload** pop-up window appears.

3. Click **Browse** and select a NIST 800-53 R4 File from your local system.

4. Click **Upload**.
   A message appears "**NIST 800-53 R4 controls data has been uploaded successfully!**"

Note: The NIST 800-53 R4 file that you want to upload must be an XML document or else, a message "**Please upload nist standard .xml file extension**" appears.
Uploading the file automatically deletes the existing NIST 800-53 R4 file in the system.
The upload process may take more time depending on the size of the XML file.

5.6.4 Adding ISO 27001-2013 Control

To add ISO 27001-2013 Control:

1. Navigate to System Maintenance in the left Administration panel and navigate to **Application Administration** » **SRTM** » **Add/Edit ISO 27001-2013 Control**.
   The **ISO Control Family** page appears with a list of control families.

ISO Control Family page

2. Click .
   The **Control Family Details** panel appears.

3. Enter the **Control Family** and **Name**.

4. Click **Save**.

5.6.5 Editing ISO 27001-2013 Control

To edit ISO 27001-2013 Control:

1. In the **ISO Control Family** page, select a Control Family.
   The **Control Family Details** panel appears.

Note: You can search for a Control Family by using the **Search By Name or Control** feature.

2. Modify the **Control Family** and **Name**.

3. Click **Save**.

5.6.6 Deleting ISO 27001-2013 Control

To delete ISO 27001-2013 Control:

1. In the **ISO Control Family** page, select a Control Family.

Note: You can search for a Control Family by using the **Search By Name or Control** feature.

2. Click .
   A message "**Do you want to delete Control Family?**" appears.

3. Click **Delete**.

5.6.7 Adding ISO 27001-2013 Sub Control Family

To add ISO 27001-2013 Sub Control Family:

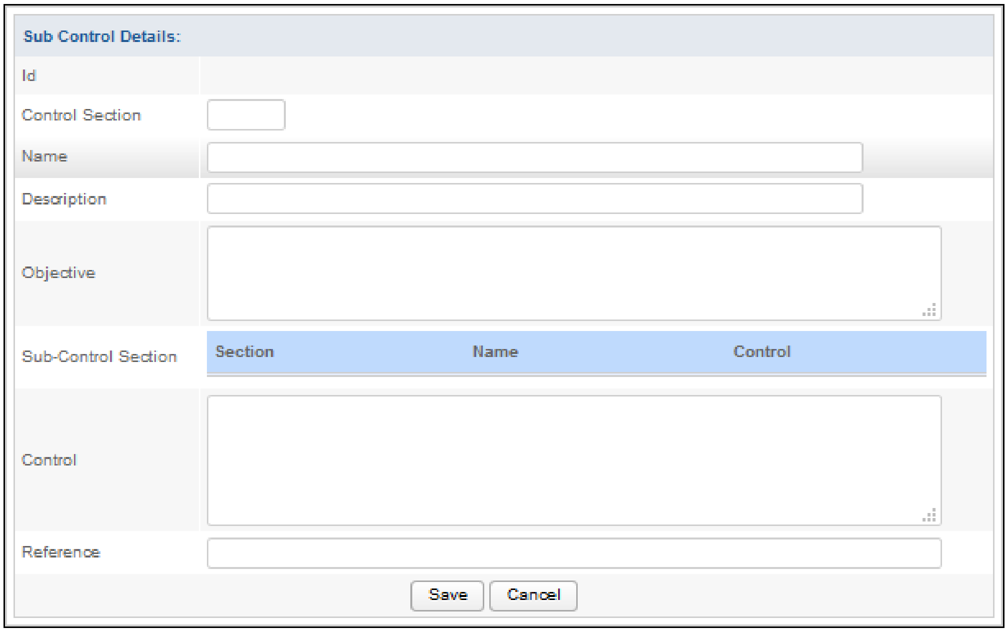
1. In the **ISO Control Family** page, select a Control Family.
   The **View Sub Control Family** icon appears.

Note: You can search for a Control Family by using the **Search By Name or Control** feature.

ISO Control Family - View Sub Control Family icon

2. Click **View Sub Control Family** icon.
   The **ISO Sub Control Family** page appears.

3. Click .
   The **Sub Control Details** panel appears.



ISO Sub Control Family - Sub Control Details panel

4. Enter the details.

5. Click **Save**.
   A message “**ISO Control Section is added successfully**” appears.

6. Click **Back**.
   The **ISO Control Family** page appears.

5.6.8 Adding SOX Control

To add SOX Control:

1. Navigate to System Maintenance in the left Administration panel and navigate to **Application Administration** » **SRTM** » **Add/Edit SOX Control**.
   The **SOX Control Family** page appears with a list of control families.

SOX Control Family page

2. Click 🗋.
   The **Control Family Details** panel appears.

3. Enter the following information:

   - Control Family
   - COBIT Domain
   - Objective

4. Click **Save**.

5.6.9 Editing SOX Control

To edit SOX Control:

1. In the **SOX Control Family** page, select a Control Family.
   The **Control Family Details** panel appears.

Note: You can search for a Control Family by using the **Search By Control Family** feature.

2. Modify the details.

3. Click **Save**.

5.6.10 Deleting SOX Control

To delete SOX Control:

1. In the **SOX Control Family** page, select a Control Family.

Note: You can search for a Control Family by using the **Search By Control Family** feature.

2. Click .
   A message "**Do you want to delete Control Family?**" appears.

3. Click **Delete**.

5.6.11 Adding SOX Control Activity

To add SOX Control Activity:

1. In the **SOX Control Family** page, select a Control Family.
   The **View Sub Control Family** icon appears.

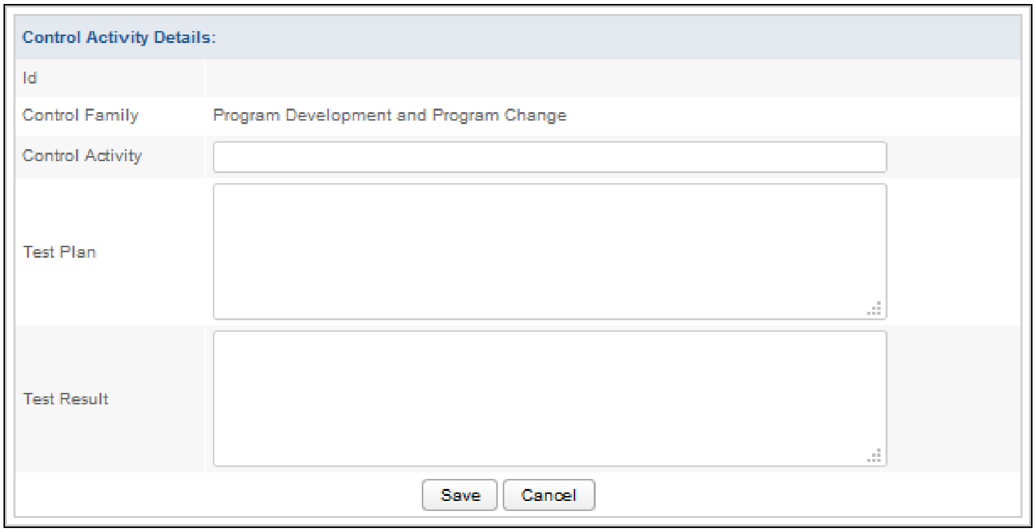
Note: You can search for a Control Family by using the **Search By Control Family** feature.

Id	Control Family	Cobitdomain	Objective
5	Program Development and Program Change	Acquire or develop application systems software	Controls provide reasonable assurance that application and system software is acquired or developed that effectively supports financial reporting requirements.
6	Program Development and Program Change	Acquire Technology Infrastructure	Controls provide reasonable assurance that technology infrastructure is acquired so that it provides the appropriate platforms to support financial reporting applications.

SOX Control Family - View Sub Control Family icon

2. Click **View Sub Control Family** icon.
   The **SOX Control Activity** page appears.

3. Click .
   The **Control Activity Details** panel appears.



SOX Control Activity Details panel

4. Enter the details.

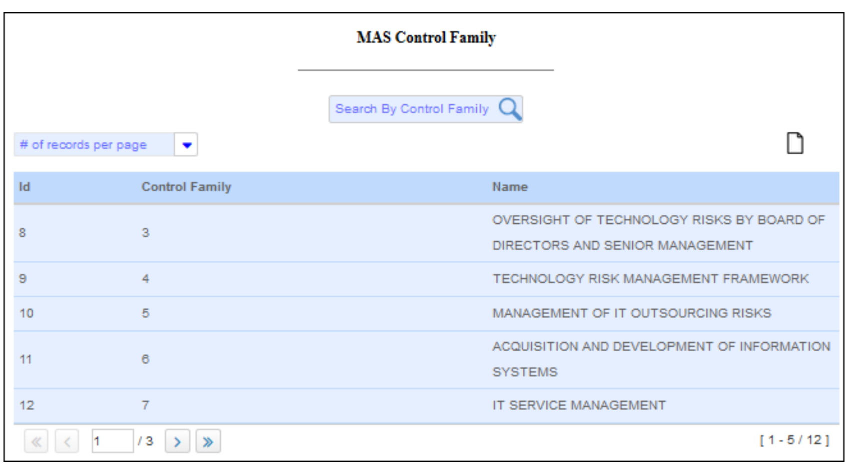
5. Click **Save**.
   A message "**Control Activity is added successfully**" appears.

6. Click **Back**.
   The **SOX Control Family** page appears.

5.6.12 Adding MAS Control

To add MAS Control:

1. Navigate to **System Maintenance** in the left **Administration** panel and navigate to **Application Administration** » **SRTM** » **Add/Edit MAS Control**.
   The **MAS Control Family** page appears with a list of control families.



MAS Control Family

Search By Control Family

# of records per page

Id	Control Family	Name
8	3	OVERSIGHT OF TECHNOLOGY RISKS BY BOARD OF DIRECTORS AND SENIOR MANAGEMENT
9	4	TECHNOLOGY RISK MANAGEMENT FRAMEWORK
10	5	MANAGEMENT OF IT OUTSOURCING RISKS
11	6	ACQUISITION AND DEVELOPMENT OF INFORMATION SYSTEMS
12	7	IT SERVICE MANAGEMENT

1 / 3 [1 - 5 / 12]

MAS Control Family page

2. Click .
The **Control Family Details** panel appears.

3. Enter the following information:

   - Control Family

   - Name

4. Click **Save**.

5.6.13 Editing MAS Control

To edit MAS Control:

1. In the **MAS Control Family** page, select a Control Family.
The **Control Family Details** panel appears.

Note: You can search for a Control Family by using the **Search By Control Family** feature.

2. Modify the details.

3. Click **Save**.

5.6.14 Deleting MAS Control

To delete MAS Control:

1. In the **MAS Control Family** page, select a Control Family.

Note: You can search for a Control Family by using the **Search By Control Family** feature.

2. Click .
A message “**Do you want to delete Control Family?**” appears.

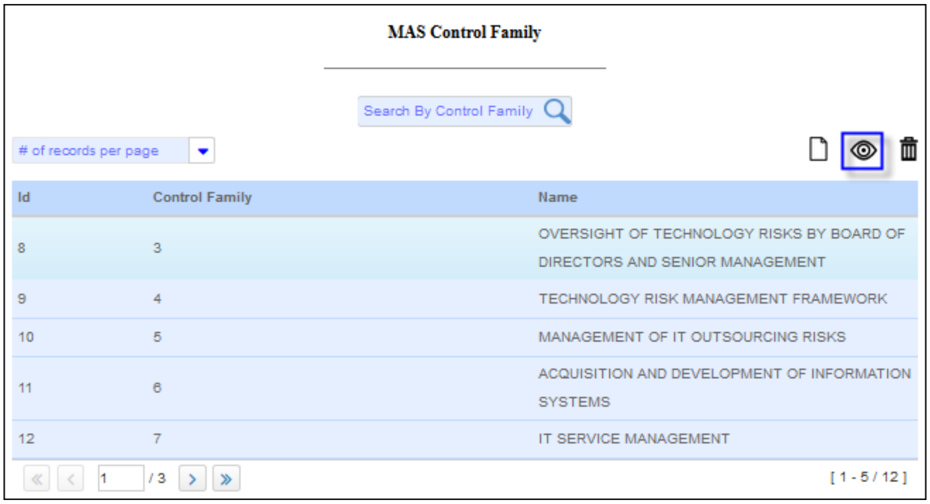
3. Click **Delete.**

5.6.15 Adding MAS Sub Control Family

To add MAS Sub Control Family:

1. In the **MAS Control Family** page, select a Control Family.
The **View Sub Control Family** icon appears.

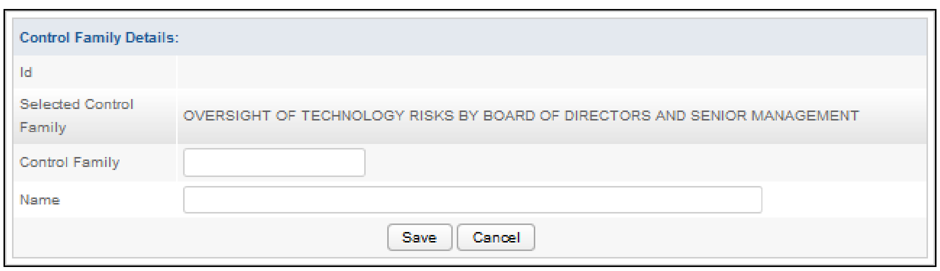
Note: You can search for a Control Family by using the **Search By Control Family** feature.



MAS Control Family - View Sub Control Family icon

2. Click **View Sub Control Family** icon.
   The **MAS Sub Control Family** page appears.

3. Click .
   The **Control Family Details** panel appears.



MAX Sub Control Family - Sub Control Details panel

4. Enter the following:
   - Control Family
   - Name

5. Click **Save**.
   A message "**Control Family is added successfully**" appears.

6. Click **Back**.
   The **MAS Control Family** page appears.

5.6.16 Adding MAS Family Section

To add MAS Family Section:

1. In the **MAS Control Family** page, select a Control Family.
   The **Control Family Details** panel appears.

Note: You can search for a Control Family by using the **Search By Control Family** feature.

MAS Control - Control Family Details panel - View Control Family Section button

2. Click **View Control Family Section** button.
   The **MAS Family Section** page appears.

3. Click .
   The **Control Section Details** panel appear.

4. Enter the following:

   - Control Section

   - Description

5. Click **Save**.

6. Click **Back**.
   The **MAS Control Family** page appears.

5.6.17 Editing MAS Family Section

1. In the **MAS Family Section** page, select a Family.
   The **Control Section Details** panel appear.

Note: You can search for a Control Family by using the **Search By Control Section** feature.

2. Modify the details.

3. Click **Save**.

4. Click **Back**.
   The **MAS Control Family** page appears.

5.6.18 Deleting MAS Family Section

1. In the **MAS Family Section** page, select a Family.
   The **Control Section Details** panel appear.

Note: You can search for a Control Family by using the **Search By Control Section** feature.

2. Click .
   A message "**Do you want to delete Family Control?**" appears.

3. Click **Delete**.

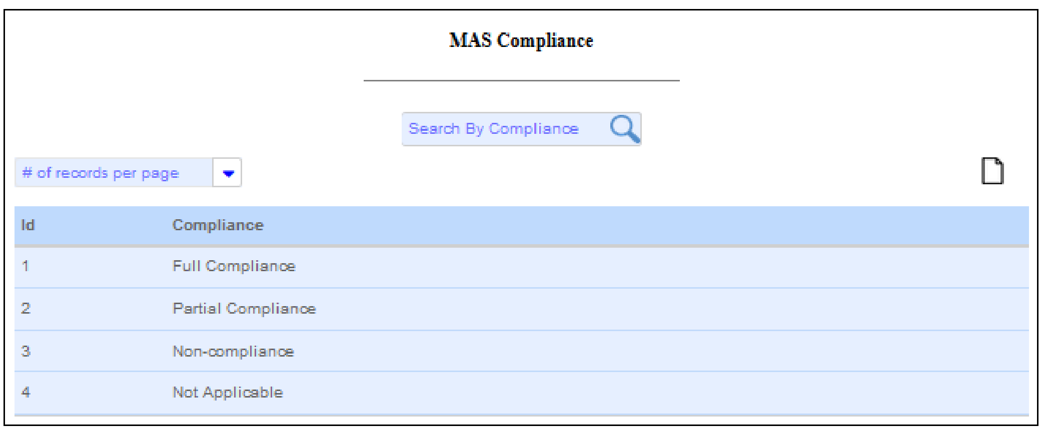
4. Click **Save**.

5. Click **Back**.
   The **MAS Control Family** page appears.

5.6.19 Adding MAS Compliance

To add MAS Compliance:

1. Navigate to **System Maintenance** in the left **Administration** panel and navigate to **Application Administration** » **SRTM** » **Add/Edit MAS Compliance**.
   The **MAS Compliance** page appears with a list of compliances.



MAS Compliance page

2. Click .
   The **Compliance Details** panel appears.

3. Enter the following information:

   - Compliance

4. Click **Save**.

5.6.20 Editing MAS Compliance

To edit MAS Compliance:

1. In the **MAS Compliance** page, select a Compliance.
   The **Compliance Details** panel appears.

Note: You can search for a Control Family by using the **Search By Compliance** feature.

2. Modify the details.

3. Click **Save**.

5.6.21 Deleting MAS Compliance

To delete MAS Compliance:

1. In the **MAS Compliance** page, select a Compliance.

Note: You can search for a Control Family by using the **Search By Compliance** feature.

2. Click .
   A message "**Do you want to delete Compliance?**" appears.

3. Click **Delete**.

6 Reference Tables

The reference table feature allows you to maintain the Department and Line of Defense (LoD) data to be used in the application. The data is used to add drop-down list options to select from, when you create the various user (tenant) profiles in the application.

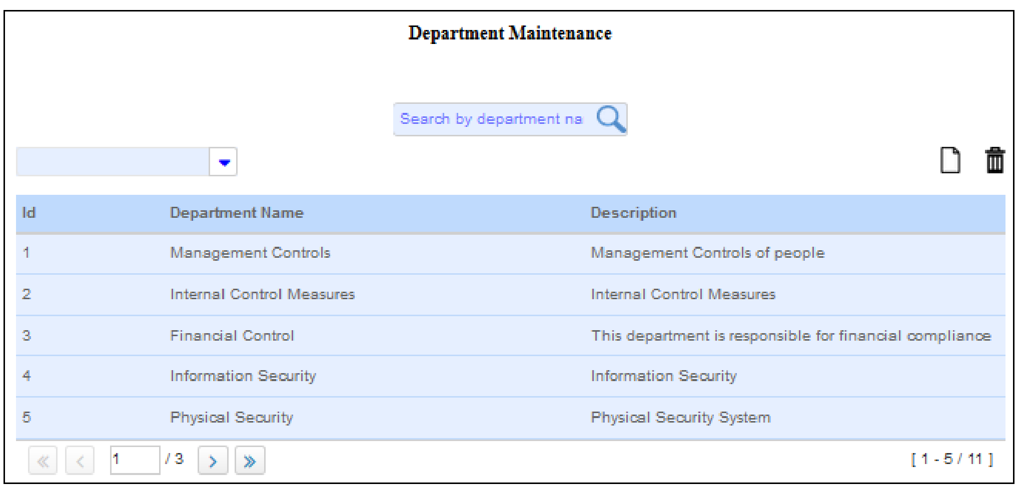
Using **Reference Tables**, you can:

- Add a Department
- Edit a Department
- Delete a Department
- Add a Line of Defense
- Edit a Line of Defense
- Delete a Line of Defense

6.1 Adding a Department

To add a department:

1. Navigate to **System Maintenance** in the left **Administration** panel and navigate to **Application Administration** » **Reference Tables** » **Add/Edit Department**.
   The **Department Maintenance** page appears with a list of departments.



Id	Department Name	Description
1	Management Controls	Management Controls of people
2	Internal Control Measures	Internal Control Measures
3	Financial Control	This department is responsible for financial compliance
4	Information Security	Information Security
5	Physical Security	Physical Security System

Department Maintenance page

2. Click .
   The **Department Information** panel appears.

3. Enter the following information:

- Department Name
- Description

4. Click **Save**.

6.2 Editing a Department

To edit a department

1. In the **Department Maintenance** page, select a Department Name.
   The **Department Information** panel appears.

Note: You can search for a department by using the **Search By department name** feature.

2. Modify the details.
3. Click **Save**.

6.3 Deleting a Department

To delete a department:

1. In the **Department Maintenance** page, select a Department Name.

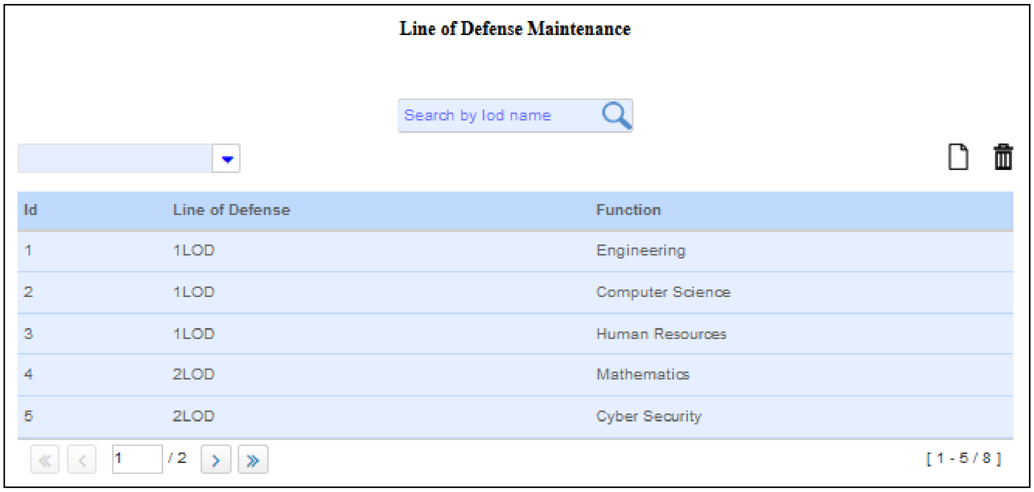
Note: You can search for a department by using the **Search By department name** feature.

2. Click .
   A message “**Do you want to delete a department with ID = Id Number?**” appears.
3. Click **Delete**.

6.4 Adding a Line of Defense

To add a line of defense:

1. Navigate to **System Maintenance** in the left **Administration** panel and navigate to **Application Administration** » **Reference Tables** » **Add/Edit Line of Defense**.
   The **Line of Defense Maintenance** page appears with a list of line of defense functions.



Line of Defense Maintenance page

2. Click .
   The **Lod Function Information** panel appears.

3. From the drop-down list, select a Line of Defense.

4. Enter the **Line of Defense Function**.

5. Click **Save**.

6.5 Editing a Line of Defense

To edit a department

1. In the **Line of Defense Maintenance** page, select a Line of Defense.
   The **Lod Function Information** panel appears.

Note: You can search for a department by using the **Search By lod name** feature.

2. Modify the details.

3. Click **Save**.

6.6 Deleting a Line of Defense

To delete a department:

1. In the **Line of Defense Maintenance** page, select a Line of Defense.

Note: You can search for a department by using the **Search By lod name** feature.

2. Click .
   A message “**Do you want to delete a lod function with ID = Id Number?**” appears.

3. Click **Delete**.

7 My Account

The **My Account** feature allows you to edit your user-account information, reset your password, and logs you out of Tardigrade.

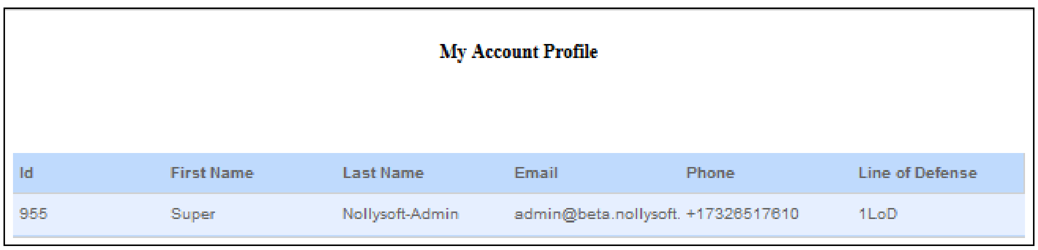
Using **My Account**, you can:

- Update your profile
- Reset your password
- Log out of Tardigrade

7.1 Updating Your Profile

To update user profile:

1. From the main menu, go to **My Account** » **My Profile**.
   The **My Account Profile** page appears.

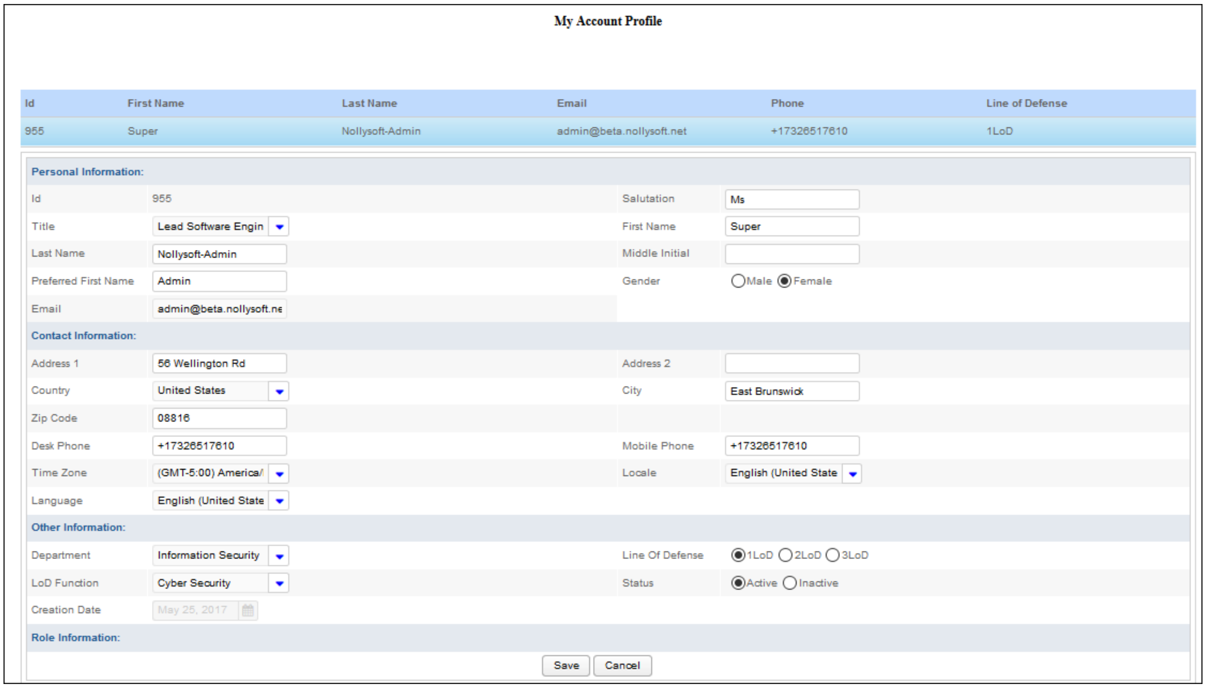


My Account Profile

Id	First Name	Last Name	Email	Phone	Line of Defense
955	Super	Nollysoft-Admin	admin@beta.nollysoft.	+17326517610	1LoD

My Account Profile page

2. Select a user.
   The **Personal Information** panel appears.



Personal Information panel

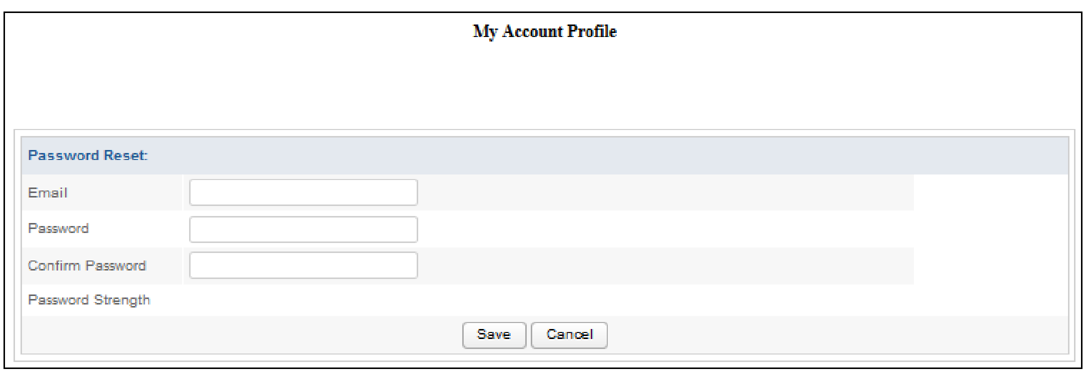
3. Modify the details.

4. Click **Save**.
   A message "**The user profile is updated**" appears.

7.2 Resetting your Password

To reset your password:

1. From the main menu, go to **My Account** » **Password Reset**.
   The **My Account Profile** – **Password Reset** page appears.



My Account Profile – Password Reset page

2. Enter your email address.

3. Enter the password.

4. Enter the password again.
   Depending on the complexity of the password, Tardigrade displays the **Password Strength** as the following:

   - Weak
   - Medium
   - Strong

5. Click **Save**.

7.3 Logging Out of Tardigrade

To log out of Tardigrade:

1. From the main menu, go to **My Account** » **Logout**.
   The application logs you out.

8 User Administration

The **User Administration** feature allows you to manage access authorizations depending on groups, roles and permissions, tenant and user administration profiles across the modules of Tardigrade. As a system admin, you can reset the password for other users.

Note:	You need to be logged on as the System Administrator to access the **User Administration** module.

Using the following sub-features in User Administration, you can:

- Authorization
  - Edit a group
  - Add a role
  - Edit a role
  - Edit a permission
- Reset a user's password
- Tenant
  - Add a tenant
  - Edit a tenant
  - Delete a tenant
- User Admin
  - Add a user
  - Edit a user's account
  - Delete a user

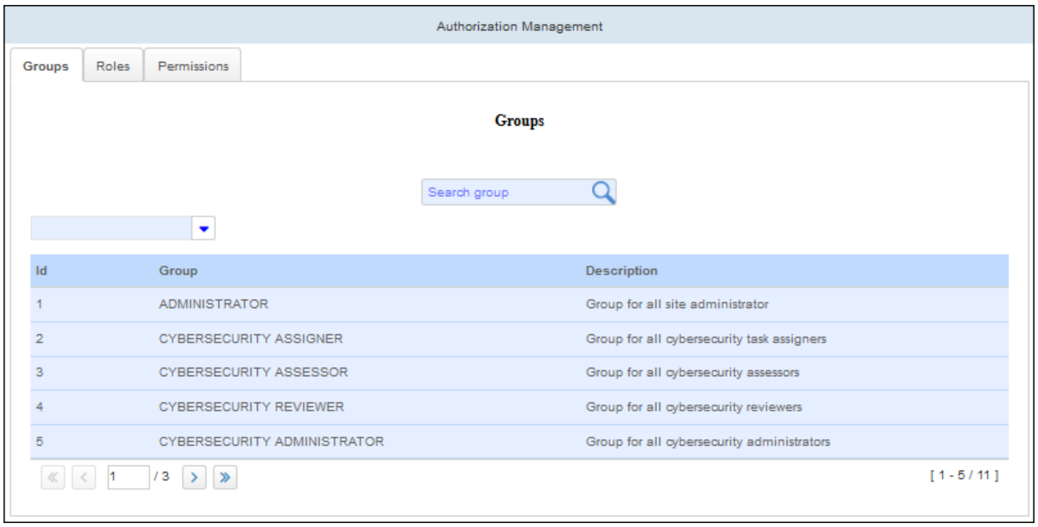
8.1 Authorization

With **Authorization**, you can manage groups, roles and permissions for users who access Tardigrade.

8.1.1 Editing a group

To edit a group:

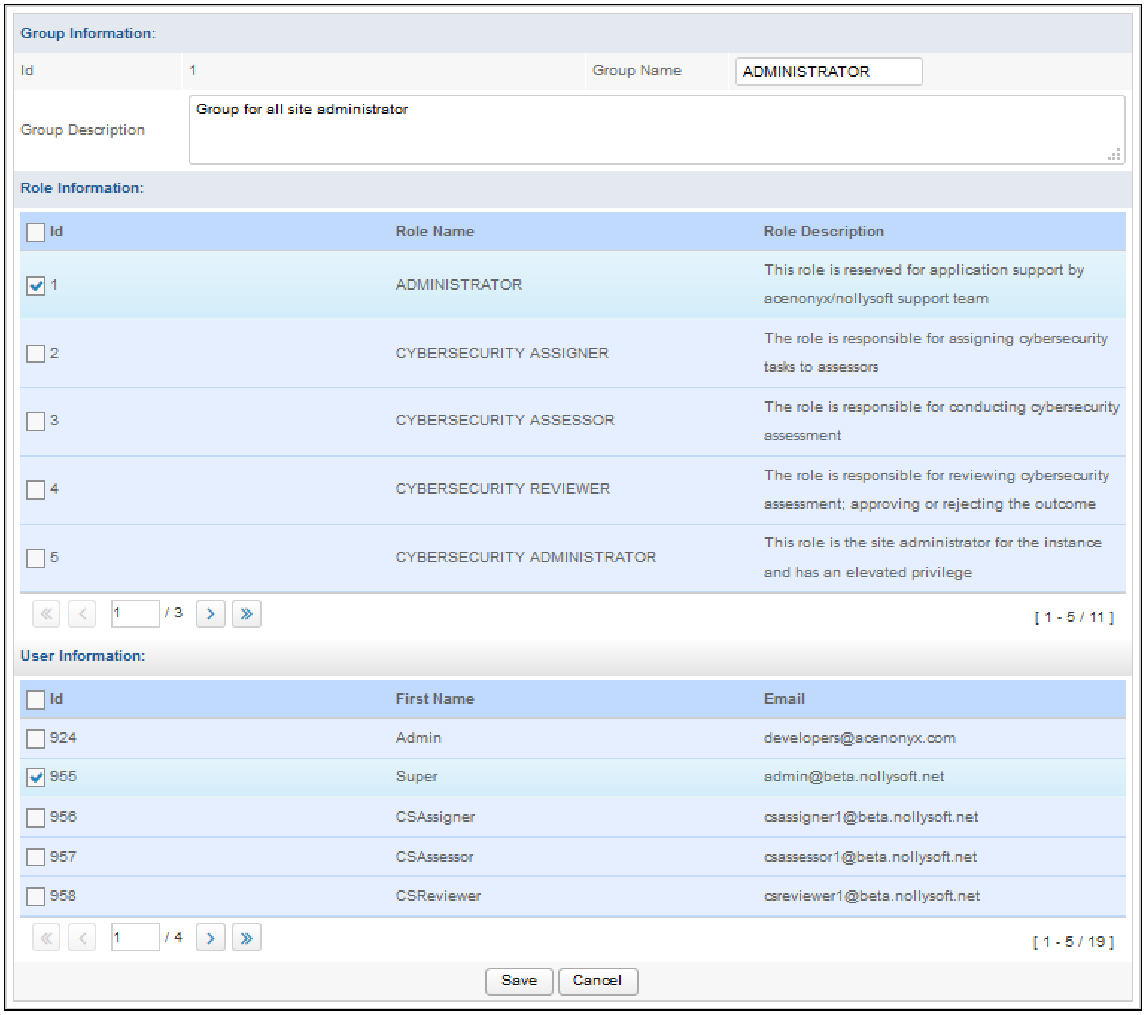
1. From the main menu, go to **User Administration** » **Authorization**.
   The **Authorization Management** page appears with the **Groups** tab selected by default.



Authorization Management page

2. In the **Groups** tab, select a **Group**.
   The **Group Information** panel appears.

Note: You can search for a group by using the **Search group** feature.



Group Information panel

3. Modify the information.

4. Click **Save**.
   A message “**Group is saved**” appears.

8.1.2 Adding a Role

1. In the **Authorization Management** page, select **Roles** tab.
   The **Roles and Permission Management** page appears.

Roles and Permission Management page

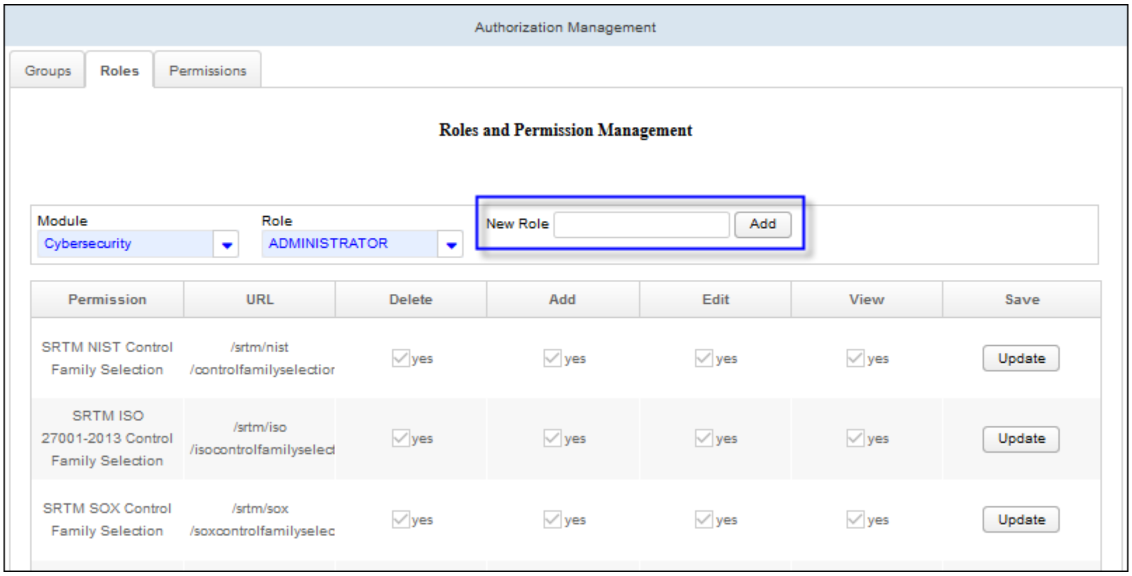
2. From the **Module** drop-down list, select one of the following:

   - Cybersecurity
   - Internal Control
   - SRTM

3. From the **Role** drop-down list, select one of the following:

   - ADMINISTRATOR
   - CYBERSECURITY ASSIGNER
   - CYBERSECURITY ASSESSOR
   - CYBERSECURITY REVIEWER
   - CYBERSECURITY ADMINSTRATOR

   The **New Role** text field appears.



New Role text field

4. Enter a role and click **Add**.
   The role is added to the list of roles.

8.1.3 Editing a Role

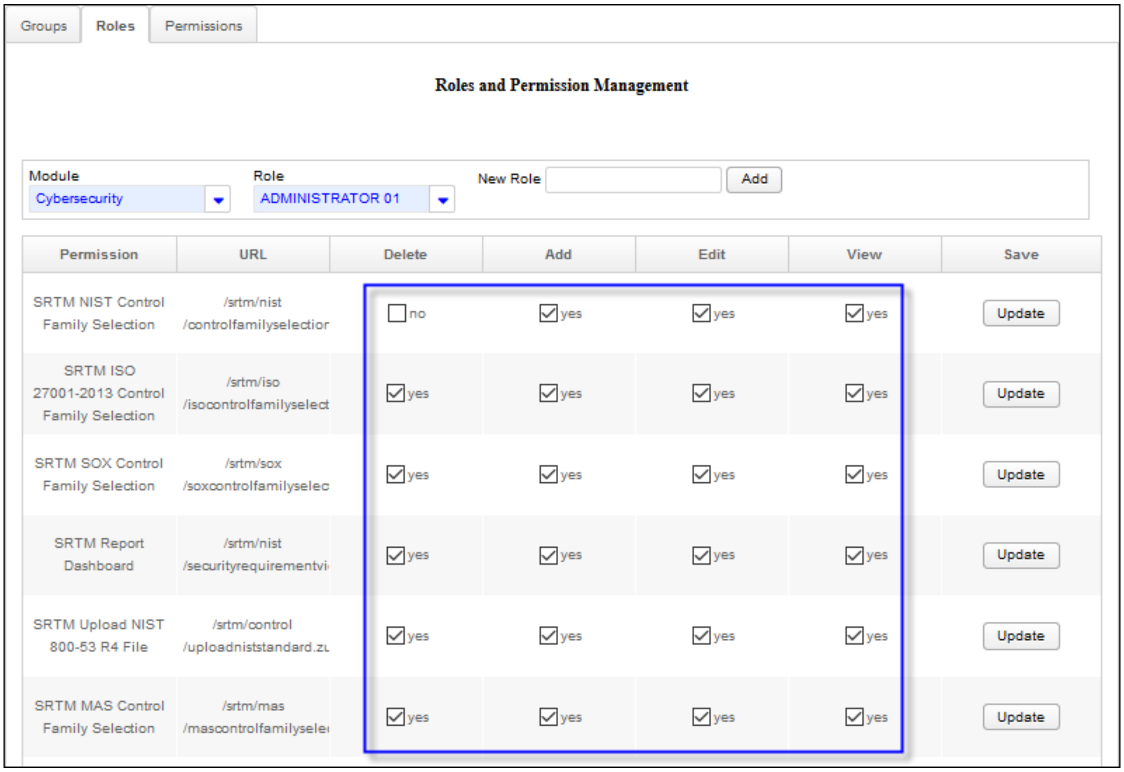
1. In the **Roles and Permission Management** page, from the **Module** drop-down list select a module.

2. From the **Role** drop-down list, select a role.

3. From the panel below, you can do the following:

   - Click to select the required checkbox(es)

   - Click to remove the selected checkbox(es)



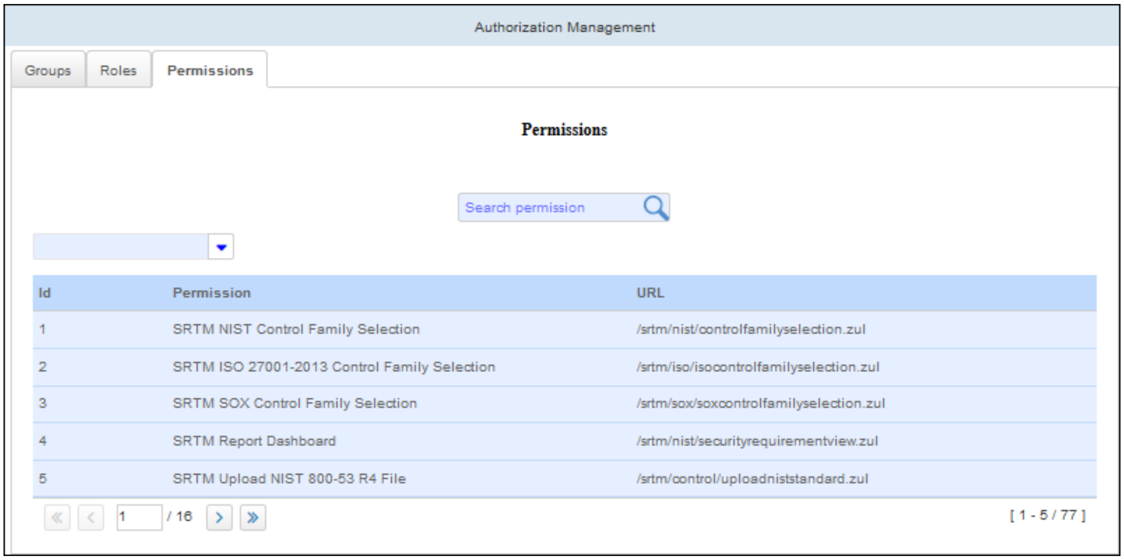
Role properties panel

4. Click **Update**.
   A message "**Role updated successfully**" appears.

8.1.4 Editing a Permission

To edit a permission:

1. In the **Authorization Management** page, select **Permissions** tab.
   The **Permissions** page appears with a list of permissions.



Permissions page

2. Select a Permission.
   The **Permission Information** panel appears.

Note: You can search for a group by using the **Search permission** feature.

Figure 80: Permission Information panel

3. Modify the information.

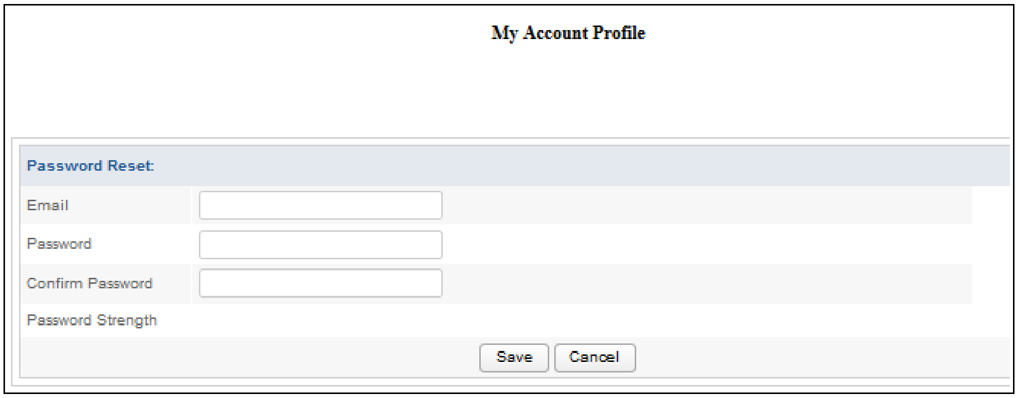
4. Click **Save**.
   A message "**Permission is saved**" appears.

8.2 Resetting a User’s Password

As a system administrator, you can reset a user’s password by using the User Administration module.

To reset a user’s password:

1. From the main menu, go to **User Administration** » **Password Reset**.
   The **My Account Profile** page appears with the **Password Reset** panel.



User Administration – Password Reset page

2. Enter the user’s Email address.

3. Enter the password.

4. Enter the password again.
   Depending on the complexity of the password, Tardigrade displays the **Password Strength** as the following:

   - Weak
   - Medium
   - Strong

5. Click **Save**.

8.3 Tenant

With **Tenant**, you can add, edit and delete tenant profiles in Tardigrade.

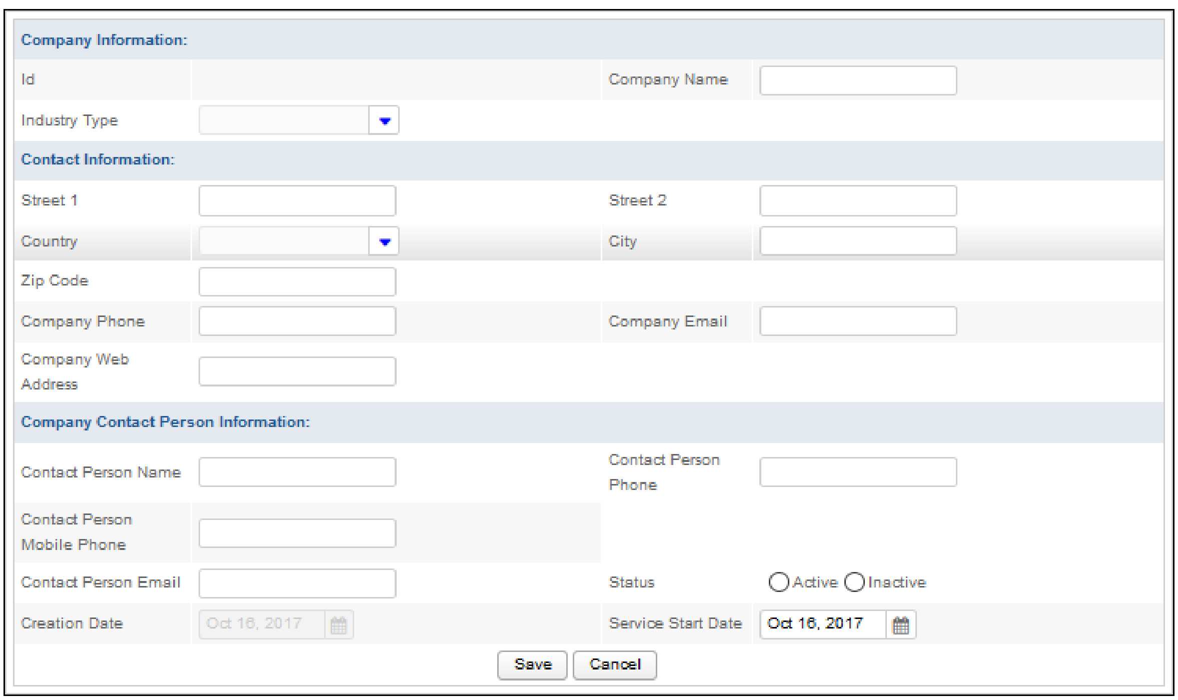
8.3.1 Adding a Tenant

To add a tenant:

1. From the main menu, go to **User Administration** » **Tenant**.
   The **Tenant Profile** page appears with a list of tenants.

Tenant Profile page

2. Click .
   The **Company Information** panel appears.



Company Information panel

3. Enter the information.

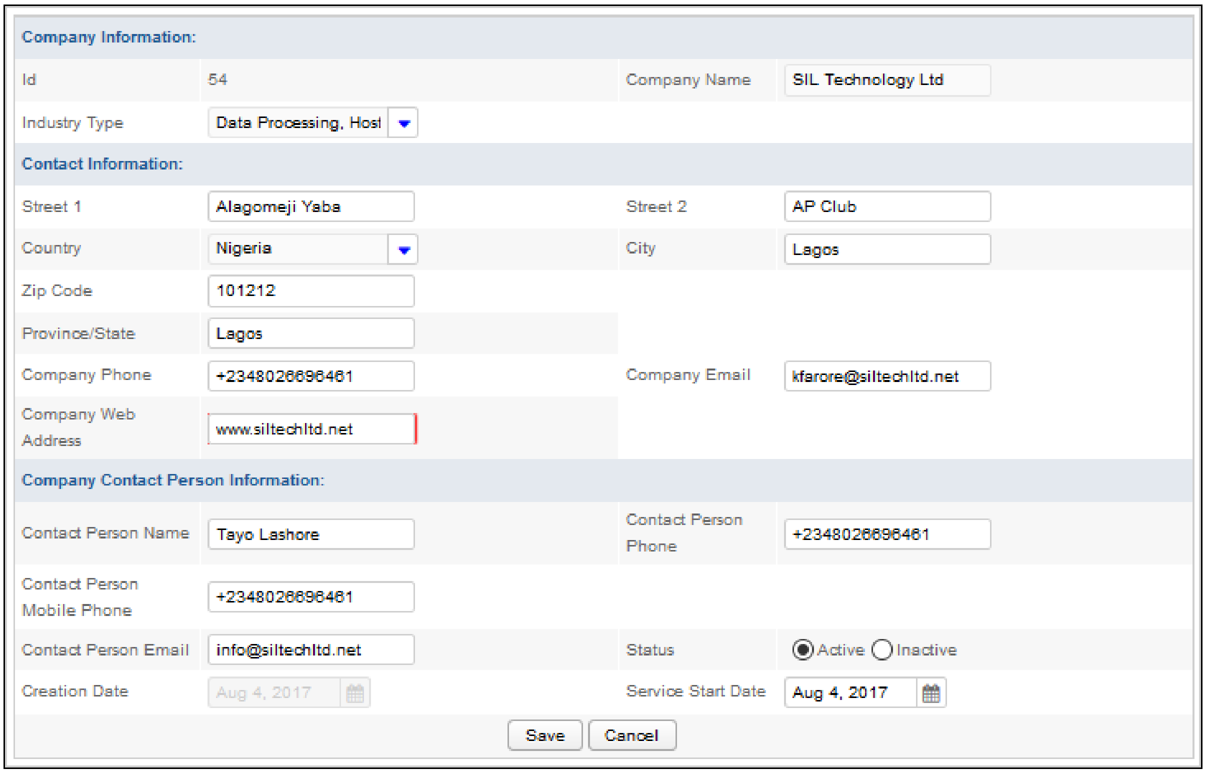
4. Click **Save**,

8.3.2 Editing a Tenant

To edit a tenant:

1. In the **Tenant Profile** page, select a tenant profile.
   The **Company Information** panel appears.

Note: You can search for a group by using the **Search by tenant name** feature.



Editing a tenant - Company Information panel

2. Modify the details.

3. Click **Save**.
   A message "**The tenant profile is updated**" appears.

8.3.3 Deleting a Tenant

To delete a tenant:

1. In the **Tenant Profile** page, select a tenant profile.

Note: You can search for a group by using the **Search by tenant name** feature.

2. Click .
   A message "**Do you want to delete a tenant with ID = Id Number?**" appears.

3. Click **Delete**.

8.4 User Admin

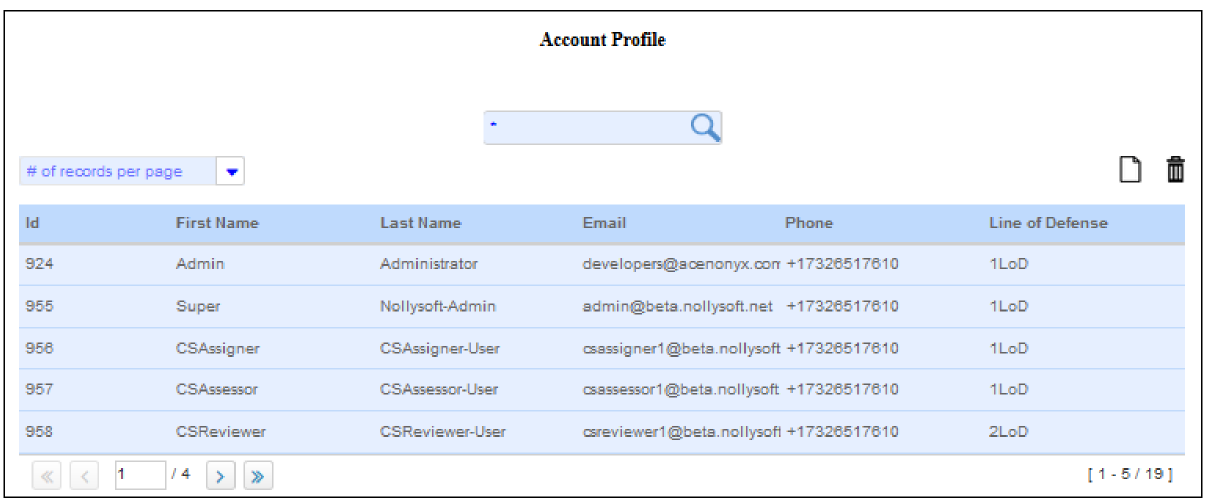
With **User Admin**, you can add and delete a user in Tardigrade. You can also edit the following information for the users in Tardigrade:

- Personal
- Contact
- Other
- Role
- Group

8.4.1 Adding a user

To add a user:

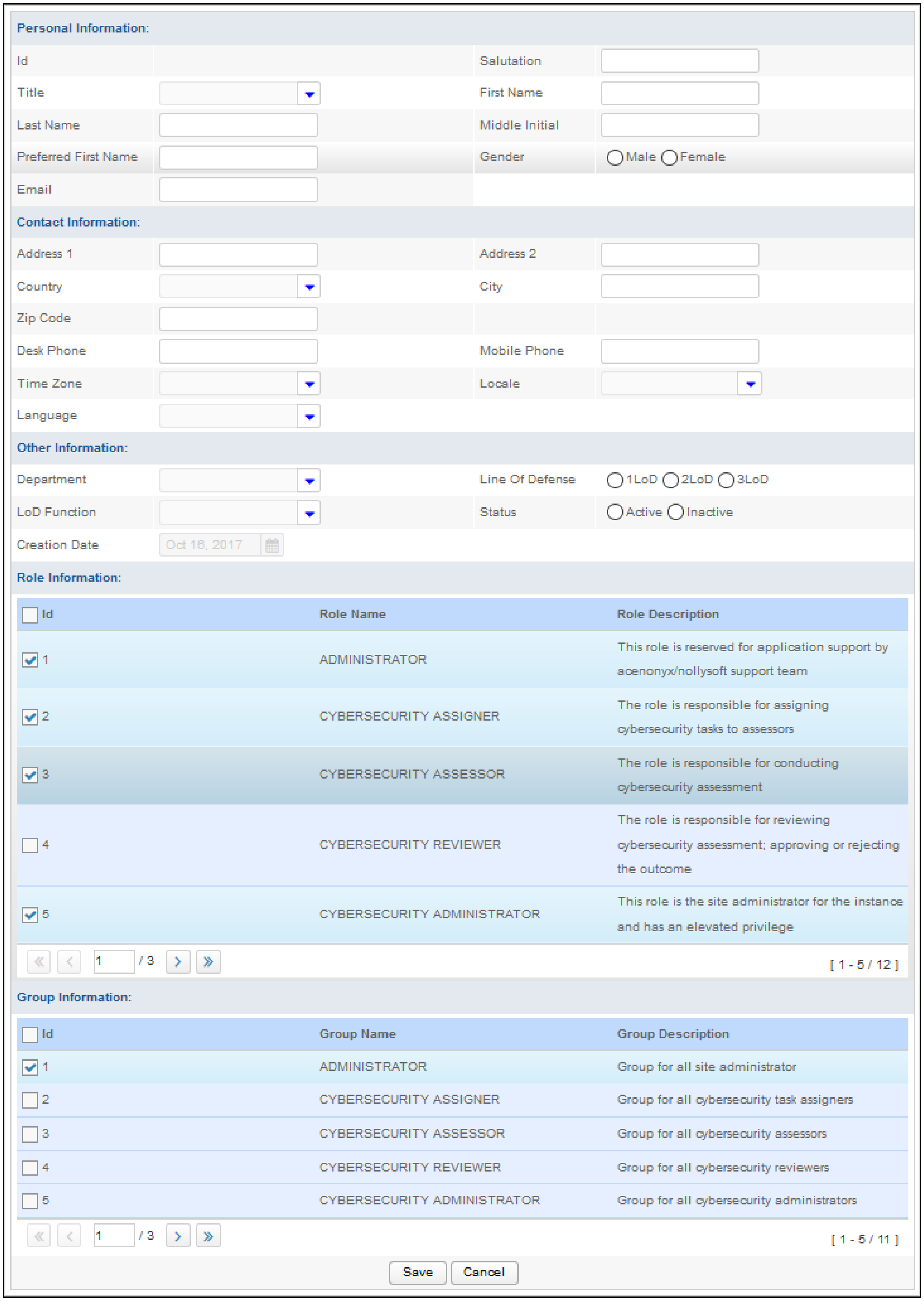
1. From the main menu, go to **User Administration** » **User Admin**.
   The **Account Profile** page appears with a list of user profiles.



Id	First Name	Last Name	Email	Phone	Line of Defense
924	Admin	Administrator	developers@acenonyx.com	+17326517610	1LoD
955	Super	Nollysoft-Admin	admin@beta.nollysoft.net	+17326517610	1LoD
956	CSAssigner	CSAssigner-User	csassigner1@beta.nollysoft	+17326517610	1LoD
957	CSAssessor	CSAssessor-User	csassessor1@beta.nollysoft	+17326517610	1LoD
958	CSReviewer	CSReviewer-User	csreviewer1@beta.nollysoft	+17326517610	2LoD

Account Profile page

2. Click .
   The **Personal Information** panel appears.



Personal Information panel

3. Enter the information.

4. Click **Save**.

8.4.2 Editing a user's account

To edit a user's account information:

1. In the **Account Profile** page, select a user.
   The **Personal Information** panel appears.

Note:	You can search for a group by using the **Search** feature.

2. Modify the following as required:
   - Personal Information
   - Contact Information
   - Other Information
   - Role Information
   - Group Information
3. Click **Save**.
   A message "**The user profile is updated**" appears.

8.4.3 Deleting a user

To delete a user:

1. In the **Account Profile** page, select a user.

Note:	You can search for a group by using the **Search** feature.

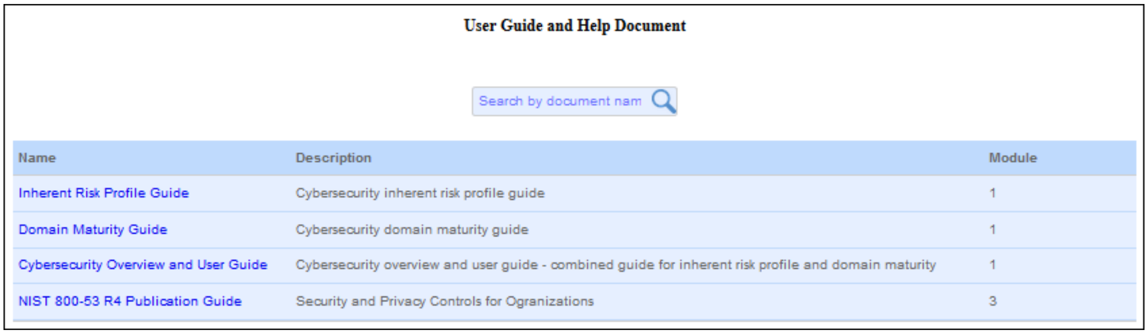
2. Click  .
   A message "**Do you want to delete user with ID: User Id?**" appears.
3. Click **Delete**.

9 Help

To access the Help module:

From the main menu, go to **Help** » **Help Guides**. The **User Guide and Help Document** page appears with a list of documents.

The documents are available as hyperlinks which open in a new tab as an online PDF document.



User Guide and Help Document

Search by document nam

Name	Description	Module
Inherent Risk Profile Guide	Cybersecurity inherent risk profile guide	1
Domain Maturity Guide	Cybersecurity domain maturity guide	1
Cybersecurity Overview and User Guide	Cybersecurity overview and user guide - combined guide for inherent risk profile and domain maturity	1
NIST 800-53 R4 Publication Guide	Security and Privacy Controls for Ogranizations	3

User Guide and Help Document page

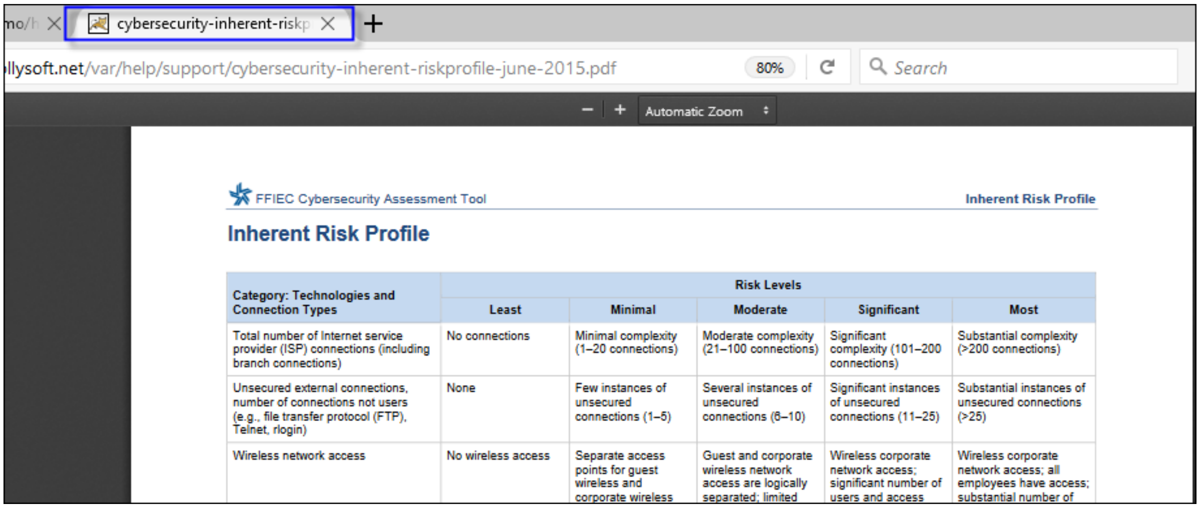
In the **Help** module, you can view the following documents:

- Inherent Risk Profile Guide
- Domain Maturity Guide
- Cybersecurity Overview and User Guide
- NIST 800-53 R4 Publication Guide

9.1 Accessing a Help Document

1. In the **User Guide and Help Document** page, select a document.
   The document opens in a new tab.

Note: You can search for a document by using the **Search by document name** feature.



FFIEC Cybersecurity Assessment Tool Inherent Risk Profile

Inherent Risk Profile

Category: Technologies and Connection Types	Risk Levels				
	Least	Minimal	Moderate	Significant	Most
Total number of Internet service provider (ISP) connections (including branch connections)	No connections	Minimal complexity (1–20 connections)	Moderate complexity (21–100 connections)	Significant complexity (101–200 connections)	Substantial complexity (>200 connections)
Unsecured external connections, number of connections not users (e.g., file transfer protocol (FTP), Telnet, rlogin)	None	Few instances of unsecured connections (1–5)	Several instances of unsecured connections (6–10)	Significant instances of unsecured connections (11–25)	Substantial instances of unsecured connections (>25)
Wireless network access	No wireless access	Separate access points for guest wireless and corporate wireless	Guest and corporate wireless network access are logically separated; limited	Wireless corporate network access; significant number of users and access	Wireless corporate network access; all employees have access; substantial number of

Document opens in a new tab

10 Appendix A: Glossary

Term	Definition
COSO	The Committee of Sponsoring Organizations of the Treadway Commission
FFIEC	Federal Financial Institutions Examination Council
ISO 27001-2013	International Organization for Standardization 27001-2013
NIST 800-53 R4	National Institute of Standards and Technology 800-53 R4
MAS	Monetary Authority of Singapore
OS	Operating System
SaaS	Software as a Service
SDLC	Software Development Life Cycle
SOX	Sarbanes-Oxley Act

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Vita

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