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User's Manual for Tardigrade Risk Assessment

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User's Manual for Tardigrade Risk Assessment

A Thesis

Submitted to the Graduate Faculty of the
University of New Orleans
in partial fulfillment of the
requirements for the degree of

Master of Arts
in
English

By

Alexis Morganne Shook

B.A. University of New Orleans, 2016

M.A. University of New Orleans, 2018

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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:

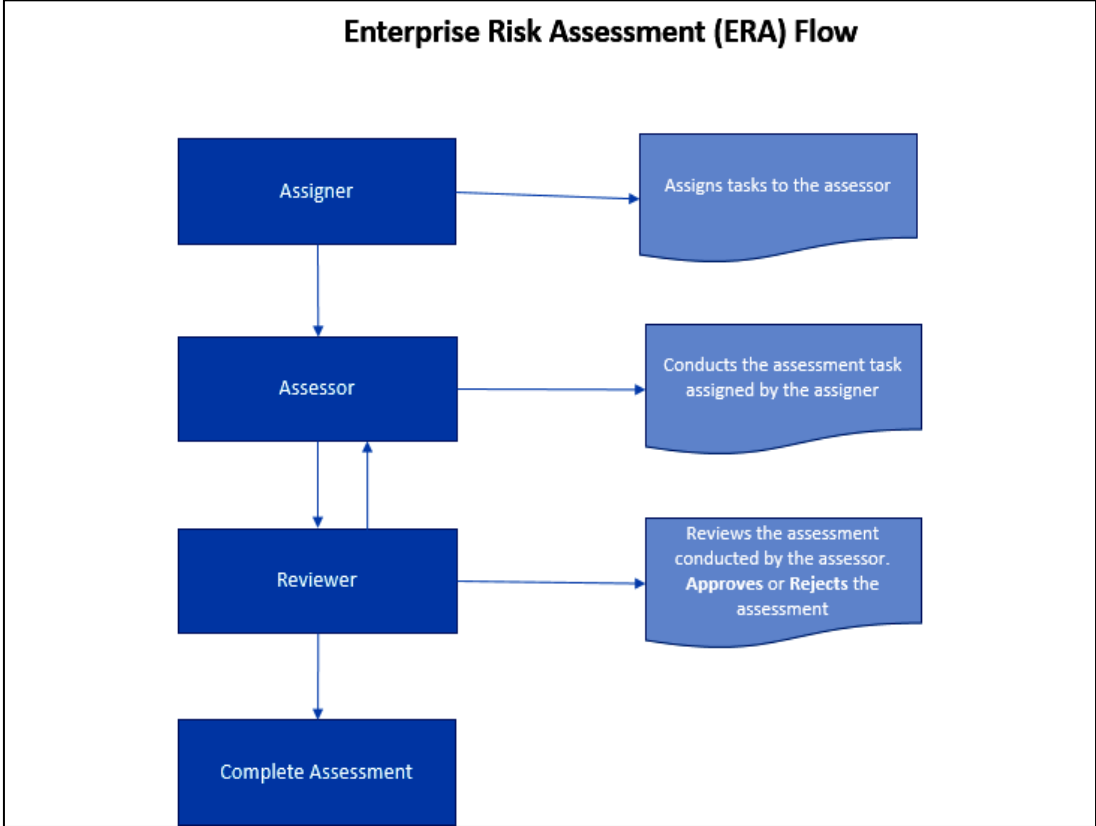


Figure 1: The roles and functional flow of the Enterprise Risk Assessment



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

Role	Responsibility
Task Assigner	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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**.

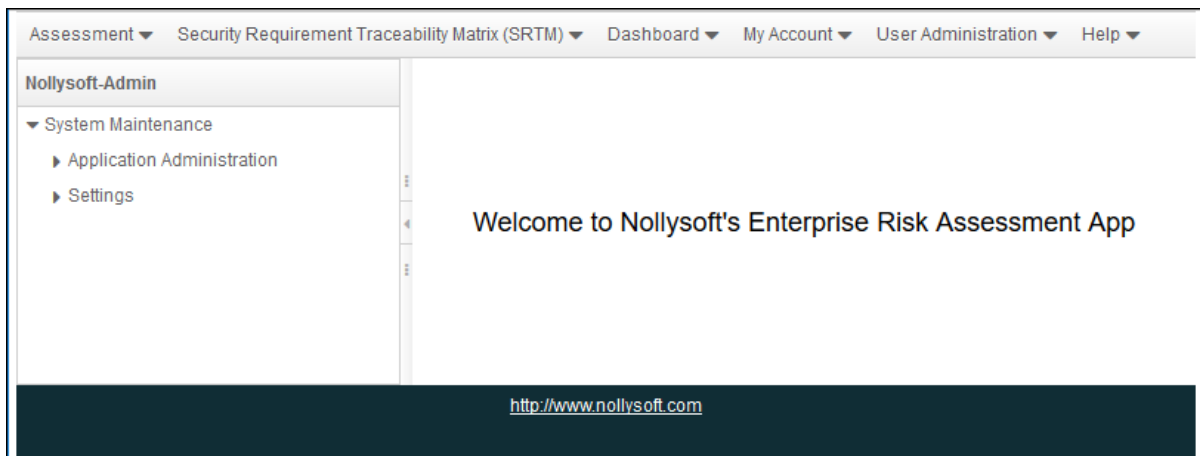
Login with your username and password

Username:

Password:

Tardigrade Log on Screen

4. Enter the **Username** and **Password**.
5. Click **Login**.
The Tardigrade main screen appears.



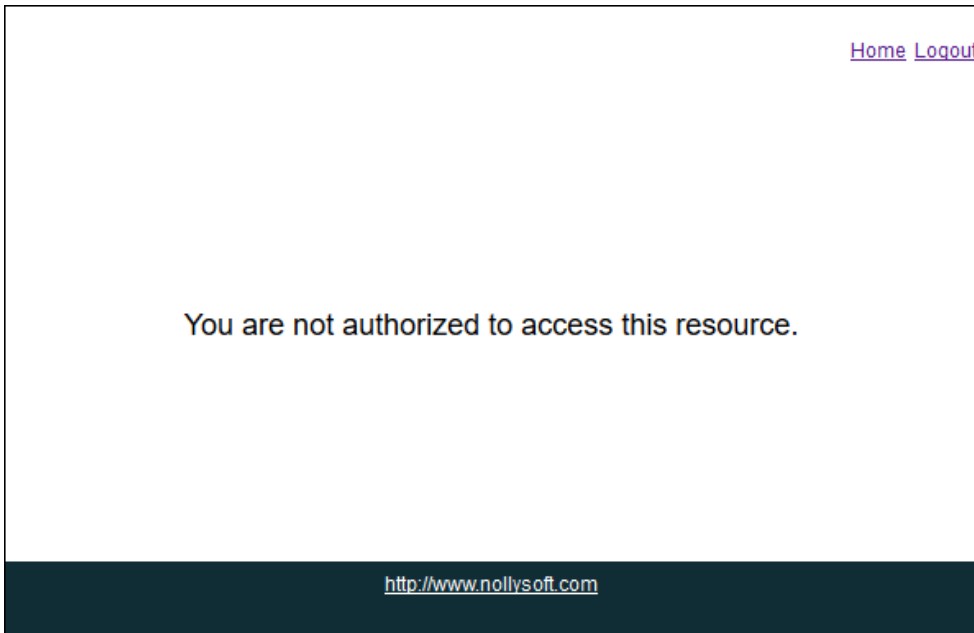
Tardigrade main screen



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.

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.

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	

Assign Inherent Risk Profile Assessment:

Name

Component

Save Cancel

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:

Component

Category Technologies and Connection Types (1 of 14) 1 Go

Question Total number of Internet service provider (ISP) connections (including branch connections)

Score ▼ ScoreDesc

Owner ▼

Comment

Save & Continue Save & Exit Cancel Next

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:

Component

Category Delivery Channels (2 of 3) 2 Go

Question Mobile presence

Score Least ▼ ScoreDesc None

Owner Ade Adeleke ▼

Comment

Previous Save & Continue Save & Exit Cancel Next

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.

The screenshot shows the 'Conduct Internal Assessment' panel with the following fields and controls:

- Component** section:
 - Category: Delivery Channels (1 of 3) 1 [Go]
 - Question: Online presence (customer)
 - Score: Least [dropdown] [ScoreDesc] No Web-facing applications or social media presence
 - Owner: Super Nollysoft-Admin [dropdown]
 - Comment: [text area]
- Assessment Response** section:
 - Radio buttons: Ok Not Ok
 - Reviewer Comment: [text area]
- Buttons: [Cancel] [Next]

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.

Task Name	Status	Assessment Start Date	Assigner	Assignee	Reviewer
Cybersecurity	Assigned to	2017-10-23	Super Nollysoft-	Super Nollysoft-	
Controls	conductor	23:58:45	Admin	Admin	

Domain Maturity Assessment page

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

Create Domain maturity Assessment:

Name:

Component:



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.

The screenshot shows the 'Conduct Internal Assessment' panel with the following fields and controls:

- Component** section:
 - Domain: Cybersecurity Controls (1 of 174) 1 [Go]
 - Assessment Factor: Preventative Controls
 - Component: Infrastructure Management
 - Maturity Level: Baseline
 - Mapping Number: D3.PC.Im.B.1
 - Declarative Statement: [Dropdown menu] Network perimeter defense tools (e.g., border router and firewall) are used. (FFIEC Information Security Booklet, page 33)
 - Base Line Mapping: Source: IS.B.33: Typical perimeter controls include firewalls that operate at different network layers, malicious code prevention, outbound filtering, intrusion detection and prevention devices, and controls over infrastructure services such as domain name service (DNS). Institutions internally hosting Internet-accessible services should consider implementing additional firewall components that include application-level screening. IS.WP.I.4.1: Evaluate the appropriateness of technical controls mediating access between security domains. * Information Security, E-Banking, Operations, Wholesale Payments
 - FFIEC declared Mapping to NIST: PR.AC-5: Network integrity is protected, incorporating network segregation where appropriate. (p. 24) PR.PT-4: Communications networks are secured. (p. 29)
 - Useful Link: ["FFIEC Information Security Booklet \(PDF\), page 33"](#)
 - Reference: [Text input field]
 - Owner: [Dropdown menu]
 - Comment: [Text input field]
- Buttons at the bottom: Save & Continue, Save & Exit, Cancel, Next

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

Component

Category: Delivery Channels (1 of 3) 1

Question: Online presence (customer)

Score: Least No Web-facing
applications or social media presence

Owner: Super Nollysoft-Admin

Comment: ss

Assessment Response: Ok Not Ok

Reviewer Comment:

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.

The screenshot shows the 'Inherent Risk Profile Dashboard' interface. At the top, there are search filters for 'Start Date' (2017-10-06) and 'End Date' (2017-10-08), both with calendar icons, and a 'Search' button. A 'Proceed to download Report' button is located on the right side of the filter area. Below the filters is a table with the following data:

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 Risk 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.



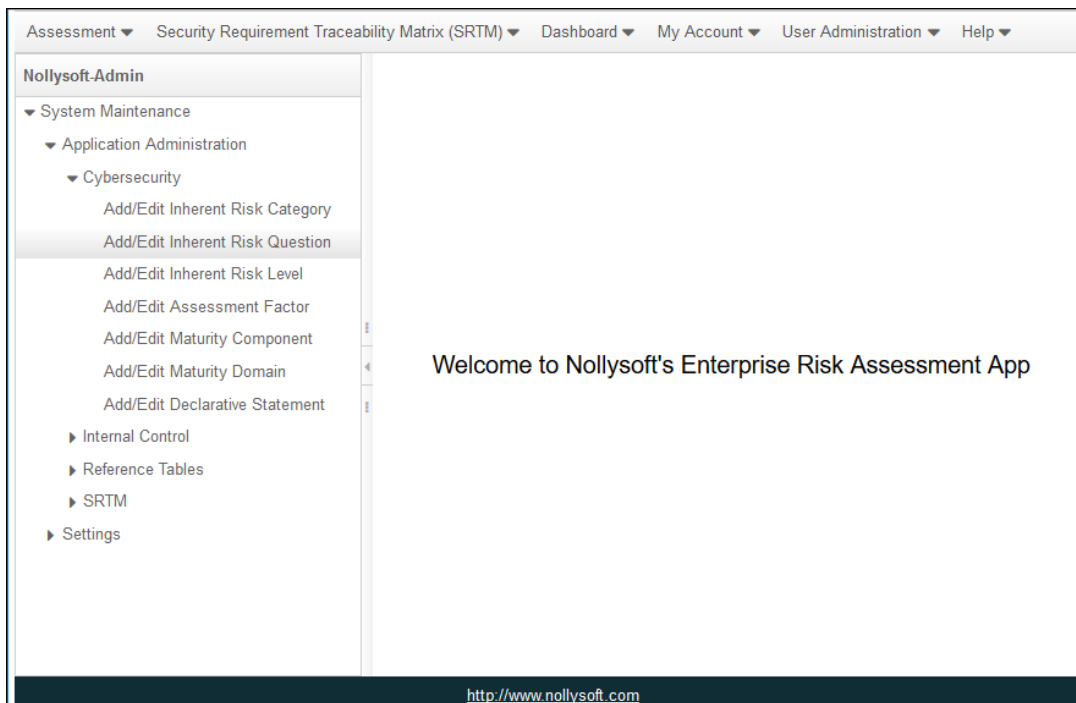
3.4 Cybersecurity Admin Panel

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

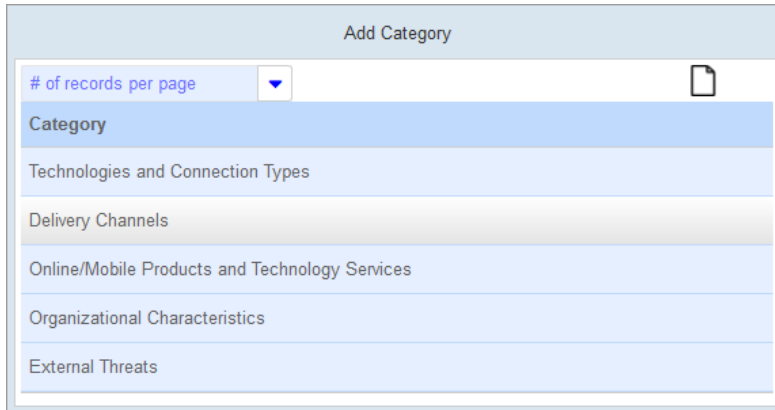


3.4.1 Inherent Risk Category


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:

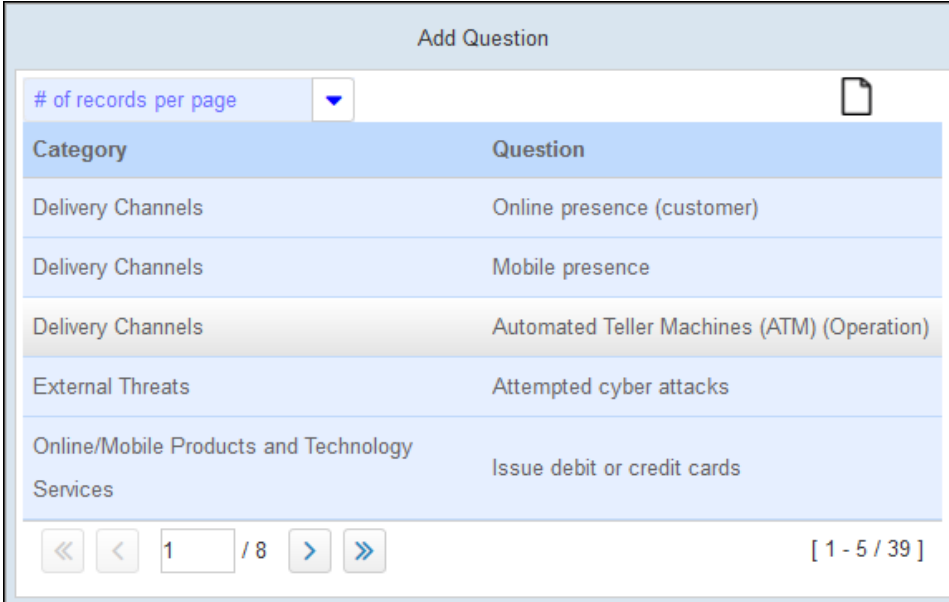
1. Select the Inherent Risk Category on **Add Category** page.
2. Click .
A message appears “**Do you want to delete the Component?**”.
3. Click **Delete**.

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.



The screenshot shows the 'Add Question' page with a table of inherent risk questions. The table has two columns: 'Category' and 'Question'. The first row is highlighted in blue. The table contains 8 rows of data. At the bottom of the table, there are navigation controls including a dropdown for '# of records per page', a page number '1 / 8', and a range indicator '[1 - 5 / 39]'.

Category	Question
Delivery Channels	Online presence (customer)
Delivery Channels	Mobile presence
Delivery Channels	Automated Teller Machines (ATM) (Operation)
External Threats	Attempted cyber attacks
Online/Mobile Products and Technology Services	Issue debit or credit cards

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**.



Add Question

of records per page 📄

Category	Question
Delivery Channels	Online presence (customer)
Delivery Channels	Mobile presence
Delivery Channels	Automated Teller Machines (ATM) (Operation)
External Threats	Attempted cyber attacks
Online/Mobile Products and Technology Services	Issue debit or credit cards

Technologies and Connection Types

Delivery Channels

Online/Mobile Products and Technology Services

Organizational Characteristics

External Threats

Component: Technologies and Connection Types

Question:


Save Cancel

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:

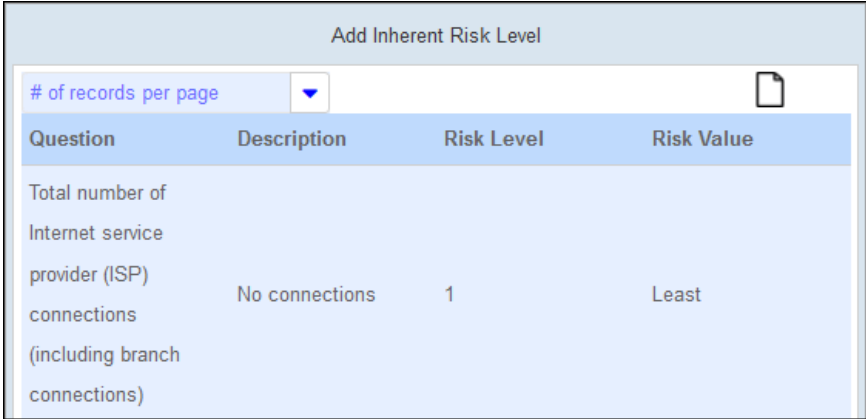
1. Select the Inherent Risk Question on **Add Category** page.
2. Click .
A message appears “**Do you want to delete the Question?**”.
3. Click **Delete**.

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.



The screenshot shows the 'Add Inherent Risk Level' page. At the top, there is a header 'Add Inherent Risk Level' and a '# of records per page' dropdown menu. Below the header is a table with the following data:

Question	Description	Risk Level	Risk Value
Total number of Internet service provider (ISP) connections (including branch connections)	No connections	1	Least


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.

The screenshot shows a web interface titled "Add Assessment Factor". At the top left, there is a dropdown menu labeled "# of records per page" with a downward arrow. To the right of this menu is a document icon. Below this is a table with two columns: "Domain" and "Assessment Factor". The table contains six rows of data. At the bottom of the table, there are navigation controls: a double left arrow, a single left arrow, a text input field containing "1", a slash followed by "3", a single right arrow, and a double right arrow. To the right of these controls is the text "[1 - 5 / 15]".

Domain	Assessment Factor
Cyber Risk Management & Oversight	Governance
Cyber Risk Management & Oversight	Risk Management
Cyber Risk Management & Oversight	Resources
Cyber Risk Management & Oversight	Training & Culture
Threat Intelligence & Collaboration	Threat Intelligence


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.

Assessment Factor	Component
Governance	Oversight
Governance	Strategy / Policies
Governance	IT Asset Management
Risk Management	Risk Management Program
Risk Management	Risk Assessment

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:

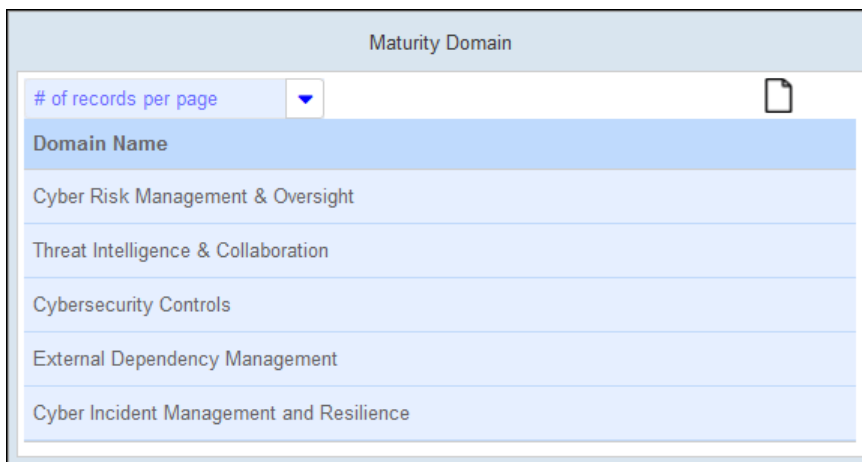
1. Select the Maturity Component on **Add Maturity Component** page.
2. Click .
A message appears “**Do you want to delete the Component?**”.
3. Click **Delete**.

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.

Component	Maturity Level	Mapping Number	Baseline Mapping	Declarative Statement	NIST Mapping	Link URL	Useful Link	
Oversight	Baseline	D1.G.Ov.B.1	assigning	implementing	Source: IS.B.3: Financial institutions should implement an ongoing security process and institute appropriate governance for the security function,	Designated members of management are held accountable by the board or an appropriate board committee for	ID.GV-4: Governance and risk management processes address cybersecurity risks. (p. 22) ID.RM-1: Risk	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](#)

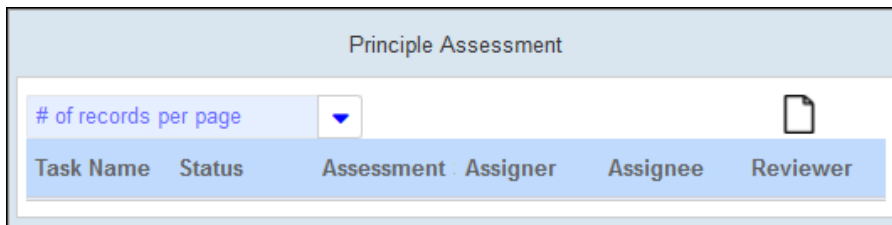
4.1.1 Assigning a Task

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.

The screenshot shows a web application interface for 'Principle Assessment'. At the top, there is a header with a padlock icon and a network diagram. Below the header is a table with columns: Task Name, Status, Assessment Sta, Assigner, Assignee, Reviewer. A 'Create Principle Assessment' panel is overlaid on the table, containing two dropdown menus for 'Name' and 'Component', and 'Save' and 'Cancel' buttons.

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.



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

Principle Assessment

of records per page

Task Name	Status	Assessment Start	Assigner	Assignee	Reviewer
Control Environment	Assigned to conductor	2017-10-08 18:58:34	Super	ICAssessor	

Conduct Internal Assessment:

Component

Component: Control Environment (1 of 5)

Principle: Principle 1: Demonstrates Commitment to Integrity and Ethical Values - The organization demonstrates a commitment to integrity and ethical values

Point Of Focus

Sets the Tone at the Top	<input type="text"/>	<input type="button" value="v"/>
Establishes Standards of Conduct	<input type="text"/>	<input type="button" value="v"/>
Evaluates Adherence to Standards of Conduct	<input type="text"/>	<input type="button" value="v"/>
Addresses Deviations in a Timely Manner	<input type="text"/>	<input type="button" value="v"/>

Present? Functioning?

evidence	<input type="text"/>	Reference	<input type="text"/>
explanation	<input type="text"/>	conclusion	<input type="text"/>

Defeciency

Conduct Internal Assessment panel – Conducting a task

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

The screenshot shows the 'Component Assessment' page. At the top, there is a header 'Component Assessment' and a '# of records per page' dropdown menu. Below the header is a table with the following columns: 'Task Name', 'Status', 'Assessment Start Date', 'Assigner', 'Assignee', and 'Reviewer'. A document icon is visible in the top right corner of the table area.

Component Assessment page

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

The screenshot shows the 'Create Component Assessment' panel. It has a header 'Component Assessment' and a '# of records per page' dropdown menu. Below the header is a table with the following columns: 'Task Name', 'Status', 'Assessment Start Date', 'Assigner', 'Assignee', and 'Reviewer'. A document icon is visible in the top right corner of the table area. Below the table is a form with the following fields: 'Name' (a text input field with a red border) and 'Component' (a dropdown menu). At the bottom of the form are 'Save' and 'Cancel' buttons.

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.



Component Assessment

of records per page

Task Name	Status	Assessment Start Date	Assigner	Assignee	Reviewer
Risk Assessment	Assigned to conductor	2017-10-24 01:53:17	Super	Super	

Conduct Internal Assessment:

Component

Component: Risk Assessment (1 of 4) 1

Question: Specifies Suitable Objectives - The organization specifies objectives with sufficient clarity to enable the identification and assessment of risks relating to objectives

Present? Functioning?

evidence

Reference

explanation

conclusion

Defecency

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.

The screenshot shows a web interface titled "Principle Compliance Report". At the top, there are two date pickers: "Start Date" set to "2017-10-05" and "End Date" set to "2017-10-08", both with calendar icons. To the right of these is a "Search" button. Below the date pickers is a "Proceed to download Report" button. The main content is a table with three columns: "Component", "Compliance", and "Non Compliance". The table lists five principles, each with a compliance count of 1 and a non-compliance count of 0. At the bottom of the table is a "Back" button.

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 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

Close

Internal Control Dashboard Report Pop-up

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



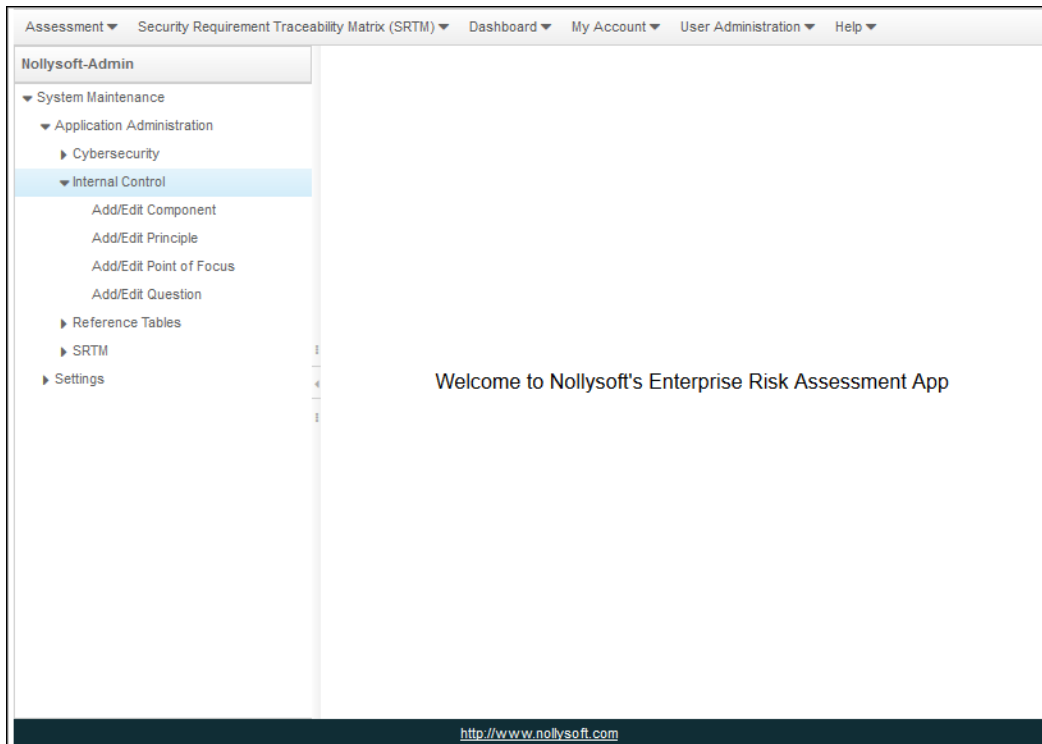
4.4 Internal Control Admin Panel

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.


Component Name
Control Environment
Risk Assessment
Control Activities
Information and Communication
Monitoring Activities

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.



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.


Principle	Point Of Focus	Parent	Description
Principle 1: Demonstrates Commitment to Integrity and Ethical Values	Sets the Tone at the Top		The board of directors and management at all levels of the entity demonstrate through their directives, actions, and behavior the importance of integrity and ethical values to support the functioning of the system of internal control.

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:

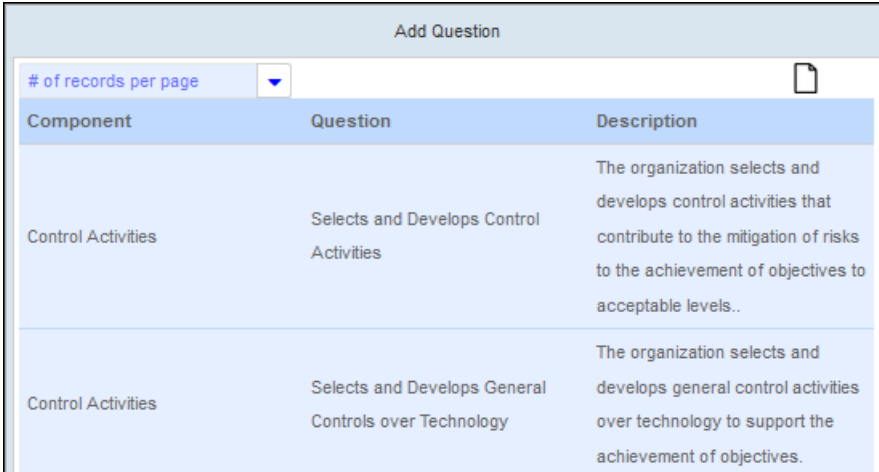
1. Select the Point Of Focus on **Point Of Focus** page.
2. Click .
A message appears “**Do you want to delete the Point Of Focus?**”.
3. Click **Delete**.

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.



Component	Question	Description
Control Activities	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	Selects and Develops General Controls over Technology	The organization selects and develops general control activities over technology to support the achievement of objectives.

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.

Assessment ▾ Security Requirement Traceability Matrix (SRTM) ▾ Dashboard ▾ My Account ▾ User Administration ▾ Help ▾

Nollysoft-Admin

▼ System Maintenance

- ▶ Application Administration
- ▶ Settings

NIST 800-53 R4 Security Control Selection

Select Requirement to Create: All Control Family Individual Control Family Security Control Baselines

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.



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

Selected Controls	Source	Creation Date	Report Generate 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

- Click **Generate Report**.
A message “**Report Generated Successfully!**” appears.
- Click **View Report**.
The **SRTM Report Details** page appears.
- Click **Proceed to download Report**.
The **Download Report** pop-up window appears.
- In the pop-up window, click **Download Report**.
The **NIST SRTM Report** appears as a PDF in a window.



1 of 46 100%

NIST SRTM Report October 09, 2017 5:18 AM

Source	Section	Requirement	Verification Method				Test Procedure	Comment
			I	A	T	D		
NIST 800-53	AC-1	ACCESS CONTROL Section: ACCESS CONTROL POLICY AND PROCEDURES Control: The organization: <ol style="list-style-type: none">1. Develops, documents, and disseminates to [Assignment: organization-defined personnel or roles]:<ol style="list-style-type: none">1. An access control policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and2. Procedures to facilitate the implementation of the access control policy and associated access controls; and2. An access control policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and3. Procedures to facilitate the implementation of the access control policy and associated access controls; and4. Reviews and updates the current:<ol style="list-style-type: none">1. Access control policy [Assignment: organization-defined frequency]; and2. Access control procedures [Assignment: organization-defined frequency].5. Access control policy [Assignment: organization-defined frequency]; and6. Access control procedures [Assignment: organization-defined frequency].		X				

Close

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	
<input type="checkbox"/> AC - ACCESS CONTROL	Select Verification Meth ▼
<input type="checkbox"/> AT - AWARENESS AND TRAINING	Select Verification Meth ▼
<input type="checkbox"/> AU - AUDIT AND ACCOUNTABILITY	Select Verification Meth ▼
<input type="checkbox"/> CA - SECURITY ASSESSMENT AND AUTHORIZATION	Select Verification Meth ▼
<input type="checkbox"/> CM - CONFIGURATION MANAGEMENT	Select Verification Meth ▼
<input type="checkbox"/> CP - CONTINGENCY PLANNING	Select Verification Meth ▼
<input type="checkbox"/> IA - IDENTIFICATION AND AUTHENTICATION	Select Verification Meth ▼
<input type="checkbox"/> IR - INCIDENT RESPONSE	Select Verification Meth ▼
<input type="checkbox"/> MA - MAINTENANCE	Select Verification Meth ▼
<input type="checkbox"/> MP - MEDIA PROTECTION	Select Verification Meth ▼
<input type="checkbox"/> PE - PHYSICAL AND ENVIRONMENTAL PROTECTION	Select Verification Meth ▼
<input type="checkbox"/> PL - PLANNING	Select Verification Meth ▼
<input type="checkbox"/> PS - PERSONNEL SECURITY	Select Verification Meth ▼
<input type="checkbox"/> RA - RISK ASSESSMENT	Select Verification Meth ▼
<input type="checkbox"/> SA - SYSTEM AND SERVICES ACQUISITION	Select Verification Meth ▼
<input type="checkbox"/> SC - SYSTEM AND COMMUNICATIONS PROTECTION	Select Verification Meth ▼
<input type="checkbox"/> SI - SYSTEM AND INFORMATION INTEGRITY	Select Verification Meth ▼
<input type="checkbox"/> PM - PROGRAM MANAGEMENT	Select Verification Meth ▼

Save Cancel

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.



Security Control Requirement Selection View

of records per page ▼ Generate Report

Selected Controls	Source	Creation Date	Report Generate Date
Individual	NIST 800-53	Oct 9, 2017 6:12:23 AM	
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 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 October 09, 2017 5:18 AM

Source	Section	Requirement	Verification Method				Test Procedure	Comment
			I	A	T	D		
NIST 800-53	AC-1	ACCESS CONTROL Section: ACCESS CONTROL POLICY AND PROCEDURES Control: The organization: 1. Develops, documents, and disseminates to [Assignment: organization-defined personnel or roles]: 1. An access control policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and 2. Procedures to facilitate the implementation of the access control policy and associated access controls; and 2. An access control policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and 3. Procedures to facilitate the implementation of the access control policy and associated access controls; and 4. Reviews and updates the current: 1. Access control policy [Assignment: organization-defined frequency]; and 2. Access control procedures [Assignment: organization-defined frequency]. 5. Access control policy [Assignment: organization-defined frequency]; and 6. Access control procedures [Assignment: organization-defined frequency].	X					

Close



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	
<input type="checkbox"/> Check All	
<input type="checkbox"/> AC - ACCESS CONTROL	Select Verificati
<input type="checkbox"/> AT - AWARENESS AND TRAINING	Select Verificati
<input type="checkbox"/> AU - AUDIT AND ACCOUNTABILITY	Select Verificati
<input type="checkbox"/> CA - SECURITY ASSESSMENT AND AUTHORIZATION	Select Verificati
<input type="checkbox"/> CM - CONFIGURATION MANAGEMENT	Select Verificati
<input type="checkbox"/> CP - CONTINGENCY PLANNING	Select Verificati
<input type="checkbox"/> IA - IDENTIFICATION AND AUTHENTICATION	Select Verificati
<input type="checkbox"/> IR - INCIDENT RESPONSE	Select Verificati
<input type="checkbox"/> MA - MAINTENANCE	Select Verificati
<input type="checkbox"/> MP - MEDIA PROTECTION	Select Verificati
<input type="checkbox"/> PE - PHYSICAL AND ENVIRONMENTAL PROTECTION	Select Verificati
<input type="checkbox"/> PL - PLANNING	Select Verificati
<input type="checkbox"/> PS - PERSONNEL SECURITY	Select Verificati
<input type="checkbox"/> RA - RISK ASSESSMENT	Select Verificati
<input type="checkbox"/> SA - SYSTEM AND SERVICES ACQUISITION	Select Verificati
<input type="checkbox"/> SC - SYSTEM AND COMMUNICATIONS PROTECTION	Select Verificati
<input type="checkbox"/> SI - SYSTEM AND INFORMATION INTEGRITY	Select Verificati
<input type="checkbox"/> PM - PROGRAM MANAGEMENT	Select Verificati

Save Cancel

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.



Security Control Requirement Selection View

of records per page Generate Report

Selected Controls	Source	Creation Date	Report Generate Date
Control Baseline	NIST 800-53	Oct 9, 2017 6:28:04 AM	
Individual	NIST 800-53	Oct 9, 2017 6:12:23 AM	Oct 9, 2017 6:15:07 AM
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

<< < 1 / 2 > >> [1 - 5 / 6]

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 October 09, 2017 5:18 AM

Source	Section	Requirement	Verification Method				Test Procedure	Comment
			I	A	T	D		
NIST 800-53	AC-1	ACCESS CONTROL Section: ACCESS CONTROL POLICY AND PROCEDURES Control: The organization: 1. Develops, documents, and disseminates to [Assignment: organization-defined personnel or roles]: 1. An access control policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and 2. Procedures to facilitate the implementation of the access control policy and associated access controls; and 2. An access control policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and 3. Procedures to facilitate the implementation of the access control policy and associated access controls; and 4. Reviews and updates the current: 1. Access control policy [Assignment: organization-defined frequency]; and 2. Access control procedures [Assignment: organization-defined frequency]. 5. Access control policy [Assignment: organization-defined frequency]; and 6. Access control procedures [Assignment: organization-defined frequency].		X				

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

Select Requirement to Create: All Control Family Individual Control Family

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

of records per page

Selected Controls	Source	Creation Date	Report Generate Date
All	ISO27001_2013	Oct 9, 2017 6:58:45 AM	
Control Baseline	NIST 800-53	Oct 9, 2017 6:28:04 AM	Oct 9, 2017 6:32:40 AM
Individual	NIST 800-53	Oct 9, 2017 6:12:23 AM	Oct 9, 2017 6:15:07 AM
Individual	NIST 800-53	Oct 9, 2017 5:45:25 AM	
Control Baseline	NIST 800-53	Oct 9, 2017 5:26:08 AM	

<< < 1 / 2 > >> [1 - 5 / 7]

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 October 09, 2017 7:01 AM

Source	Section	Requirement	Verification Method				Test Procedure	Comment
			I	A	T	D		
ISO27001_2013	A.5.1	Information security policies Section: Management direction for information security Objective: To provide management direction and support for information security in accordance with business requirements and relevant laws and regulations. 1. Policies for information security A set of policies for information security shall be defined, approved by management, published and communicated to employees and relevant external parties. 2. Review of the policies for information security The policies for information security shall be reviewed at planned intervals or if significant changes occur to ensure their continuing suitability, adequacy and effectiveness.				X		
ISO27001_2013	A.6.1	Organization of information security				X		

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

<input type="checkbox"/> A.5 - Information security policies	Select Verification Meth ▾	<input type="checkbox"/> A.12 - Operations security	Select Verification Meth ▾
<input type="checkbox"/> A.6 - Organization of information security	Select Verification Meth ▾	<input type="checkbox"/> A.13 - Communications security	Select Verification Meth ▾
<input type="checkbox"/> A.7 - Human resource security	Select Verification Meth ▾	<input type="checkbox"/> A.14 - System acquisition, development and maintainar	Select Verification Meth ▾
<input type="checkbox"/> A.8 - Asset management	Select Verification Meth ▾	<input type="checkbox"/> A.15 - Supplier relationships	Select Verification Meth ▾
<input type="checkbox"/> A.9 - Access control	Select Verification Meth ▾	<input type="checkbox"/> A.16 - Information security incident management	Select Verification Meth ▾
<input type="checkbox"/> A.10 - Cryptography	Select Verification Meth ▾	<input type="checkbox"/> A.17 - Information security aspects of business contin management	Select Verification Meth ▾
<input type="checkbox"/> A.11 - Physical and environmental security	Select Verification Meth ▾	<input type="checkbox"/> A.18 - Compliance	Select Verification Meth ▾

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

of records per page

Selected Controls	Source	Creation Date	Report Generate Date
Individual	ISO27001_2013	Oct 9, 2017 7:15:53 AM	
All	ISO27001_2013	Oct 9, 2017 6:58:45 AM	Oct 9, 2017 7:01:42 AM
Control Baseline	NIST 800-53	Oct 9, 2017 6:28:04 AM	Oct 9, 2017 6:32:40 AM
Individual	NIST 800-53	Oct 9, 2017 6:12:23 AM	Oct 9, 2017 6:15:07 AM
Individual	NIST 800-53	Oct 9, 2017 5:45:25 AM	

<< < 1 / 2 > >> [1 - 5 / 8]

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.



NIST SRTM Report October 09, 2017 5:18 AM

Source	Section	Requirement	Verification Method				Test Procedure	Comment
			I	A	T	D		
NIST 800-53	AC-1	ACCESS CONTROL Section: ACCESS CONTROL POLICY AND PROCEDURES Control: The organization: 1. Develops, documents, and disseminates to [Assignment: organization-defined personnel or roles]: 1. An access control policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and 2. Procedures to facilitate the implementation of the access control policy and associated access controls; and 2. An access control policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and 3. Procedures to facilitate the implementation of the access control policy and associated access controls; and 4. Reviews and updates the current: 1. Access control policy [Assignment: organization-defined frequency]; and 2. Access control procedures [Assignment: organization-defined frequency]. 5. Access control policy [Assignment: organization-defined frequency]; and 6. Access control procedures [Assignment: organization-defined frequency].		X				

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

Select Requirement to Create: All Control Family Individual Control Family

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

of records per page Generate Report

Selected Controls	Source	Creation Date	Report Generate Date
All	SOX	Oct 9, 2017 7:36:21 AM	
Individual	ISO27001_2013	Oct 9, 2017 7:15:53 AM	Oct 9, 2017 7:21:38 AM
All	ISO27001_2013	Oct 9, 2017 6:58:45 AM	Oct 9, 2017 7:01:42 AM
Control Baseline	NIST 800-53	Oct 9, 2017 6:28:04 AM	Oct 9, 2017 6:32:40 AM
Individual	NIST 800-53	Oct 9, 2017 6:12:23 AM	Oct 9, 2017 6:15:07 AM

<< < 1 / 2 > >>
[1 - 5 / 9]

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 October 09, 2017 8.01 AM

Source	Section	Requirement	Verification Method				Test Procedure	Comment
			I	A	T	D		
SOX	Program Development and Program Change	Objective: Controls provide reasonable assurance that application and system software is acquired or developed that effectively supports financial reporting requirements. Cobitdomain: Acquire or develop application systems software Activity: The organization's system development lifecycle methodology (SDLC) includes security, availability and processing integrity requirements for the organization.			X		Obtain a copy of the organization's SDLC methodology. Review the methodology to determine that it addresses security, availability and processing integrity requirements.	
SOX	Program Development and Program Change	Objective: Controls provide reasonable assurance that application and system software is acquired or developed that effectively supports financial reporting requirements. Cobitdomain: Acquire or develop application systems software Activity: The organization's SDLC policies and procedures consider the development and acquisition of new systems and major changes to existing systems.			X		Review the organization's SDLC methodology to determine if it considers both the development and acquisition of new	

Close

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	
<input type="checkbox"/> Acquire or develop application systems software	Select Verification Meth ▾
<input type="checkbox"/> Acquire Technology Infrastructure	Select Verification Meth ▾
<input type="checkbox"/> Develop and Maintain Policies and Procedures	Select Verification Meth ▾
<input type="checkbox"/> Install and Test Application Software and Technology Infrastructure	Select Verification Meth ▾
<input type="checkbox"/> Manage Changes	Select Verification Meth ▾
<input type="checkbox"/> Define and Manage Service Level	Select Verification Meth ▾
<input type="checkbox"/> Manage Third Party Services	Select Verification Meth ▾
<input type="checkbox"/> Ensure Systems Security	Select Verification Meth ▾
<input type="checkbox"/> Manage the Configuration	Select Verification Meth ▾
<input type="checkbox"/> Manage Problems and Incidents	Select Verification Meth ▾
<input type="checkbox"/> Manage Data	Select Verification Meth ▾
<input type="checkbox"/> Manage Operations	Select Verification Meth ▾

Save Cancel

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

of records per page Generate Report

Selected Controls	Source	Creation Date	Report Generate Date
Individual	SOX	Oct 9, 2017 7:59:33 AM	
All	SOX	Oct 9, 2017 7:36:21 AM	Oct 9, 2017 7:41:23 AM
Individual	ISO27001_2013	Oct 9, 2017 7:15:53 AM	Oct 9, 2017 7:21:38 AM
All	ISO27001_2013	Oct 9, 2017 6:58:45 AM	Oct 9, 2017 7:01:42 AM
Control Baseline	NIST 800-53	Oct 9, 2017 6:28:04 AM	Oct 9, 2017 6:32:40 AM

1 / 2 [1 - 5 / 10]

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 October 09, 2017 8:01 AM

Source	Section	Requirement	Verification Method				Test Procedure	Comment
			I	A	T	D		
SOX	Program Development and Program Change	Objective: Controls provide reasonable assurance that application and system software is acquired or developed that effectively supports financial reporting requirements. Cobitdomain: Acquire or develop application systems software Activity: The organization's system development lifecycle methodology (SDLC) includes security, availability and processing integrity requirements for the organization.			X		Obtain a copy of the organization's SDLC methodology. Review the methodology to determine that it addresses security, availability and processing integrity requirements.	
SOX	Program Development and Program Change	Objective: Controls provide reasonable assurance that application and system software is acquired or developed that effectively supports financial reporting requirements. Cobitdomain: Acquire or develop application systems software Activity: The organization's SDLC policies and procedures consider the development and acquisition of new systems and major changes to existing systems.			X		Review the organization's SDLC methodology to determine if it considers both the development and acquisition of new	

Close

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

Select Requirement to Create: All Control Family Individual Control Family

Continue Cancel

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.



of records per page Generate Report

Selected Controls	Source	Creation Date	Report Generate Date
All	MAS	Oct 9, 2017 8:10:06 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
All	SOX	Oct 9, 2017 7:36:21 AM	Oct 9, 2017 7:41:23 AM

1 / 3 [1 - 5 / 13]

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

- Click **Generate Report**.
A message **"Report Generated Successfully!"** appears.
- Click **View Report**.
The **SRTM Report Details** page appears.
- Click **Proceed to download Report**.
The **Download Report** pop-up window appears.
- In the pop-up window, click **Download Report**.
The **MAS SRTM Report** appears as a PDF in a window.

MAS SRTM Report October 09, 2017 8:12 AM

Source	Section	Requirement	Verification Method				Test Procedure	Comment
			I	A	T	D		
MAS	3.1	OVERSIGHT OF TECHNOLOGY RISKS BY BOARD OF DIRECTORS AND SENIOR MANAGEMENT Control Section: Roles and Responsibilities Sub-Control Section: 3.1.1 Description: The board of directors and senior management should ensure that a sound and robust technology risk management framework is established and maintained. They should also be involved in key IT decisions. Sub-Control Section: 3.1.2 Description: They should also be fully responsible for ensuring that effective internal controls and risk management practices are implemented to achieve security, reliability, resiliency and recoverability. Sub-Control Section: 3.1.3 Description: The board of directors and senior management should give due consideration to cost-benefit issues, including factors such as reputation, customer confidence, consequential impact and legal implications, with regard to investment in controls and security measures for computer systems, networks, data centres ('DC'), operations and backup facilities.				X		

Close

MAS SRTM Report PDF Window

- [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.

Control ID	Control Description	Verification Method
<input type="checkbox"/>	3 - OVERSIGHT OF TECHNOLOGY RISKS BY BOARD DIRECTORS AND SENIOR MANAGEMENT	Select Verification Meth
<input type="checkbox"/>	4 - TECHNOLOGY RISK MANAGEMENT FRAMEWORK	Select Verification Meth
<input type="checkbox"/>	5 - MANAGEMENT OF IT OUTSOURCING RISKS	Select Verification Meth
<input type="checkbox"/>	6 - ACQUISITION AND DEVELOPMENT OF INFORMATI... SYSTEMS	Select Verification Meth
<input type="checkbox"/>	7 - IT SERVICE MANAGEMENT	Select Verification Meth
<input type="checkbox"/>	8 - SYSTEMS RELIABILITY, AVAILABILITY AND RECOVERABILITY	Select Verification Meth
<input type="checkbox"/>	9 - OPERATIONAL INFRASTRUCTURE SECURITY MANAGEMENT	Select Verification Meth
<input type="checkbox"/>	10 - DATA CENTRES PROTECTION AND CONTROLS	Select Verification Meth
<input type="checkbox"/>	11 - ACCESS CONTROL	Select Verification Meth
<input type="checkbox"/>	12 - ONLINE FINANCIAL SERVICES	Select Verification Meth
<input type="checkbox"/>	13 - PAYMENT CARD SECURITY (AUTOMATED TELLEF MACHINES, CREDIT AND DEBIT CARDS)	Select Verification Meth
<input type="checkbox"/>	14 - IT AUDIT	Select Verification Meth

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

of records per page

Selected Controls	Source	Creation Date	Report Generate 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 - 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 October 09, 2017 8:12 AM

Source	Section	Requirement	Verification Method				Test Procedure	Comment
			I	A	T	D		
MAS	3.1	OVERSIGHT OF TECHNOLOGY RISKS BY BOARD OF DIRECTORS AND SENIOR MANAGEMENT Control Section: Roles and Responsibilities Sub-Control Section: 3.1.1 Description: The board of directors and senior management should ensure that a sound and robust technology risk management framework is established and maintained. They should also be involved in key IT decisions. Sub-Control Section: 3.1.2 Description: They should also be fully responsible for ensuring that effective internal controls and risk management practices are implemented to achieve security, reliability, resiliency and recoverability. Sub-Control Section: 3.1.3 Description: The board of directors and senior management should give due consideration to cost-benefit issues, including factors such as reputation, customer confidence, consequential impact and legal implications, with regard to investment in controls and security measures for computer systems, networks, data centres ('DC'), operations and backup facilities.				X		

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.

Selected Controls	Source	Creation Date	Report Generate 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

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**.



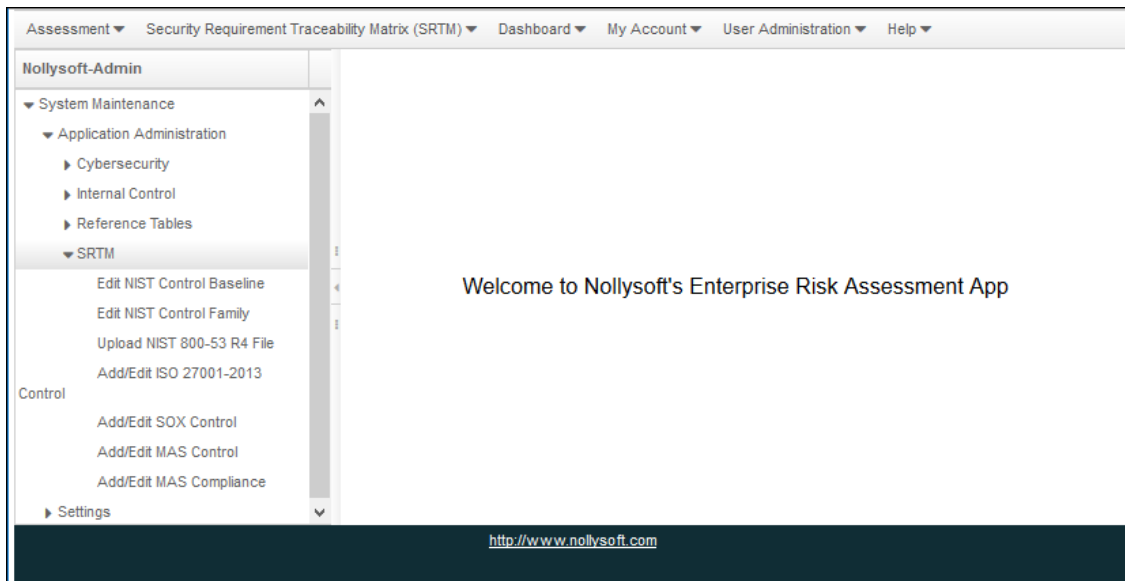
5.6 SRTM Admin Panel

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						
<input type="text" value="Search By Name or Control"/>						
# of records per page <input type="button" value="v"/>						
Family	Control	Name	Priority	Low	Moderate	High
AC	AC-1	ACCESS CONTROL POLICY AND PROCEDURES	P1	AC-2	AC-1	AC-1
AC	AC-2	ACCOUNT MANAGEMENT	P1	AC-2	AC-2	AC-2
AC	AC-3	ACCESS ENFORCEMENT	P1	AC-3	AC-3	AC-3
AC	AC-4	INFORMATION FLOW ENFORCEMENT	P1		AC-4	AC-4
AC	AC-5	SEPARATION OF DUTIES	P1		AC-5	AC-5

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Back

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:

Control Family	<input type="text" value="AC"/>
Sub Control Family	<input type="text" value="AC-1"/>
Name	<input type="text" value="ACCESS CONTROL POLICY AND PROCEDURES"/>
Priority	<input type="text" value="P1"/>
Low	<input type="text" value="AC-2"/>
Moderate	<input type="text" value="AC-1"/>
High	<input type="text" value="AC-1"/>

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

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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.

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

Navigation: << < 1 / 4 > >> [1 - 5 / 18]

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

Search By Name or Contr

of records per page

Id	Control Family	Sub Control Family	Name	Priority
257	AC	AC-1	ACCESS CONTROL POLICY AND PROCEDURES	P0
258	AC	AC-2	ACCOUNT MANAGEMENT	P1
259	AC	AC-3	ACCESS ENFORCEMENT	P1
260	AC	AC-4	INFORMATION FLOW ENFORCEMENT	P1
261	AC	AC-5	SEPARATION OF DUTIES	P1

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NIST Sub Control Family page



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

Sub Control Details:

Control Family: AC-1

Name: ACCESS CONTROL POLICY AND PROCEDURES

Control: The organization:

A. Develops, documents, and disseminates to [Assignment: organization-defined personnel or roles]:

1. An access control policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and
2. Procedures to facilitate the implementation of the access control policy and associated access controls; and

B. An access control policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and

C. Procedures to facilitate the implementation of the access control policy and associated access controls; and

D. Reviews and updates the current:

1. Access control policy [Assignment: organization-defined frequency]; and
2. Access control procedures [Assignment: organization-defined frequency].

E. Access control policy [Assignment: organization-defined frequency]; and

F. Access control procedures [Assignment: organization-defined frequency].

Supplemental Guidance: This control addresses the establishment of policy and procedures for the effective implementation of selected security controls and control enhancements in the AC family. Policy and procedures reflect applicable federal laws, Executive Orders, directives, regulations, policies, standards, and guidance. Security program policies and procedures at the organization level may make the need for system-specific policies and procedures unnecessary. The policy can be included as part of the general information security policy for organizations or conversely, can be represented by multiple policies reflecting the complex nature of certain organizations. The procedures can be established for the security program in general and for particular information systems, if needed. The organizational risk management strategy is a key factor in establishing policy and procedures.

Related controls: PM-9

Reference:

1. [NIST Special Publication 800-12](#)
2. [NIST Special Publication 800-100](#)

Priority: P0

Security Baseline:

LOW MODERATE HIGH

Save Cancel

Sub Control Details panel

5. In the **Sub Control Details** panel, modify the following:
- Priority
 - Security Baseline

Reference:

1. [NIST Special Publication 800-12](#)
2. [NIST Special Publication 800-100](#)

Priority: P0

Security Baseline:

LOW MODERATE HIGH

Save Cancel

Sub Control Details panel – Details to update

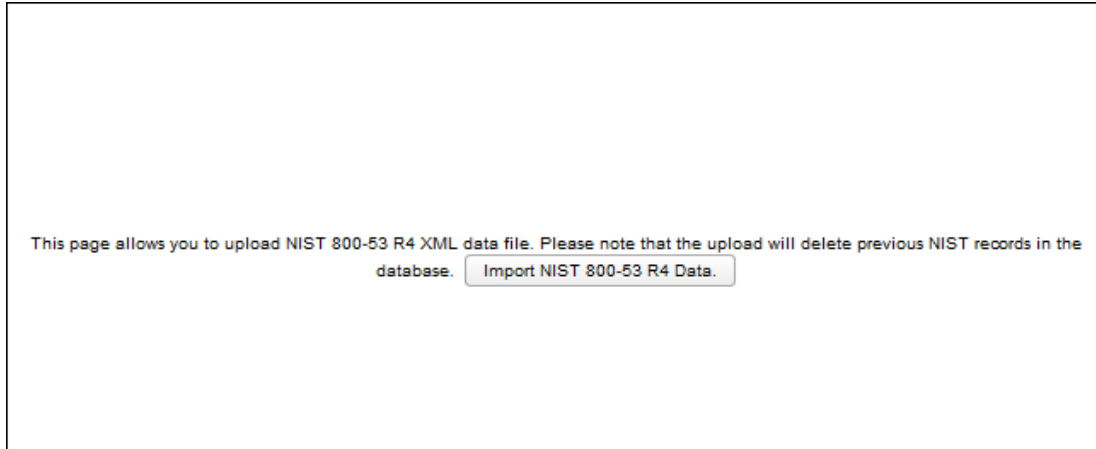
6. Click **Save**.



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.

The screenshot shows the 'ISO Control Family' page. At the top, there is a search bar labeled 'Search By Name or Contr' with a magnifying glass icon. Below the search bar is a dropdown menu for '# of records per page' and a document icon. The main content is a table with three columns: 'Id', 'Control Family', and 'Name'. The table contains five rows of data. At the bottom of the table, there are navigation controls including arrows and a page indicator '1 / 3'. In the bottom right corner, there is a page range indicator '[1 - 5 / 14]'.

Id	Control Family	Name
7	A.5	Information security policies
8	A.6	Organization of information security
9	A.7	Human resource security
10	A.8	Asset management
11	A.9	Access control

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.



Id	Control Family	Name
7	A.5	Information security policies
8	A.6	Organization of information security
9	A.7	Human resource security
10	A.8	Asset management
11	A.9	Access control

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.



Sub Control Details:

Id

Control Section

Name

Description

Objective

Sub-Control Section

Section	Name	Control
---------	------	---------

Control

Reference

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

Search By Control Family 

of records per page  

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 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.



Control Activity Details:

Id	
Control Family	Program Development and Program Change
Control Activity	<input type="text"/>
Test Plan	<input type="text"/>
Test Result	<input type="text"/>

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

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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

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

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MAS Control Family - View Sub Control Family icon

- Click **View Sub Control Family** icon.
The **MAS Sub Control Family** page appears.
- Click .
The **Control Family Details** panel appears.

Control Family Details:

Id	
Selected Control Family	OVERSIGHT OF TECHNOLOGY RISKS BY BOARD OF DIRECTORS AND SENIOR MANAGEMENT
Control Family	<input type="text"/>
Name	<input type="text"/>

MAX Sub Control Family - Sub Control Details panel

- Enter the following:
 - Control Family
 - Name
- Click **Save**.
A message "**Control Family is added successfully**" appears.
- 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.

Control Family Details:	
Id	8
Control Family	3
Name	OVERSIGHT OF TECHNOLOGY RISKS BY BOARD OF DIRECTORS AND SENIOR
<input type="button" value="Save"/> <input type="button" value="View Control Family Section"/> <input type="button" value="Cancel"/>	

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.



The screenshot shows the 'MAS Compliance' page. At the top, there is a search bar labeled 'Search By Compliance' with a magnifying glass icon. Below the search bar is a dropdown menu for '# of records per page' and a document icon. The main content is a table with the following data:

Id	Compliance
1	Full Compliance
2	Partial Compliance
3	Non-compliance
4	Not Applicable

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.

The screenshot shows the 'Department Maintenance' page. At the top, there is a search bar labeled 'Search by department na' with a magnifying glass icon. Below the search bar is a dropdown menu and two icons (a document and a trash can). The main content is a table with the following data:

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

At the bottom of the table, there are navigation controls: '<<' '<' '1' '/ 3' '>' '>>' and a page indicator '[1 - 5 / 11]'.

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


Search by lod name

Id	Line of Defense	Function
1	1LOD	Engineering
2	1LOD	Computer Science
3	1LOD	Human Resources
4	2LOD	Mathematics
5	2LOD	Cyber Security

/ 2

[1 - 5 / 8]

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.	+17328517810	1LoD

My Account Profile page

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



My Account Profile

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

Personal Information:

Id: 955 Salutation: Ms
Title: Lead Software Engin First Name: Super
Last Name: Nollysoft-Admin Middle Initial:
Preferred First Name: Admin Gender: Male Female
Email: admin@beta.nollysoft.net

Contact Information:

Address 1: 56 Wellington Rd Address 2:
Country: United States City: East Brunswick
Zip Code: 08816
Desk Phone: +17326517610 Mobile Phone: +17326517610
Time Zone: (GMT-5:00) America/ Locale: English (United State)
Language: English (United State)

Other Information:

Department: Information Security Line Of Defense: 1LoD 2LoD 3LoD
LoD Function: Cyber Security Status: Active Inactive
Creation Date: May 25, 2017

Role Information:

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:

Email:

Password:

Confirm Password:

Password Strength:

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.

The screenshot shows the 'Authorization Management' interface. At the top, there are three tabs: 'Groups', 'Roles', and 'Permissions'. The 'Groups' tab is active. Below the tabs, there is a search bar labeled 'Search group' with a magnifying glass icon. Below the search bar is a dropdown menu. The main content area contains a table with the following data:

Id	Group	Description
1	ADMINISTRATOR	Group for all site administrator
2	CYBERSECURITY ASSIGNER	Group for all cybersecurity task assigners
3	CYBERSECURITY ASSESSOR	Group for all cybersecurity assessors
4	CYBERSECURITY REVIEWER	Group for all cybersecurity reviewers
5	CYBERSECURITY ADMINISTRATOR	Group for all cybersecurity administrators

At the bottom of the table, there are navigation controls: a left arrow, a right arrow, a page number '1 / 3', and a right arrow. In the bottom right corner, there is a pagination indicator '[1 - 5 / 11]'.

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:

Id	1	Group Name	ADMINISTRATOR
Group Description	Group for all site administrator		

Role Information:

<input type="checkbox"/> Id	Role Name	Role Description
<input checked="" type="checkbox"/> 1	ADMINISTRATOR	This role is reserved for application support by acenonyx/nollysoft support team
<input type="checkbox"/> 2	CYBERSECURITY ASSIGNER	The role is responsible for assigning cybersecurity tasks to assessors
<input type="checkbox"/> 3	CYBERSECURITY ASSESSOR	The role is responsible for conducting cybersecurity assessment
<input type="checkbox"/> 4	CYBERSECURITY REVIEWER	The role is responsible for reviewing cybersecurity assessment; approving or rejecting the outcome
<input type="checkbox"/> 5	CYBERSECURITY ADMINISTRATOR	This role is the site administrator for the instance and has an elevated privilege

« < 1 / 3 > » [1 - 5 / 11]

User Information:

<input type="checkbox"/> Id	First Name	Email
<input type="checkbox"/> 924	Admin	developers@acenonyx.com
<input checked="" type="checkbox"/> 955	Super	admin@beta.nollysoft.net
<input type="checkbox"/> 956	CSAssigner	csassigner1@beta.nollysoft.net
<input type="checkbox"/> 957	CSAssessor	csassessor1@beta.nollysoft.net
<input type="checkbox"/> 958	CSReviewer	csreviewer1@beta.nollysoft.net

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Save Cancel

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.

The screenshot shows a web interface with three tabs: 'Groups', 'Roles', and 'Permissions'. The 'Roles' tab is active. The main content area is titled 'Roles and Permission Management'. Below the title, there are two dropdown menus: 'Module' and 'Role'. At the bottom, there is a row of buttons: 'Permission', 'URL', 'Delete', 'Add', 'Edit', 'View', and 'Save'.

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.



Authorization Management

Groups Roles Permissions

Roles and Permission Management

Module: Cybersecurity Role: ADMINISTRATOR New Role: Add

Permission	URL	Delete	Add	Edit	View	Save
SRTM NIST Control Family Selection	/srtm/nist /controlfamilyselector	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	Update
SRTM ISO 27001-2013 Control Family Selection	/srtm/iso /isocontrolfamilyselect	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	Update
SRTM SOX Control Family Selection	/srtm/sox /soxcontrolfamilyselec	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	Update

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)



Groups Roles Permissions

Roles and Permission Management

Module: **Cybersecurity** Role: **ADMINISTRATOR 01** New Role: Add

Permission	URL	Delete	Add	Edit	View	Save
SRTM NIST Control Family Selection	/srtm/nist/controlfamilyselector	<input type="checkbox"/> no	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input type="button" value="Update"/>
SRTM ISO 27001-2013 Control Family Selection	/srtm/iso/isocontrolfamilyselect	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input type="button" value="Update"/>
SRTM SOX Control Family Selection	/srtm/sox/soxcontrolfamilyselec	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input type="button" value="Update"/>
SRTM Report Dashboard	/srtm/nist/securityrequirementvi	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input type="button" value="Update"/>
SRTM Upload NIST 800-53 R4 File	/srtm/control/uploadniststandard.z	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input type="button" value="Update"/>
SRTM MAS Control Family Selection	/srtm/mas/mascontrolfamilyselei	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input type="button" value="Update"/>

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.



Authorization Management

Groups Roles **Permissions**

Permissions

Search permission

Id	Permission	URL
1	SRTM NIST Control Family Selection	/srtm/nist/controlfamilyselection.zul
2	SRTM ISO 27001-2013 Control Family Selection	/srtm/iso/isocontrolfamilyselection.zul
3	SRTM SOX Control Family Selection	/srtm/sox/soxcontrolfamilyselection.zul
4	SRTM Report Dashboard	/srtm/nist/securityrequirementview.zul
5	SRTM Upload NIST 800-53 R4 File	/srtm/control/uploadniststandard.zul

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Permissions page

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

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

Permission Information:

Id	1	Permission Name	SRTM NIST Control Farr
Permission URL	/srtm/nist/controlfamilyselection.zul		

Save Cancel

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.

The screenshot shows a web interface titled "My Account Profile". Inside, there is a "Password Reset" panel. This panel contains three input fields: "Email", "Password", and "Confirm Password". Below these fields is a "Password Strength" indicator. At the bottom right of the panel are two buttons: "Save" and "Cancel".

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					
Search by tenant name <input type="text"/>					
<input type="button" value="Add"/> <input type="button" value="Delete"/>					
Id	Company Name	Phone	Contact Person Name	Contact Person Phone	Contact Person Email
54	SIL Technology Ltd	+2348026898461	Tayo Lashore	+2348026898461	info@siltechltd.net

Tenant Profile page

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

Company Information:	
Id	Company Name <input type="text"/>
Industry Type	<input type="text"/>
Contact Information:	
Street 1 <input type="text"/>	Street 2 <input type="text"/>
Country <input type="text"/>	City <input type="text"/>
Zip Code <input type="text"/>	
Company Phone <input type="text"/>	Company Email <input type="text"/>
Company Web Address <input type="text"/>	
Company Contact Person Information:	
Contact Person Name <input type="text"/>	Contact Person Phone <input type="text"/>
Contact Person Mobile Phone <input type="text"/>	
Contact Person Email <input type="text"/>	Status <input type="radio"/> Active <input type="radio"/> Inactive
Creation Date <input type="text" value="Oct 16, 2017"/>	Service Start Date <input type="text" value="Oct 16, 2017"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

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.

Company Information:			
Id	54	Company Name	SIL Technology Ltd
Industry Type	Data Processing, Host		
Contact Information:			
Street 1	Alagomeji Yaba	Street 2	AP Club
Country	Nigeria	City	Lagos
Zip Code	101212		
Province/State	Lagos		
Company Phone	+2348026696461	Company Email	kfarore@siltechltd.net
Company Web Address	www.siltechltd.net		
Company Contact Person Information:			
Contact Person Name	Tayo Lashore	Contact Person Phone	+2348026696461
Contact Person Mobile Phone	+2348026696461		
Contact Person Email	info@siltechltd.net	Status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Creation Date	Aug 4, 2017	Service Start Date	Aug 4, 2017
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

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.

Account Profile					
<input type="text"/>					
# of records per page <input type="button" value="v"/>					
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

/ 4

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Account Profile page

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



Personal Information:

Id: Salutation:

Title: First Name:

Last Name: Middle Initial:

Preferred First Name: Gender: Male Female

Email:

Contact Information:

Address 1: Address 2:

Country: City:

Zip Code:

Desk Phone: Mobile Phone:

Time Zone: Locale:

Language:

Other Information:

Department: Line Of Defense: 1LoD 2LoD 3LoD

LoD Function: Status: Active Inactive

Creation Date: Oct 16, 2017

Role Information:

<input type="checkbox"/> Id	Role Name	Role Description
<input checked="" type="checkbox"/> 1	ADMINISTRATOR	This role is reserved for application support by acenonyx/nollysoft support team
<input checked="" type="checkbox"/> 2	CYBERSECURITY ASSIGNER	The role is responsible for assigning cybersecurity tasks to assessors
<input checked="" type="checkbox"/> 3	CYBERSECURITY ASSESSOR	The role is responsible for conducting cybersecurity assessment
<input type="checkbox"/> 4	CYBERSECURITY REVIEWER	The role is responsible for reviewing cybersecurity assessment; approving or rejecting the outcome
<input checked="" type="checkbox"/> 5	CYBERSECURITY ADMINISTRATOR	This role is the site administrator for the instance and has an elevated privilege

Navigation: << < 1 / 3 > >> [1 - 5 / 12]

Group Information:

<input type="checkbox"/> Id	Group Name	Group Description
<input checked="" type="checkbox"/> 1	ADMINISTRATOR	Group for all site administrator
<input type="checkbox"/> 2	CYBERSECURITY ASSIGNER	Group for all cybersecurity task assigners
<input type="checkbox"/> 3	CYBERSECURITY ASSESSOR	Group for all cybersecurity assessors
<input type="checkbox"/> 4	CYBERSECURITY REVIEWER	Group for all cybersecurity reviewers
<input type="checkbox"/> 5	CYBERSECURITY ADMINISTRATOR	Group for all cybersecurity administrators

Navigation: << < 1 / 3 > >> [1 - 5 / 11]

Save Cancel

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		
<input type="text" value="Search by document name"/>		
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 Organizations	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.

The screenshot shows a browser window with a tab titled 'cybersecurity-inherent-riskp'. The address bar shows the URL '...lysoft.net/var/help/support/cybersecurity-inherent-riskprofile-june-2015.pdf'. The document content includes the following table:

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

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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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