SONANGOL EP

Sona
SSES 1.0

Sonangol's corporate security system |
Security Through Intelligence

Standard User Manual
(Levels 2 & 3)

ENG

CONTENTS

GOAL

Mastering the system's work environment

GOAL

Mastering the system's work tools

GOAL

Mastering delicate operations

EVALUATE YOUR LEARNING

On the second-to-last page...

SONA-SSES system's official icon and logo

Presentation

Name: SONA SSES
(Sonangol's corporate security system)
Application: Corporate Desktop System
Architecture: Stand Alone, Client–Server and Distributed

ENTERPRISE

SONANGOL EP

DEPARTMENT

- Operations and Security

PHILOSOPHY OF DEVELOPMENT

- Security Through Intelligence
- The medical office of security
- The reproducer of innovative safety mechanisms

ASSETS

- Sonangol facilities
- Business stakeholders
- Data operators

OBJECTIVES

- To monitor
- Evaluate
- Correct
- Design, and innovate security mechanisms

MISSION

- To provide nationwide resources, operations, and in-depth diagnostics that ensure consistency and mastery of security at Sonangol facilities.

UNIQUE STRENGTHS

- Homogeneous (3 in 1) system, global scale, and private access.
- Monitoring of operations and assets nationwide on a single screen in real time.
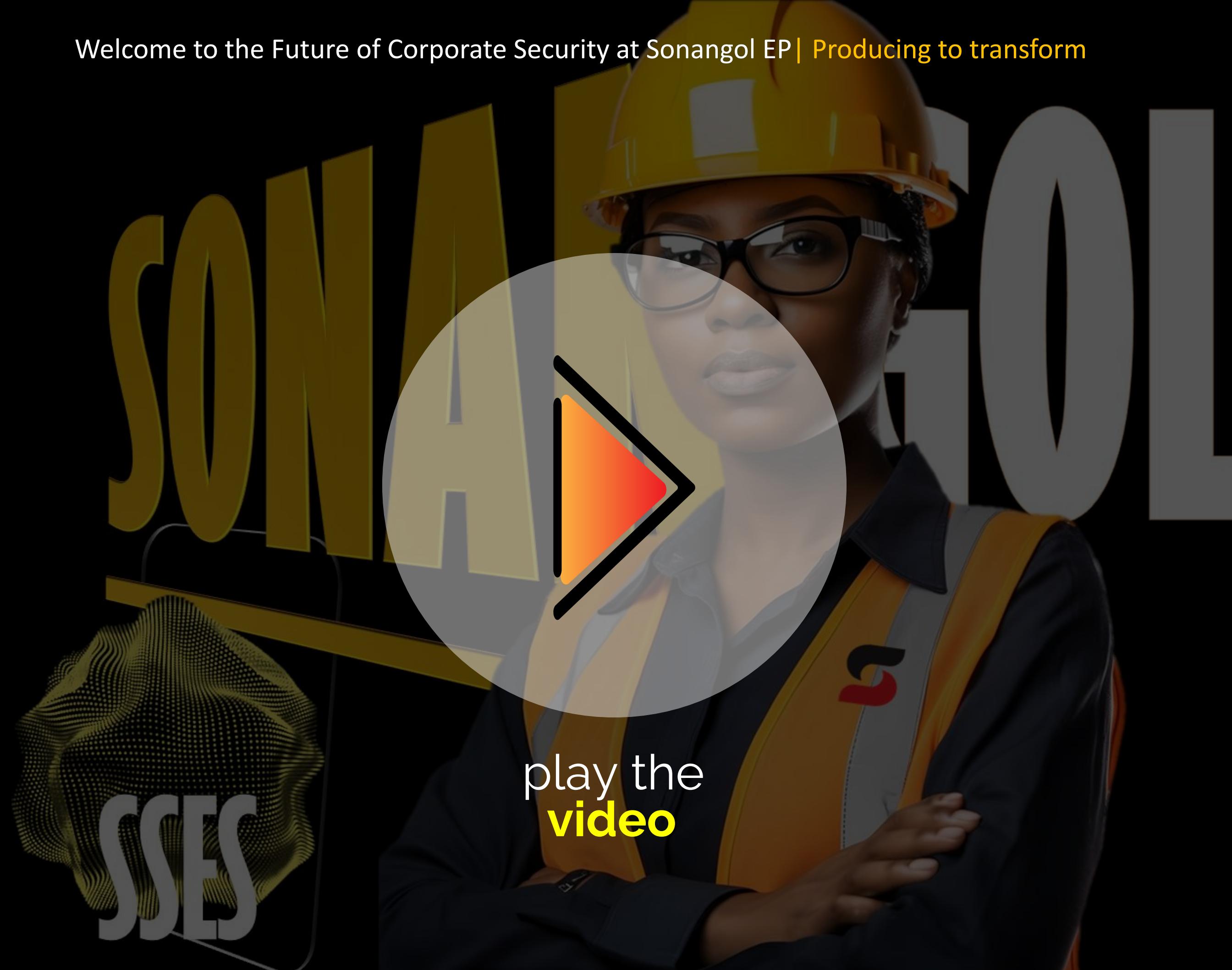
MODUS OPERANDI

- Assertive, ~0% margin of error;
- Self-intelligent, autonomous, agile, fast, reliable, and stable.

REQUIREMENTS

- 1 Corporate network
- 1 Dedicated server
- 1 Installation file

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play the
video

System Overview

ABOUT

Initial Enterprise version, modeler, evaluator, monitor, and repository of improvement indicators and corporate security's development of Sonangol's facilities.

MODELING AND INNOVATION

- Blacklist;
- Security screening;
- Security assessment;
- Monitoring of data, operations, assets, and operators;
- Security diagnostic reports

TECHNOLOGIES

Big Data Analytics, Auto Intelligence, No Email Report Response, Silent Auditing, and Encryption

KEY FEATURES
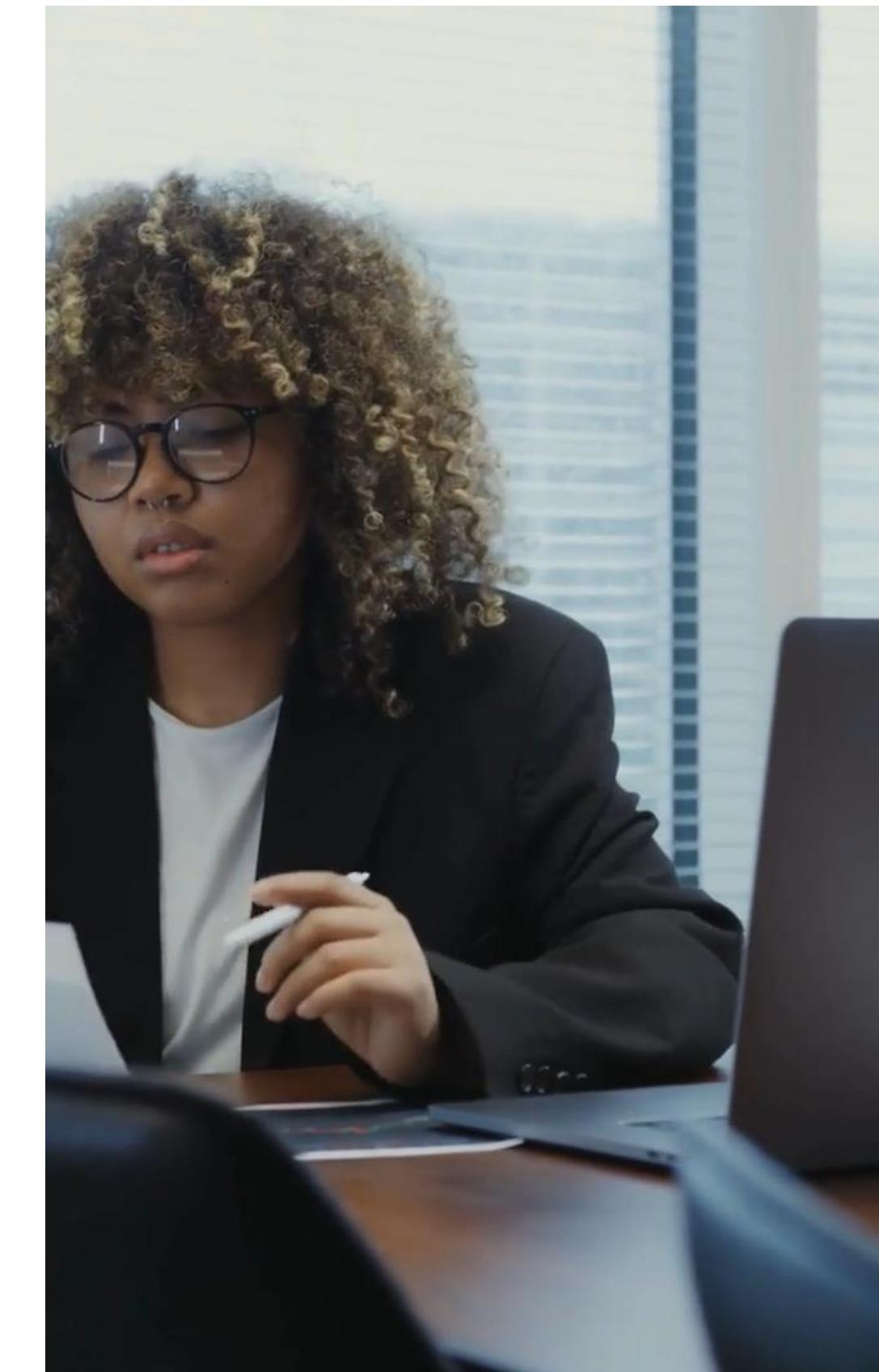
1. How to update access data?
2. How to recover access data?
3. How to Secure Your Workspace?
4. How to operate the blacklist?
5. How to operate security screening?
6. How to operate security screening reports?
7. How to operate preliminary security study and monthly security assessment?
8. How to operate monthly security assessment reports?
9. Guidelines for Exporting Documents
10. Guidelines for Emailing Documents

IMPORTANT NOTE

In this material, starting from the following pages, only the relevant level 2 and 3 operations (of the Technical Operators) are presented. Level 1 operations (of senior administrative staff) are not disclosed and are not addressed in this way.

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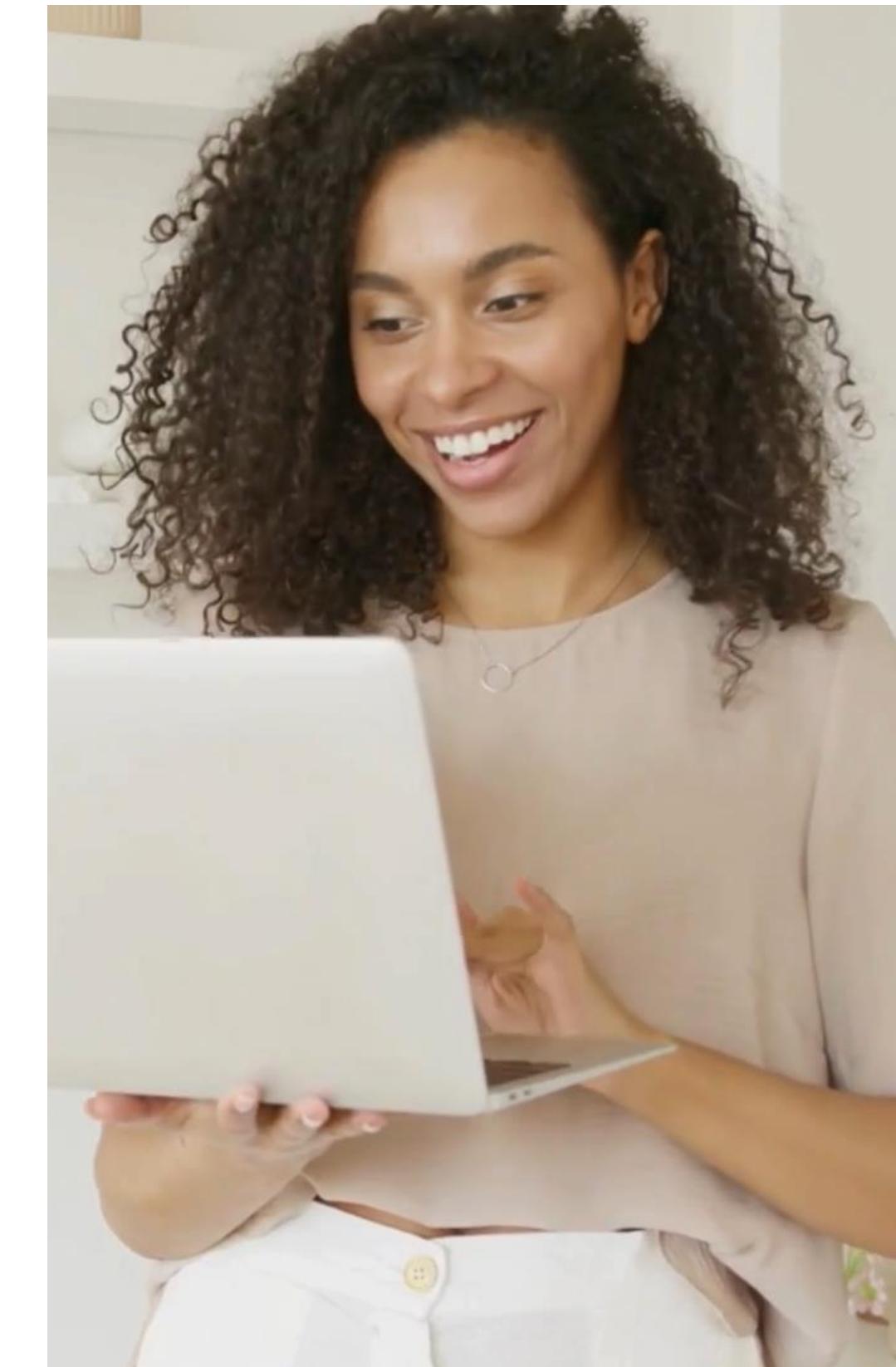
I. How to update access data?

Important note

Only the password and photo can be updated by the user (account holder); the username is updated only by the administrator, but the user's email is not updated by either the account holder or the administrator.

RESPONSE

- On your desktop, **click** on the Settings menu
- Then...on My login account
- Then...on change credentials
- Next...Enter your current password
- Then...Change what you want (Photo or password).

2. How to recover access data?

Important note

The user's email is the only way to retrieve the user's login information. For this reason, not even the Administrator can change it, and the user cannot lose access to his email.

RESPONSE

- On the Login screen, **click** Reset password.
- Next...Enter your email;
- Next...click Request;
- Next...Enter the username and authorization code found in the email;
- Next...Enter the new password and click Change.

3. How to secure your workspace?

Important note
The "environment protection" function offers the user the opportunity to step away from their computer while keeping their login active and protected.

RESPONSE

- At the bottom of your workspace, **click** the open padlock. Once this step is done, the environment will activate the protection mode.
- To activate operation mode, simply click the closed padlock and validate your password.

Advanced Settings and Authorized Document Templates (Levels 2 & 3)

Important note

Depending on the administrative configuration, a level 2 or 3 user may or may not have the privilege to manipulate the tasks permitted at their level. In this context, the capabilities of their operations are configured within the following privileges:
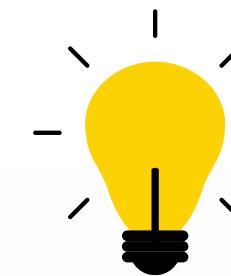
Register   Yes[ ]   No[ ]

Consult   Yes[ ]   No[ ]

Export   Yes[ ]   No[ ]

Edit   Yes[ ]   No[ ]

- **ADDITIONAL SETTINGS - TOTAL (1)**

Change the desktop theme   *[Find me inside]*
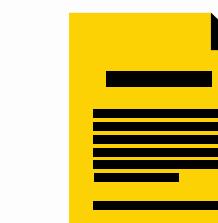
- **Tasks - TOTAL (7)**

Blacklist

Security screening

Monthly Security Assessment

Preliminary study of security
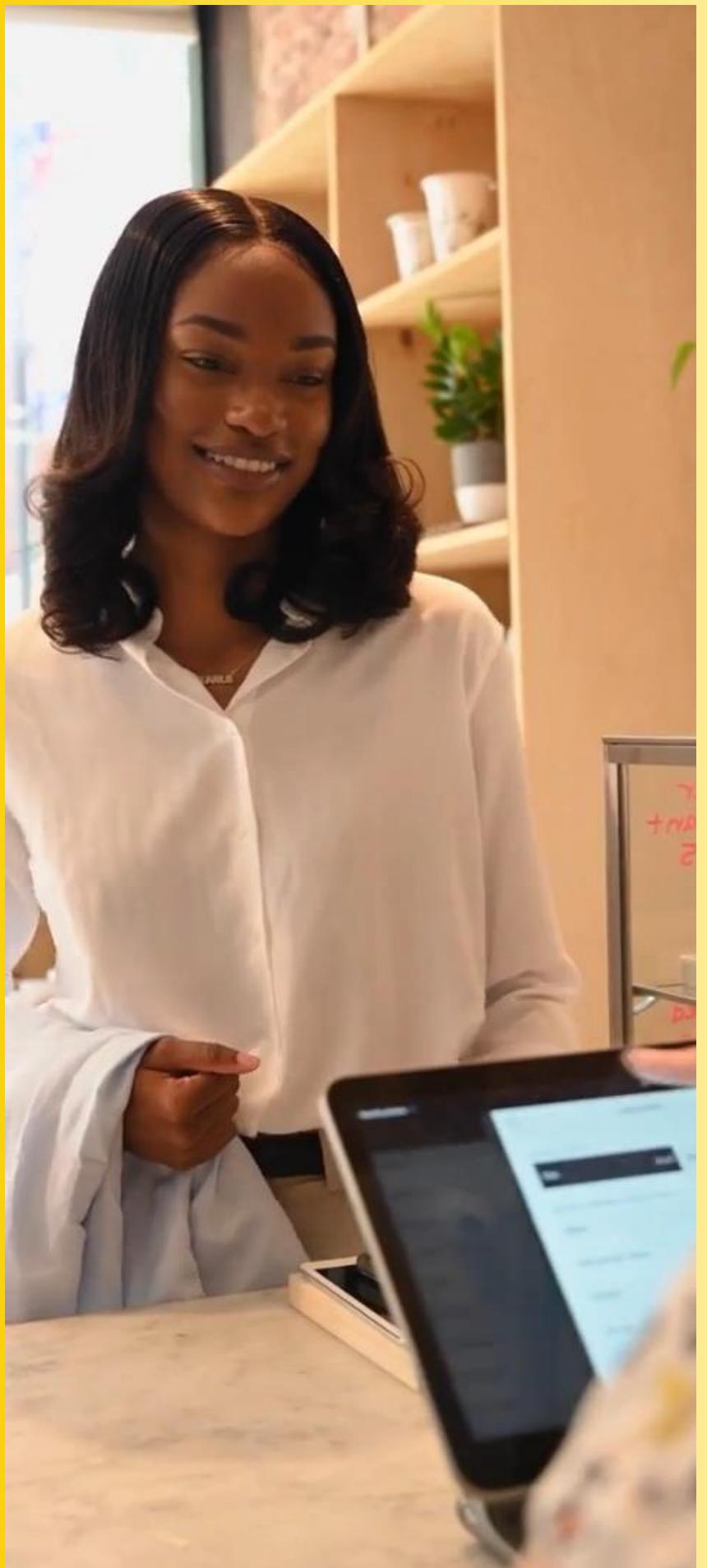
Screening Reports Security

Security Assessment Reports

Submission of documents by email.

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4. How to operate the blacklist?

IMPORTANT NOTE

- The blacklist produces the general report and the **FPS** (Personal Security File).
- The blacklist automatically sends email notifications about employees whose employment end date has passed.

RESPONSE:
Click on the File menu and then...on Blacklist.

TO REGISTER
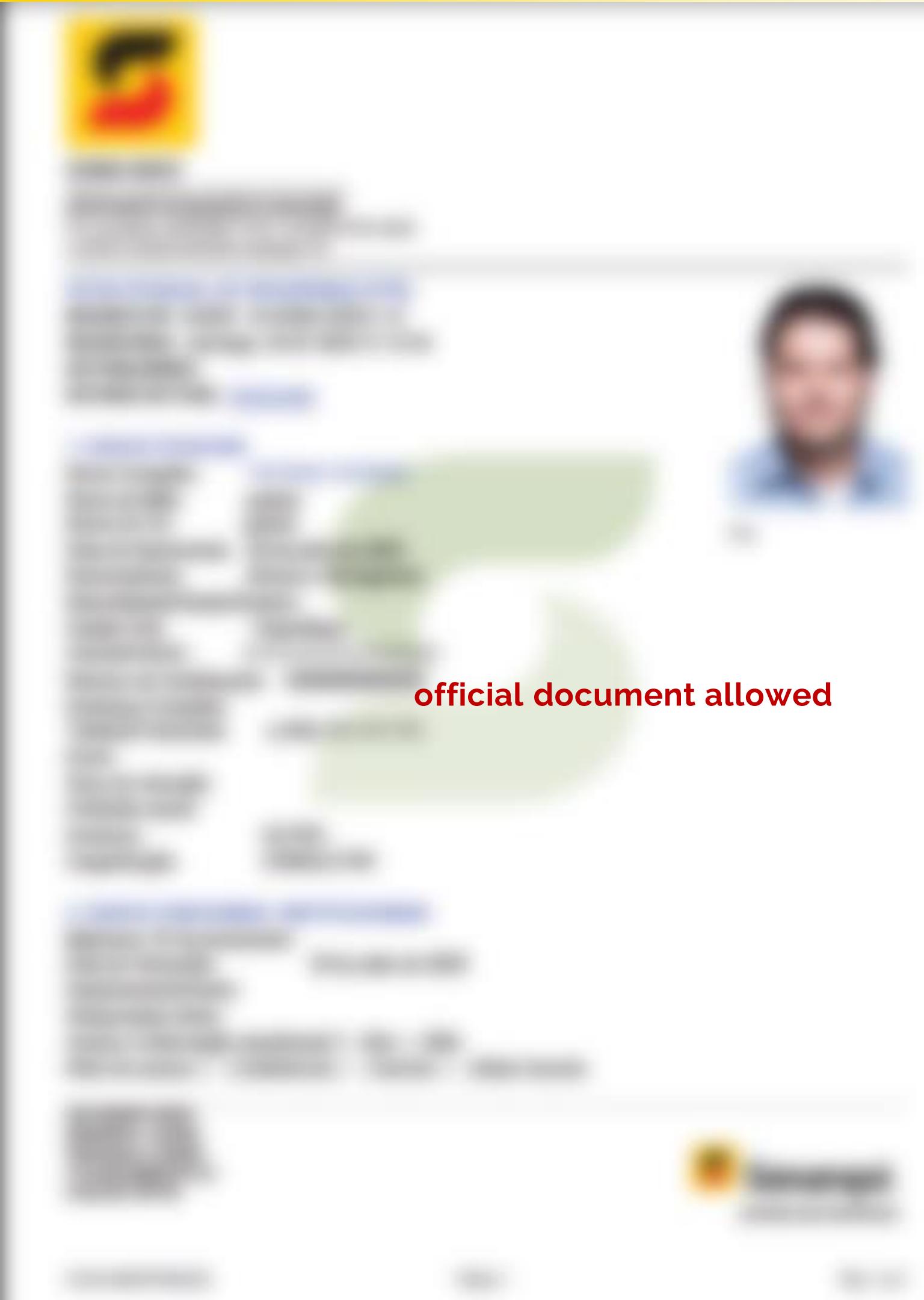
- Please fill in the data for all required fields (*)
- Next...click Save

TO CONSULT

- Enter the name in the Full Name field and the record will appear in the first row of the table.
- Then click on that row.

TO EXPORT FPS

- Step 1: Consult
- Step 2: Click the **View** button on the table, next to the photo.

TO UPLOAD ATTACHMENTS

- Step 1: Check
- Step 2: Click the **Load** button after the status column.

TO EDIT
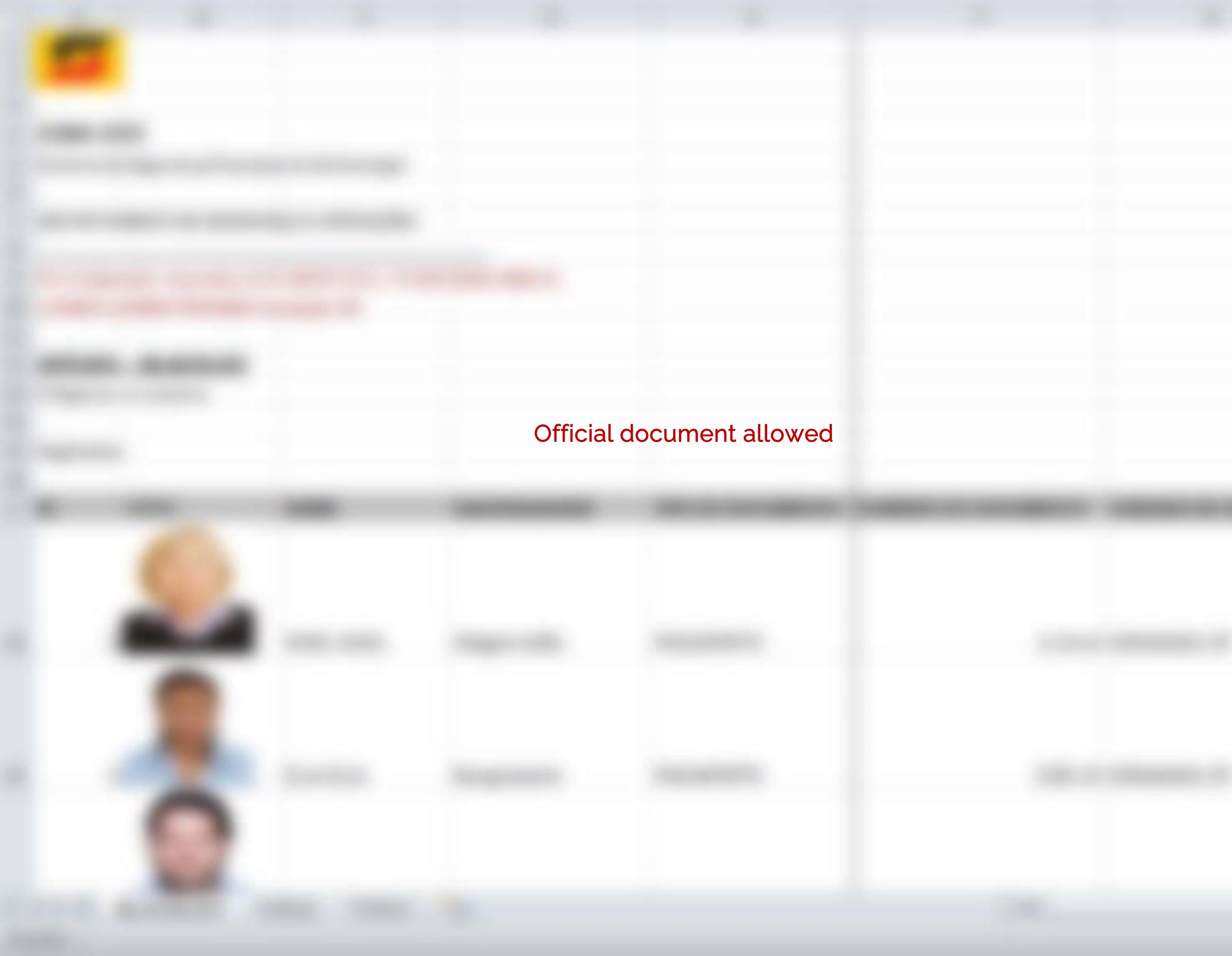
- Step 1: Consult
- Step 2: Change the necessary fields
- Step 3: Click Update

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official document allowed

Official document allowed

5. How to operate security screening?

IMPORTANT NOTE

For each Sonangol facility, the security screening generates a corporate security diagnostic document equivalent to a patient's unique triage record, and this document incorporates the most recent data obtained through a field research and data collection on the state of security at that location.

RESPONSE:
Click on the File menu, then Security Diagnostics, then Security Screening, then select the business unit, and finally the intended Sonangol facility.

TO REGISTER

- Please fill in the data for all required fields (*)
- Next...click Save

TO EDIT

- Step 1: Based on the answer above, select the Sonangol facility to edit.
- Step 2: Click save, and the system will automatically update the data.

6. How to operate security screening reports?

IMPORTANT NOTE

The system produces two (2) types of reports on the corporate security screening, the General report (of all Sonangol facilities/Excel file) and the Specific Report (A specific Sonangol facility/PDF file).

RESPONSE :
*Click on the Reports menu, then Monthly Corporate Security Assessment.*

TO GENERATE THE GENERAL REPORT

- **Click** the screening button [general file];
- Wait for the Excel file in the Windows taskbar.

TO GENERATE THE SPECIFIC REPORT

- Based on the answer above, **click** on the business unit to which the intended Sonangol facility belongs.
- Next...on the respective Sonangol Facility.
- Next...on "view" to view the report or "export" to export it.

Official document allowed

GENERAL SCREENING
REPORT's EXAMPLE
Captured from SONA-SSES

Official document allowed

SPECIFIC TRIAGE REPORT'S
EXAMPLE
Captured from SONA-SSES

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7. How to operate preliminary security study and monthly security assessment?

IMPORTANT NOTE

- The preliminary study is the way to find out which categories, indicators, and security values need to be improved in the coming month, and how they should be improved so that it is possible to correct the current security level of Sonangol's facilities, or achieve a specific security target.
- The preliminary study and the monthly assessment differ in that one is a simulation and the other uses real data.

RESPONSE:
Click on the File menu, then Security Diagnostics, then Security Screening, then select the business unit, then the intended Sonangol facility, and finally click on the Monthly Assessment button.

TO START A PRELIMINARY STUDY

- Enter the probabilistic values by filling in all the indicators.
- Then, activate the "consider simulation" option.
- Finally, **click** "export" to obtain the results.

TO START MONTHLY ASSESSMENT

- Follow the same steps to perform the preliminary study, but disable the "consider simulation" option.

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Official document allowed
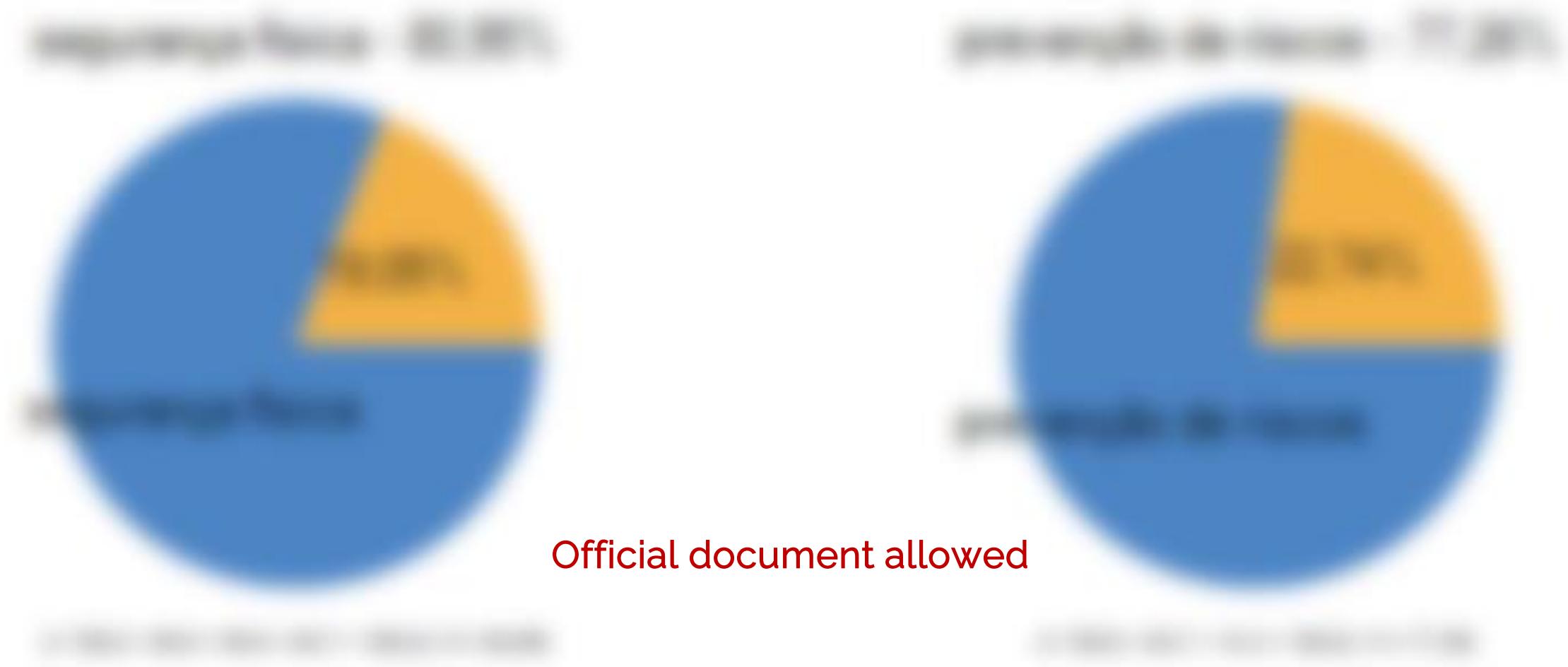
PRELIMINARY STUDY'S EXAMPLE (PAGE 1 OF 4)
**Captured from SONA-SSES**

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Official document allowed

Official document allowed

8. How to operate monthly security assessment?

IMPORTANT NOTE

SONA-SSES produces three (3) types of reports:
1-General (covering all months already evaluated);
2-Specific (covering 1 or more months to filter)
3-Interval (covering the interval from: month, year 1 - to - month, year 2)

RESPONSE:
- *Click on the Reports menu, then Monthly Corporate Security Assessment, then click on the business unit to which the intended facility belongs, then...on the respective Sonangol facility, and finally on the Assessments Performed tab.*

GENERAL

- Option 1: Follow the steps in the answer above.
- Option 2: Click the sort ascending or descending button.

SPECIFIC

Mark and Unmark the table rows. Once done, the system will only consider the selected months or month.
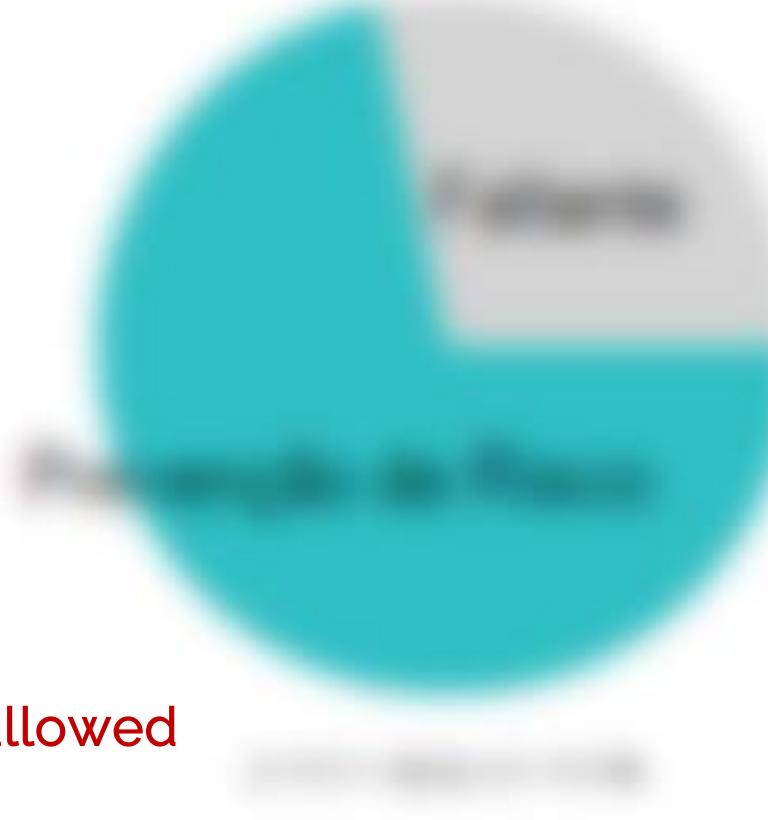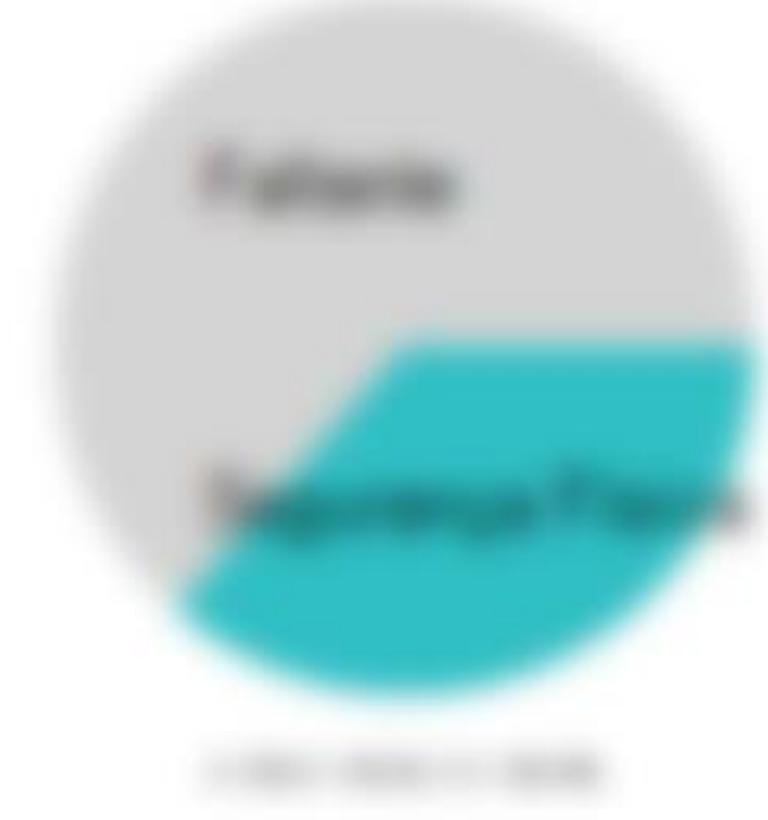
INTERVAL

- Define (month, year 1) and (month, year 2)
- Next...click ok;
- the system will only consider the defined interval.

Official document allowed
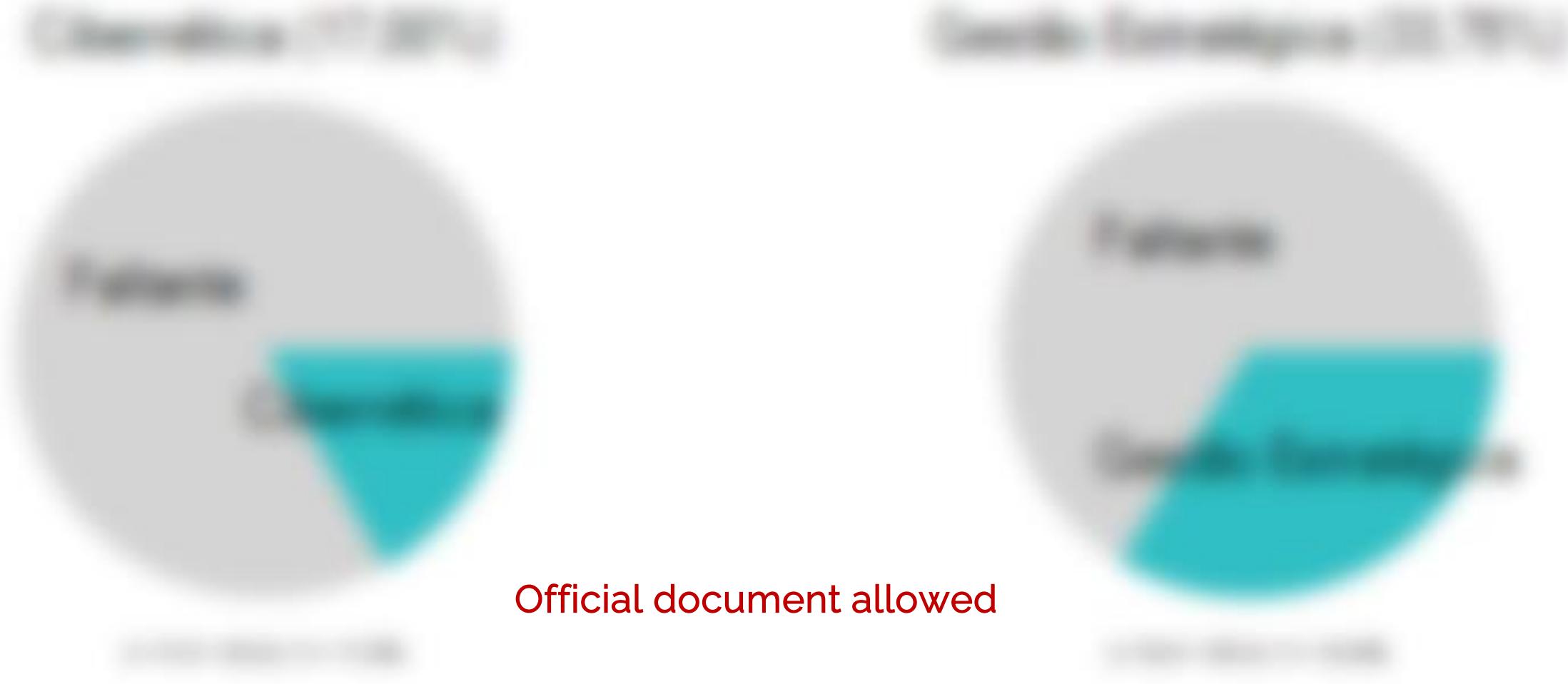
MONTHLY ASSESSMENT
REPORT'S EXAMPLE
(PAGE 1 OF 3)
Captured from SONA-SSES

Official document allowed

Official document allowed

MONTHLY ASSESSMENT
REPORT'S EXAMPLE
(PAGE 3 OF 3)
Captured from SONA-SSES

9. Guidelines For Exporting Documents

Important Note
Exporting documents is the only permitted way to obtain printouts of system documents, but documents with .xlsx (Excel) extension are files reserved for higher-level users.

Do not export reports unless requested. This and other operations are monitored and logged in the system.

The reports provide an automatic document name; keeping them avoids having duplicates.

The FPS document on the blacklist is exported as a file (.pdf) only by the user who registered it; other users can access the printout via the printer layout by clicking the "view" button in the table.

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10. Guidelines for Emailing Documents

Important Note
System documents are not sent via email outside the system, and are not sent to any recipient. If a user is not logged in, and the recipient is not on the system's recipient list, it means that, it will not be possible to send and receive system documents via email.

There are no fields for the user to fill in (subject, body, email attachments, etc.); everything is automatic in the system. The user simply selects a name from the recipient list and clicks send.

The system includes emails that are sent automatically, so it's quite normal to occasionally encounter an email sending process in progress without user intervention. This is not a bug, nor is it anything to worry about.

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EVALUATE YOUR LEARNING

NAME:_____

_____

- My user level is
- A) 2 (   )
- B) 3 (   )

WORK ENVIRONMENT

I MASTERED ☐

JUST 50% ☐

I DIDN'T MASTER IT ☐

DELICATE OPERATIONS

I MASTERED ☐

JUST 50% ☐

I DIDN'T MASTER IT ☐

WORK TOOLS

I MASTERED ☐

JUST 50% ☐

I DIDN'T MASTER IT ☐

MY OPINION ON SONA-SSES:

1.

2.

3.

4.

Good work and best of luck!

TECHNICAL SUPPORT

WhatsApp (+244) 923 759 411
automated in the system

| Edifício Sede da Sonangol EP 17º Andar Rua Rainha Ginga, n.º 29 -31, Ingombota, Caixa Postal nº 1316.

CONTACT EMAIL

pascoal.martins26@gmail.com
♟ PASCOAL MARTINS | Sonangol EP Head of Section, Security Department | Project supervisor

DEVELOPED BY

♟ ALFREDO SIMÃO DESTINO Computer Engineer | C# Developer | Information Security Enthusiast | MSc Candidate Switzerland 2026
alfredodestinn@gmail.com