User guide for CASES Diagnosis

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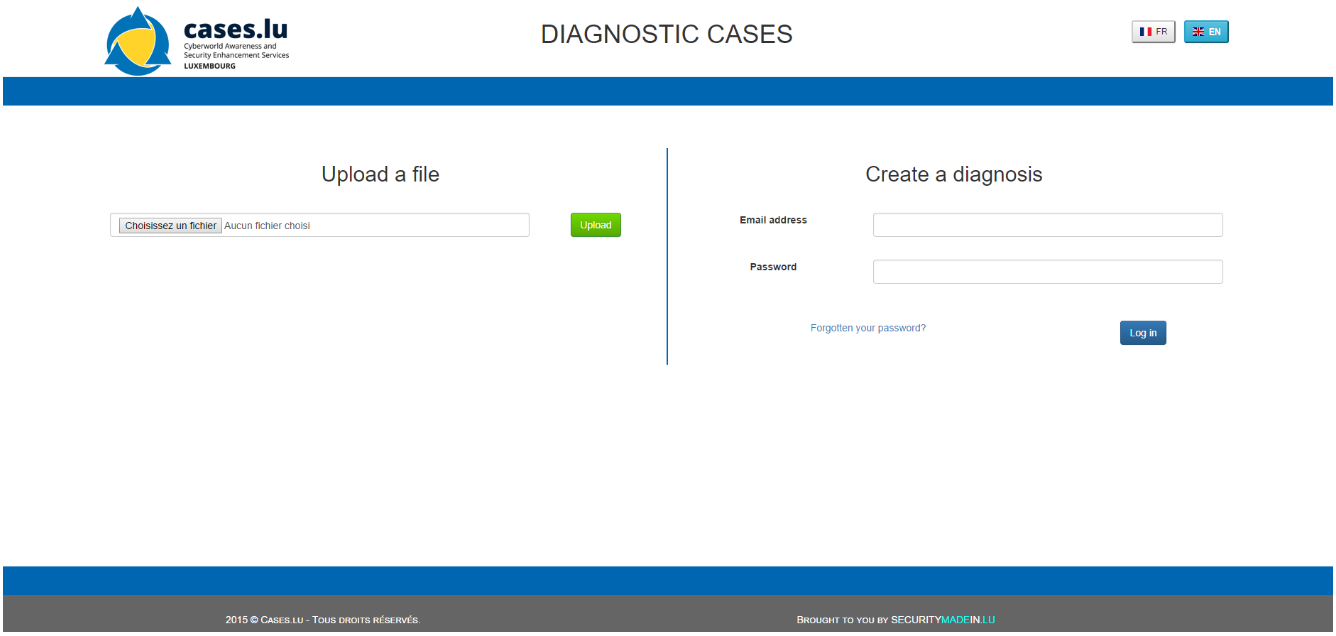
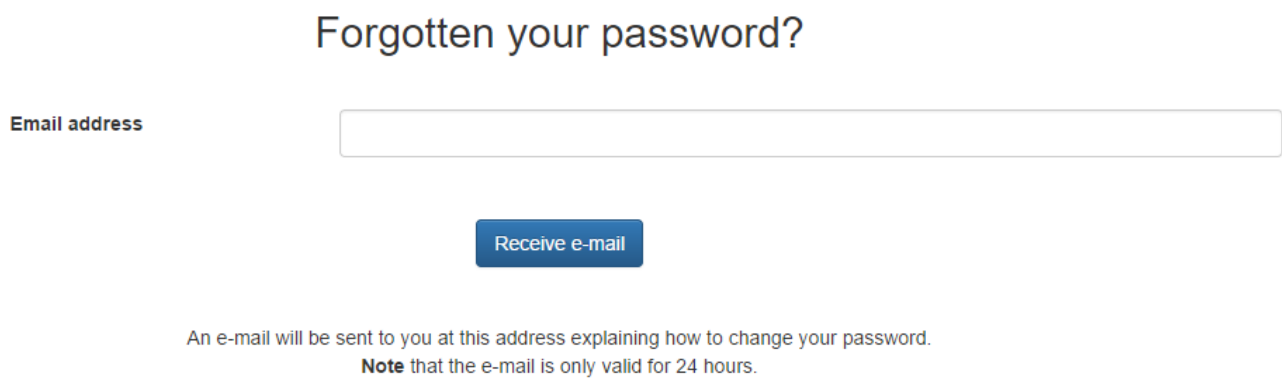
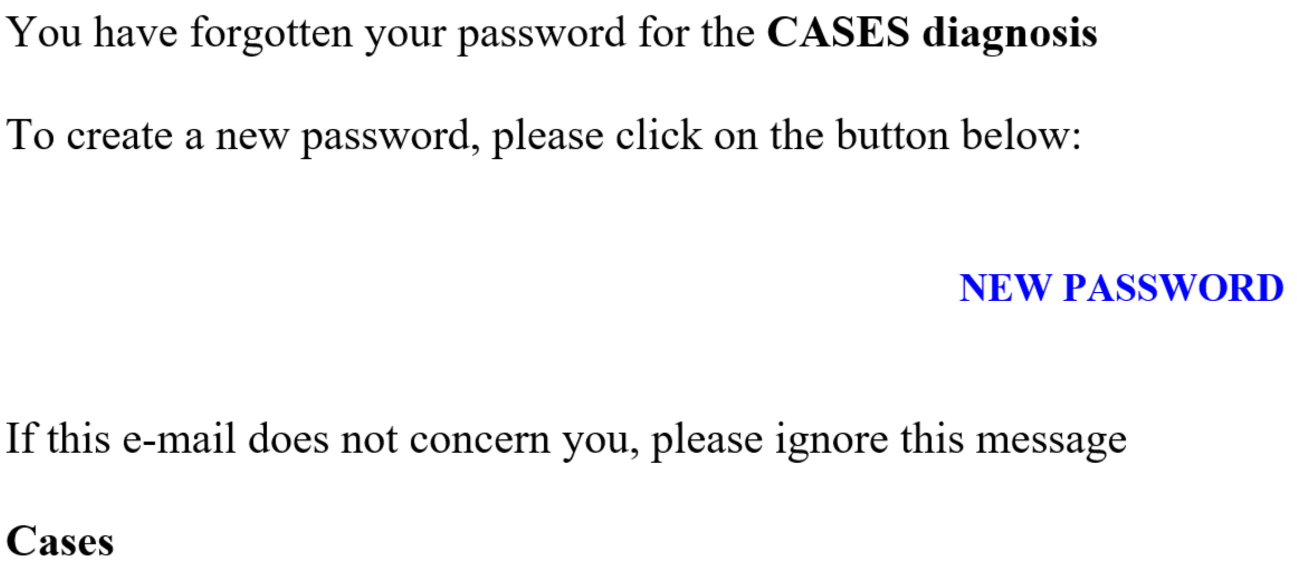
First connection and Password change



The first step to do is to change the password. For that, just click on the 'Forgotten your Password?' link, and put the mail which should be on the database.



Then mail will be sent to you.



You have forgotten your password for the **CASES diagnosis**

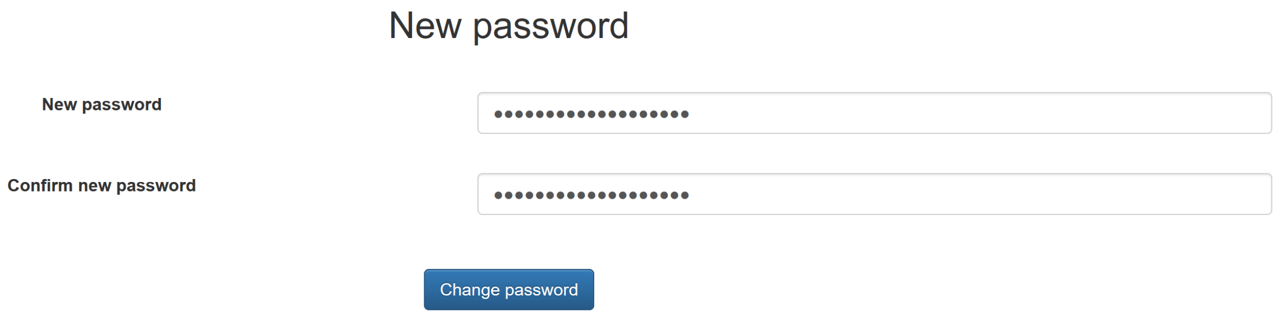
To create a new password, please click on the button below:

NEW PASSWORD

If this e-mail does not concern you, please ignore this message

Cases

By clicking the link ‘NEW PASSWORD’ in the mail, you will get into a page where you can change your password. You only need to put the new one into the two text fields, and then just click on the ‘Change Password’ button. If the mailing address is not found on the database, the mail will not be sent.

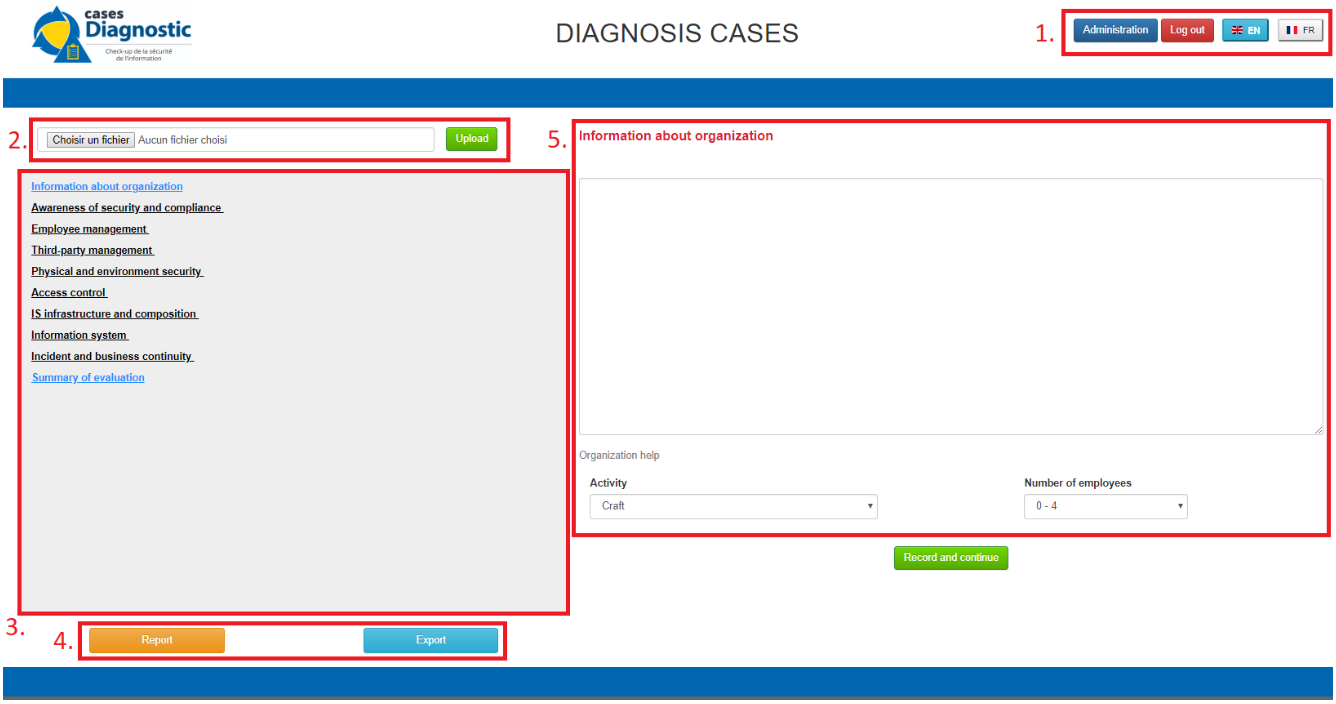


Then, you just need to create your first own diagnosis. For that, just log in to the main connection screen, by giving your mail and your new password. Then, just click on the ‘Log in’ button.

WARNING	If you are on the Virtual Machine, you will NOT have any mail server installed by default. So you wont receive any mail unless you install one. You can also use a script included in the virtual machine to change manually a password of any user [*Path_to_Diagnostic*]/scripts/changePassword.sh

TIP	This script should be used only in a closed environment which does not have a network connection. This script needs to have the username of the user that wants to change his password. (Ex: `./changePassword.sh "diagnostic@cases.lu"`). The password needs to have at least a lower case, an upper case, a digit and a special char, and at least 8 characters.

Begin a diagnosis as a User

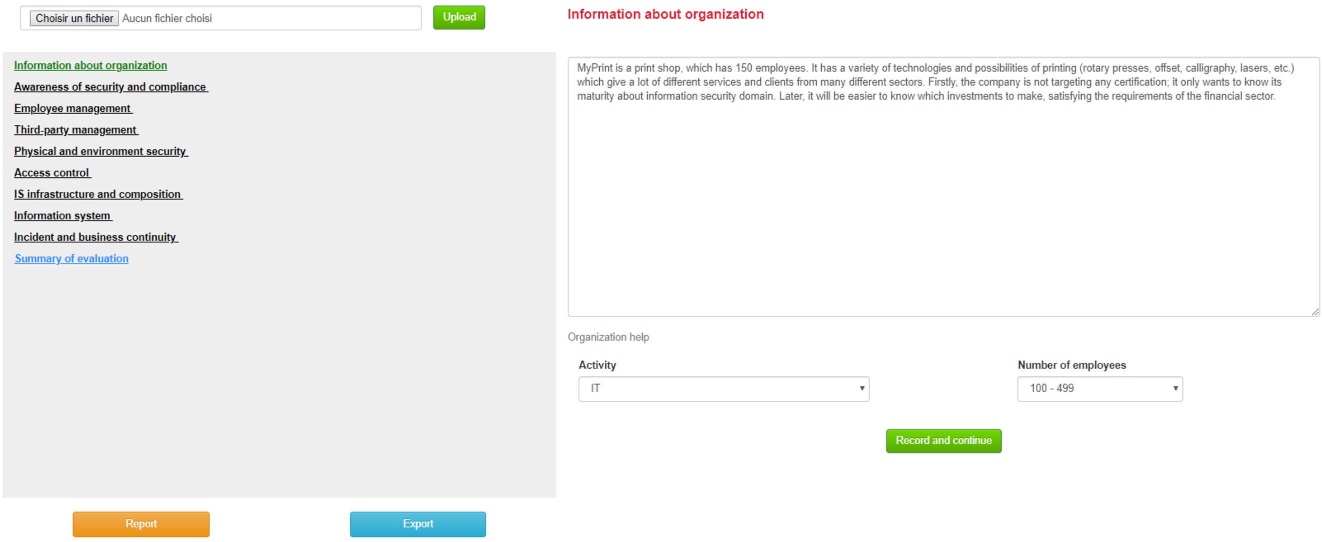


On the header, at the right side (**1.** on the picture), you can set, by clicking on the corresponding button, your language (**English** and **French** are the two only choice right now). You can also disconnect by clicking on the 'Log out' button. Also, if you are administrator of the application, you should see the admin menu access button near the red button use to disconnect.

On the top of the screen but below the header, at left, you could see a button where you could just resume form an old diagnosis (**2.** on the picture).

Just below, you have the navigation panel (**3.** on the picture), which we will describe just a little later. Same for the two buttons used to get the report or save the current Diagnosis (**4.** on the picture).

Finally, on the right of the screen, you have a free-text panel, where you should put some text which will be in the report (**5.** on the picture). Most of the time, the introduction is used to give the context of this diagnosis, and some info that could be useful when you read the report. You can also put the activity of the organization, and its number of employees.



Then, to save your work, you should just hit ‘Record and continue’. In the navigation panel, the theme should be green to indicate that there is already some text.

The summary, which is the last part of the Diagnosis, is a short description of the most important points in it. The most important recommendations, what should be done next…

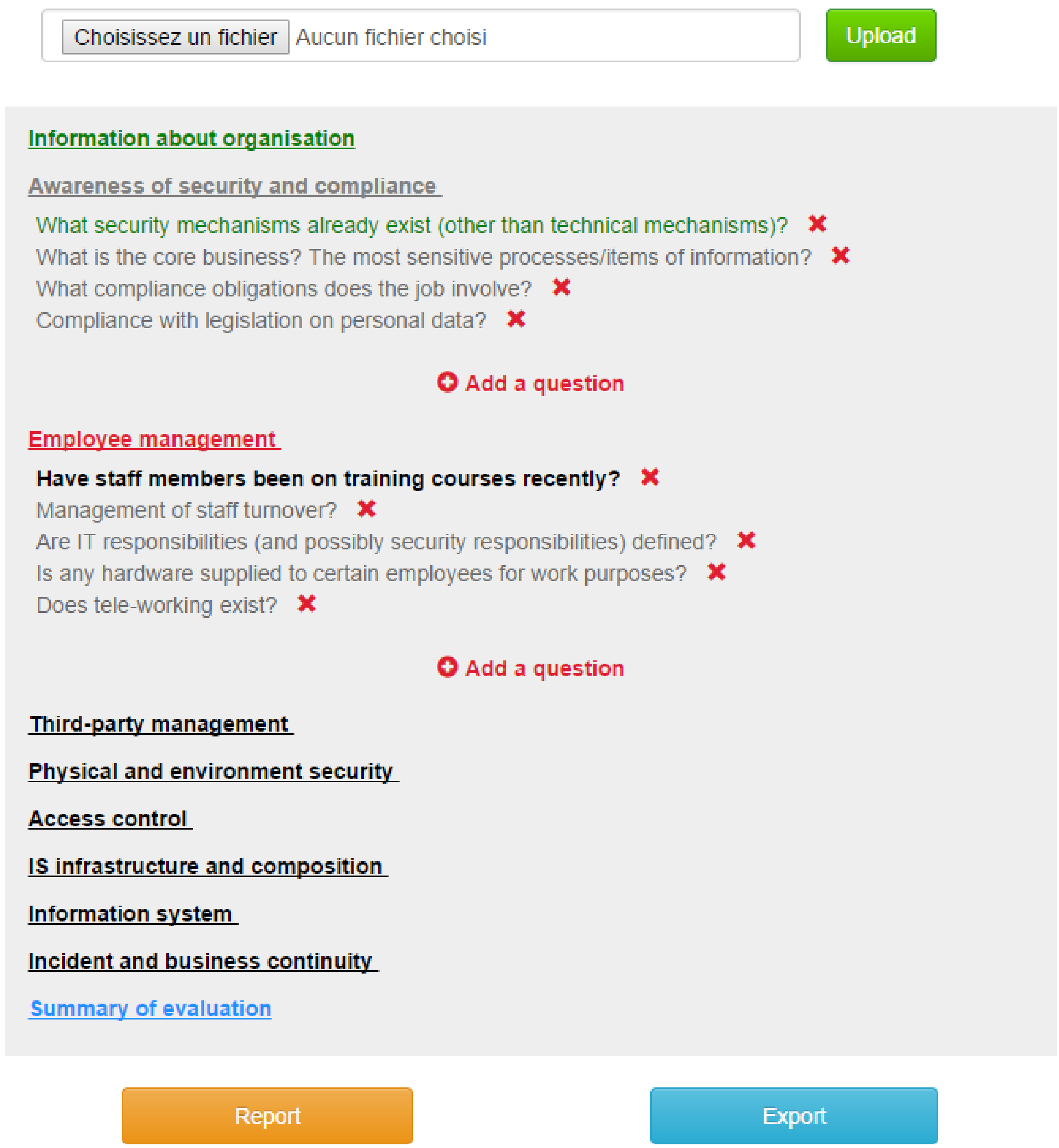
Those are the only free text fields which are present.

After saving the first information, you will be redirected to the first question.

As you can see in the navigation panel, there are eight big themes, which can contain some questions. The red color is mainly used on the theme where you currently are. The question which is black and bold is the current one. The green one is saved and contains text. By clicking on the main theme, question about it will appear, and then you can go on the questions by clicking on them.

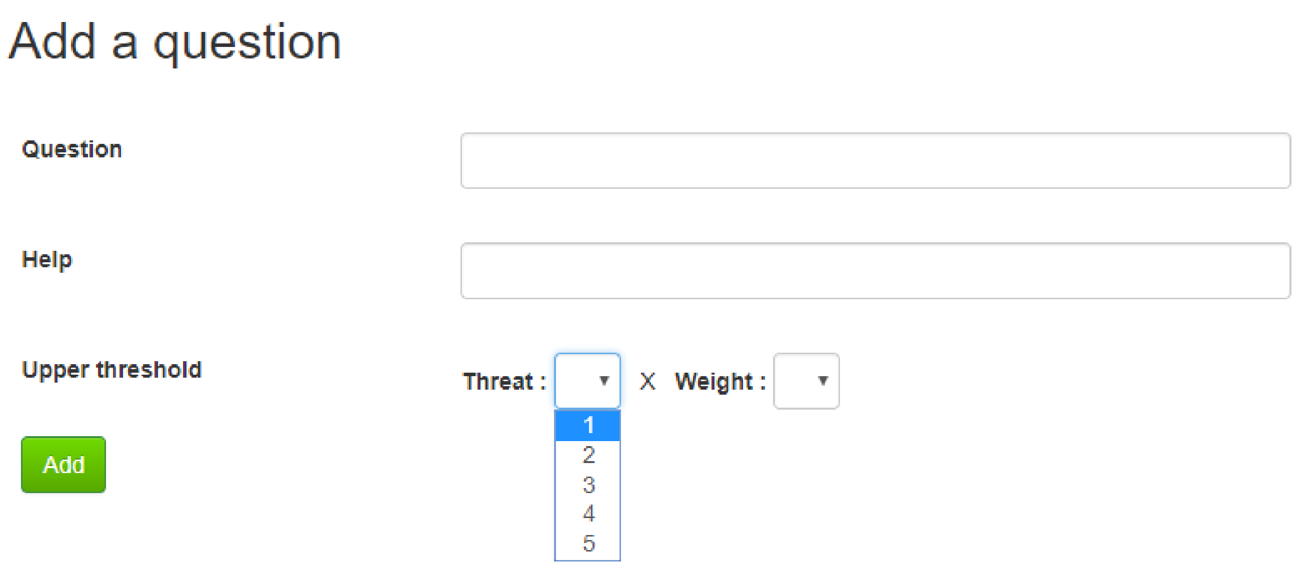
The red cross near the question is to delete the question for this diagnosis.

WARNING	If you make a new one, the question will appear again. If you want to make it disappear for all diagnosis that you make, you should just go in the administration panel to delete it.



You can also add questions by clicking the red **Add a question** button.

WARNING	Be careful, when you do add a question this way, it will be only last during this diagnosis. If you want to add a question for all your diagnoses, you should add it in the administration part.



You will have the question field to add the question as it will appear into the report. The info field is for details which are displayed only for the question creator. It’s useful to add details to the question, or have a reminder of the main points to talk about.

The threshold is a little more difficult to use. To put it simply, this is the multiplication of the threat and weight of the question in the category.

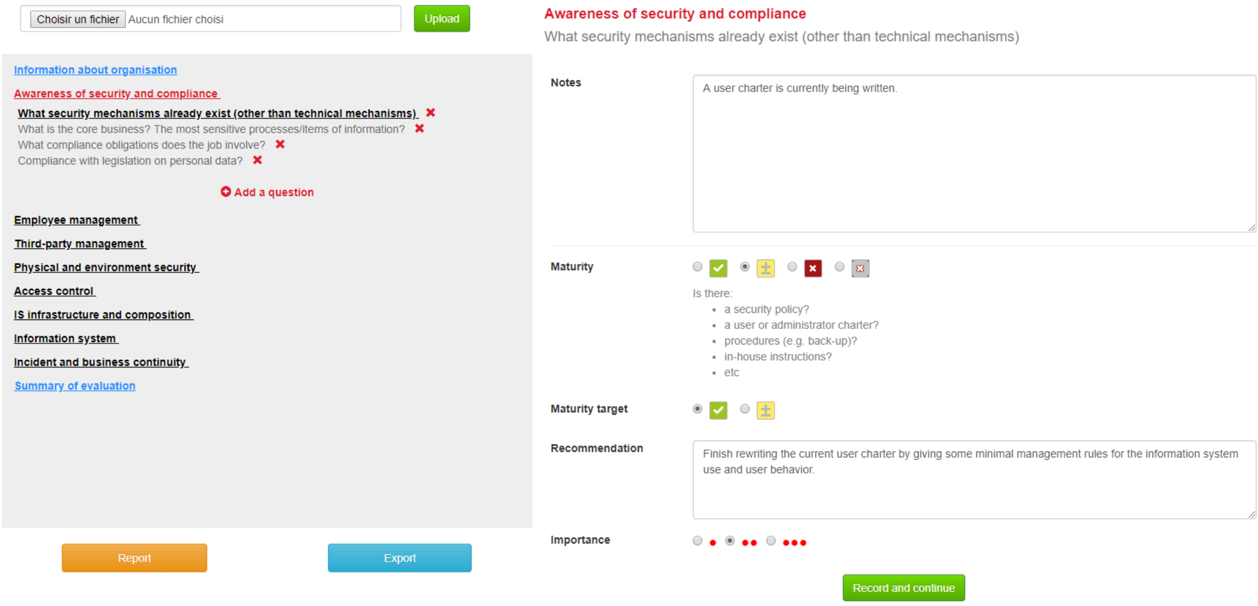
Let’s take an example:

Imagine you need a specific question on the BYOD, and you think this should be really important. Moreover you have, in the same category, a question less important.

If the threshold are respectively 10 (threat 2 * weight 5 for example) and 5 (threat 1 * weight 5 for example), then the maturity on a level is calculated this way: $((10/3 \times maturity) + (5/3 \times maturity))$ where the maturity could be 0 if not managed, 1 if more or less managed and 2 if managed. So if a policy is more or less managed about BYOD and the other question is managed, the category will be $((15/3 \times 1) + (10/3 \times 2)) = 5 + 6 = 11$ out of 16 (The maximal possible) of maturity for this category.

TIP	The maturity can also be not applicable, i.e. the question is not appropriate for the enterprise. Thereby, the question is not calculated in the final result.

Finally, just hit the green ‘Add’ button to add your new question and get back on the main page.



On the right side, you have a text field ‘Note’ where you can put what you have seen, what has been said during the interview, precision about what you want...

The maturity panel is where you can set the current maturity on a scale of four levels (managed, more or less managed, not managed and not applicable). You will also have some reminders to think when you ask the question, what you should have in mind when you asking it, and what kind of answer you should have.

The maturity target panel is the maturity level that the company should have. It’s not necessarily managed, so the information security could be adapted from a company to another.

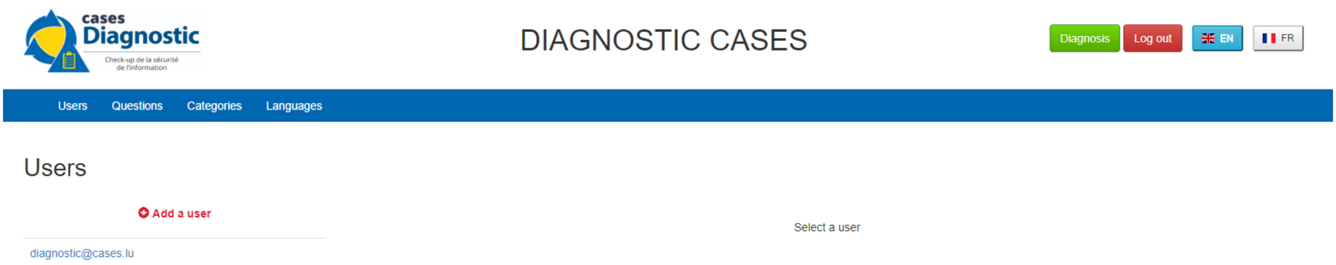
The recommendation panel is the place where you could just put what the company should do to have a better information security.

Finally, the gravity panel is to determine how much the recommendation should be quickly implemented. For saving, as before, just hit ‘Record and continue’.

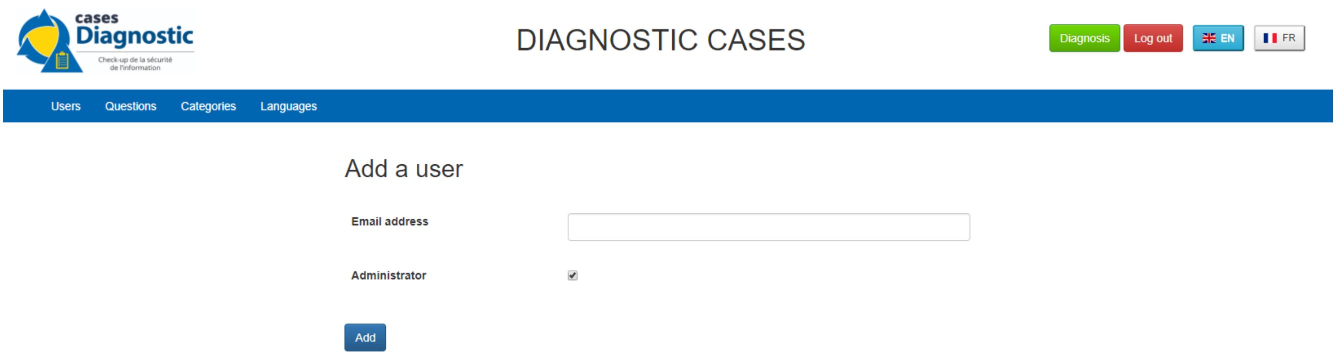
Administration Panel

Users Tab

There are six tabs (On the blue header), the first one is for Users, and then the other are Questions, Categories, Languages, Reports and Settings.



You can see all the mail addresses which are authorized to connect to the diagnosis. You can click on the Add a user button, so you can add a user.



You can put a mail address, choose if this account has access to this interface, and just add it by clicking the blue button ‘Add’.

On the page where you can see all mail which is allowed to connect to the Diagnosis, if you click on them, you should be able to modify the address or choose whether it is admin or not.

TIP The only way to modify a password is to get a password Forgotten link, or the script which is with the Virtual Machine.

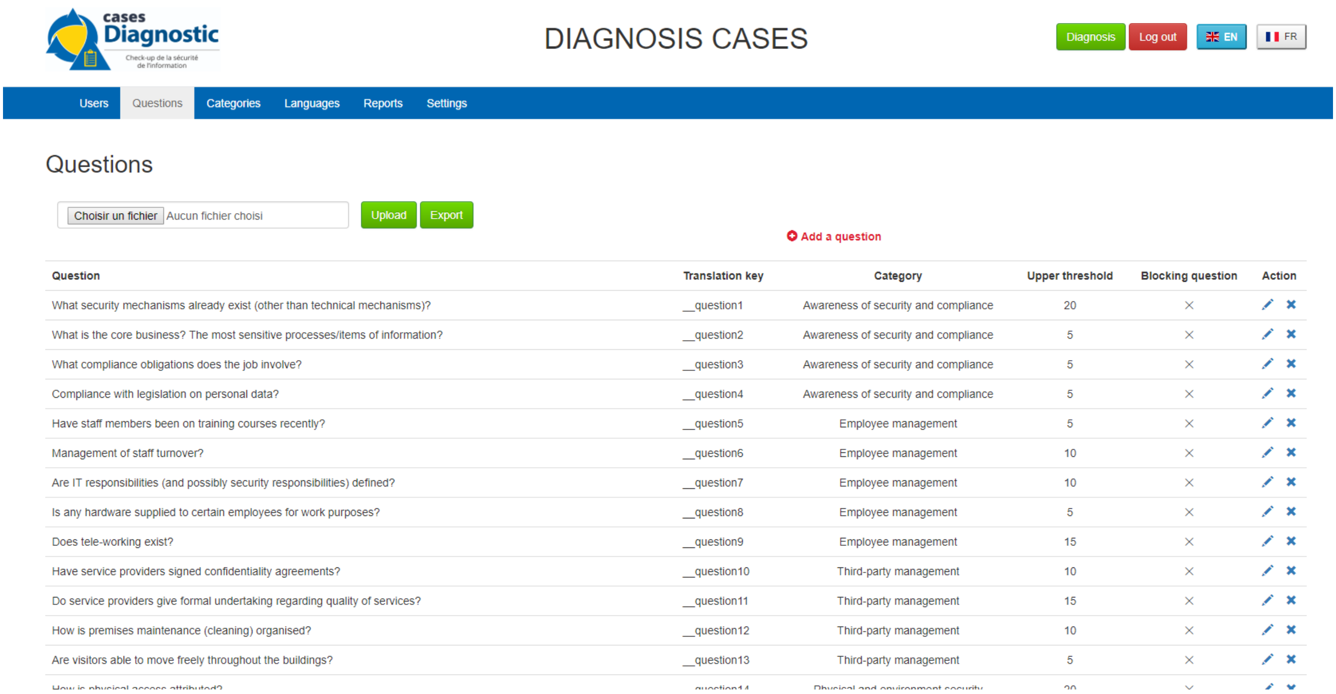
You can also delete a user by clicking on the right side, the red button where "Delete" is written.

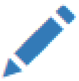
WARNING	Be extremely careful, there is no confirmation message when you delete a user here.

Questions Tab

Questions Screen

The second tab list all the default questions that will appear when you open a new Diagnosis.



In the ‘Question’ column, you have all the questions that will appear. The translation key is mainly used to link questions through all languages. The category is, of course, the main theme linked, and the threshold could be assimilated to the maturity that will bring a managed control. The 'Blocking question' column is a way to know if a question is essential for the organization and must be managed. If a blocking question is not managed, it will be displayed in red in the report to highlight it as a problem for the entity. To finish, the ‘action’ column represents the possibility to edit the question (by clicking the pen ()) or delete it (by clicking the cross ()).

Above the tab, there is a section in which you can upload the current questions and categories or export them in a json format.

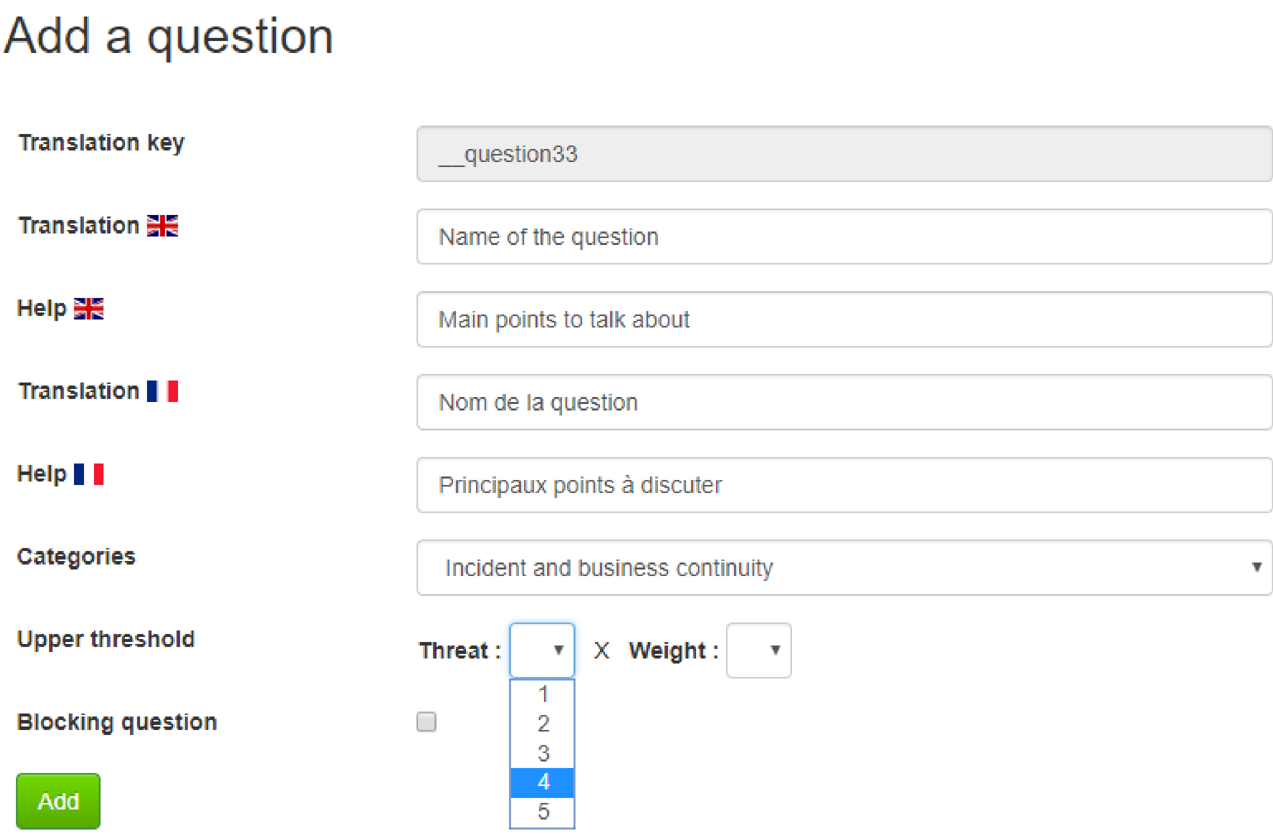
```
[
    {
        "id": "1",
        "translation_en": "Awareness of security and compliance",
        "translation_fr": "Sensibilité à la sécurité et conformité",
        "questions": [
            {
                "id": "1",
                "category_id": "1",
                "threat": "5",
                "weight": "4",
                "blocking": "×",
                "translation_en": "What security mechanisms already exist (other than technical mechanisms)?",
                "translation_help_en": "Is there?<br><ul><li>a security policy</li><li>a user or administrator charter</li><li>procedures (e.g. back-up)</li><li>in-house instructions</li><li>etc</li></ul>",
                "translation_fr": "Quels sont les mécanismes de sécurité existants (autres que techniques) ?",
                "translation_help_fr": "Existe-t-il ?<br><ul><li>Une politique de sécurité</li><li>Une charte utilisateur ou administrateur</li><li>Des procédures (backup par ex.)</li><li>Des consignes internes</li><li>Etc.<
            },
            {
                "id": "2",
                "category_id": "1",
                "threat": "5",
                "weight": "1",
                "blocking": "×",
                "translation_en": "What is the core business? The most sensitive processes/items of information?",
                "translation_help_en": "Conscious of major assets? (services, processes, information, etc)",
                "translation_fr": "Quel est le coeur de métier ? Processus/informations les plus sensibles ?",
                "translation_help_fr": "Conscience des actifs importants ? (services, processus, information, etc.)"
            },
            {
                "id": "3",
                "category_id": "1",
                "threat": "5",
                "weight": "1",
                "blocking": "×",
                "translation_en": "What compliance obligations does the job involve?",
                "translation_help_en": "Awareness and observance of compliance issues?",
                "translation_fr": "Quelles sont les obligations de conformité induites par le métier ?",
                "translation_help_fr": "Conscience et respect des aspects de conformité ?"
            },
            {
                "id": "4",
                "category_id": "1",
                "threat": "5",
                "weight": "1",
                "blocking": "×",
                "translation_en": "Compliance with legislation on personal data?",
                "translation_help_en": "Knowledge of the Law of 2 August 2002 or of the GDPR?",
                "translation_fr": "Conformité avec la législation sur les données à caractère personnel ?",
                "translation_help_fr": "Connaissance de la loi du 2 août 2002 ou GDPR ?"
            }
        ]
    },
```


As you can see in this screenshot there is the first category which contains four questions. It is possible to add/modify/delete questions, or categories, following the same form written in this file.

TIP	Be extremely careful, you have to know how to write in a json format if you want to make some changes using this file. Otherwise, I will explain below the best way to make changes to questions or categories.

Add a Question

You can also add questions by clicking the red **Add a question** button.



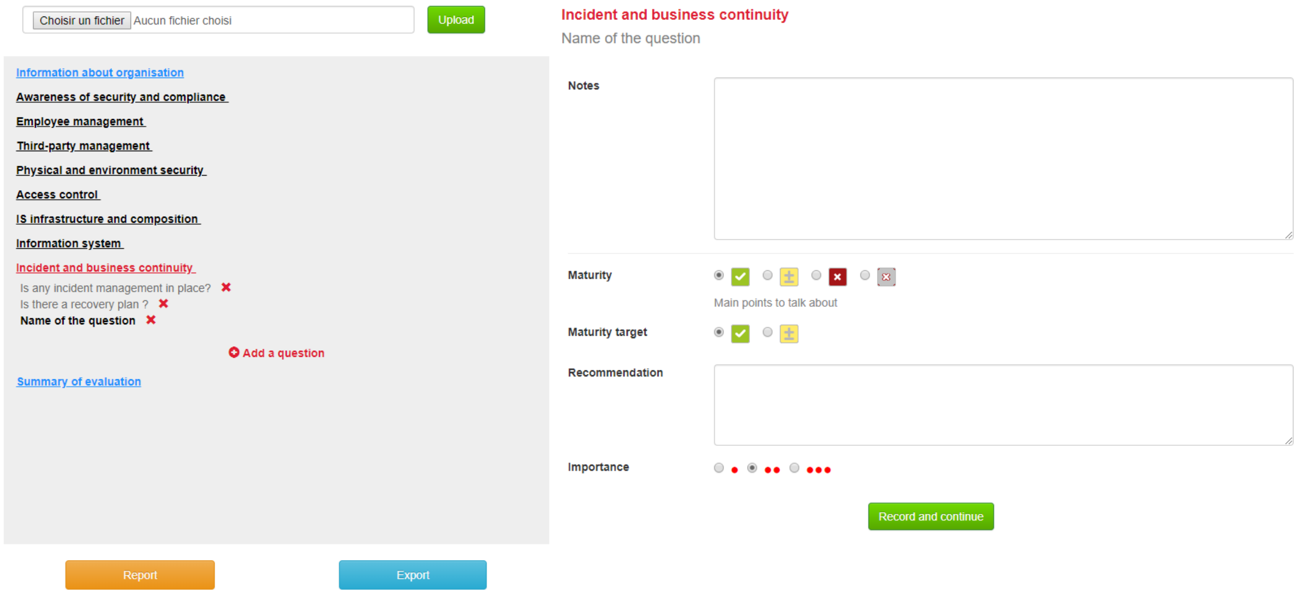
The first field is for the translation key used by the PO file. You do not need to touch it.

Then you have some fields in which you can translate your question and its help.

TIP	If you do not put translations, the name of the question will be the key written above. You can choose to translate in one language and not in the others. Writing some help is optional, it depends on your needs.

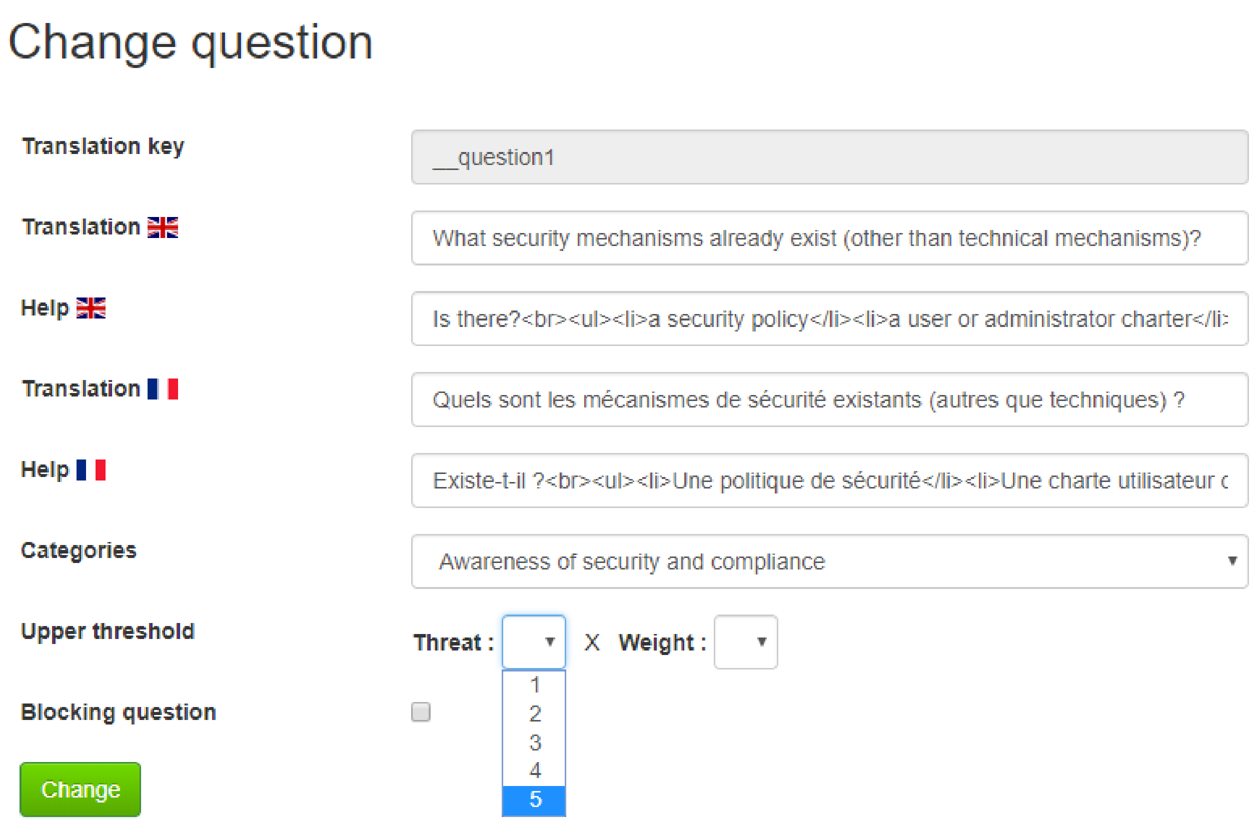
You can also choose the category of the question, its upper threshold as as you saw before, and if the question must be blocking or not.

Then, when you add your question, you will find it in every diagnosis you will do.



Change a Question

By editing, you will get on a similar interface as if you were adding a question. You can change details on the same ways.



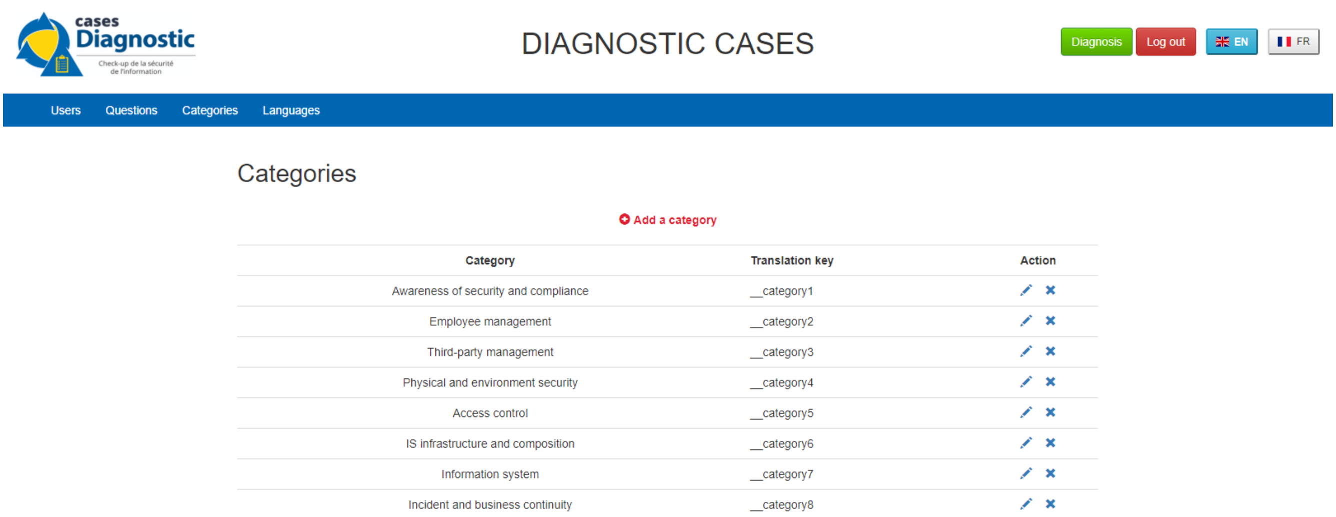
Delete a Question

Just click on the blue cross (✖) to definitely delete the question, with a confirmation message.

Categories Tab

Categories Screen

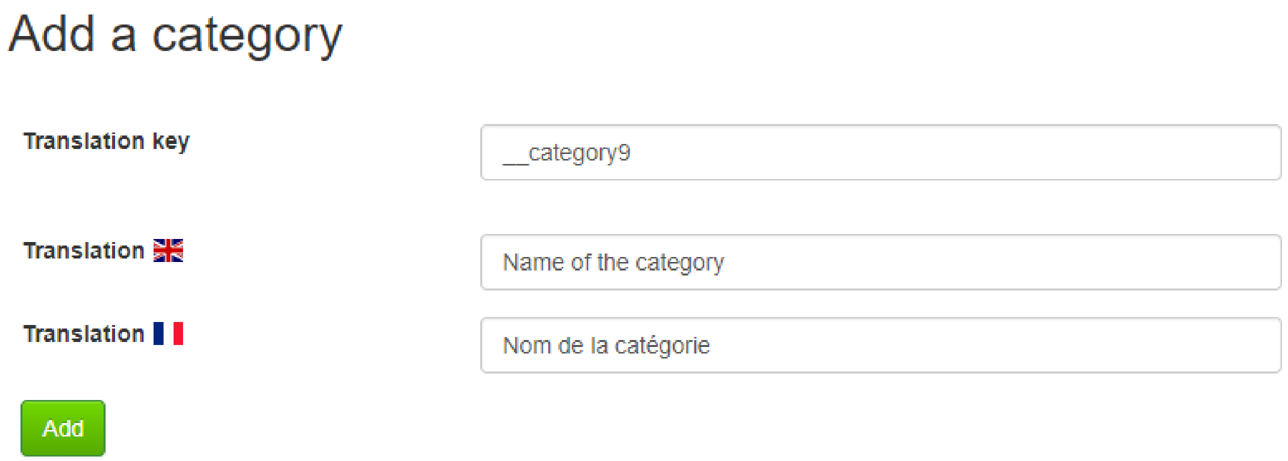
The third tab list all the default categories that will appear when you open a new Diagnosis.



In the ‘Category’ column, you have all the categories that will appear. The translation key is mainly used to link categories through all languages. To finish, the ‘action’ column represents the possibility to edit the category (by clicking the pen ( )) or delete it (by clicking the cross ( )).

Add a Category

You can also add categories by clicking the red **Add a category** button.

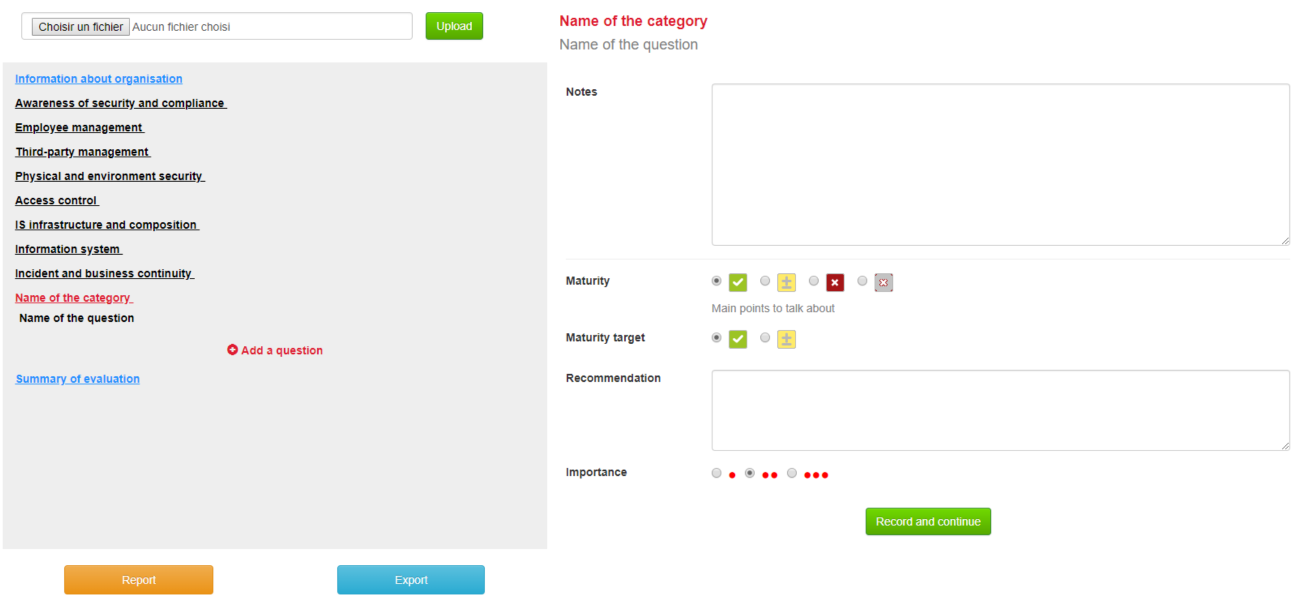


The first field is for the translation key used by the PO file. You do not need to touch it.

Then you have some fields in which you can translate your category.

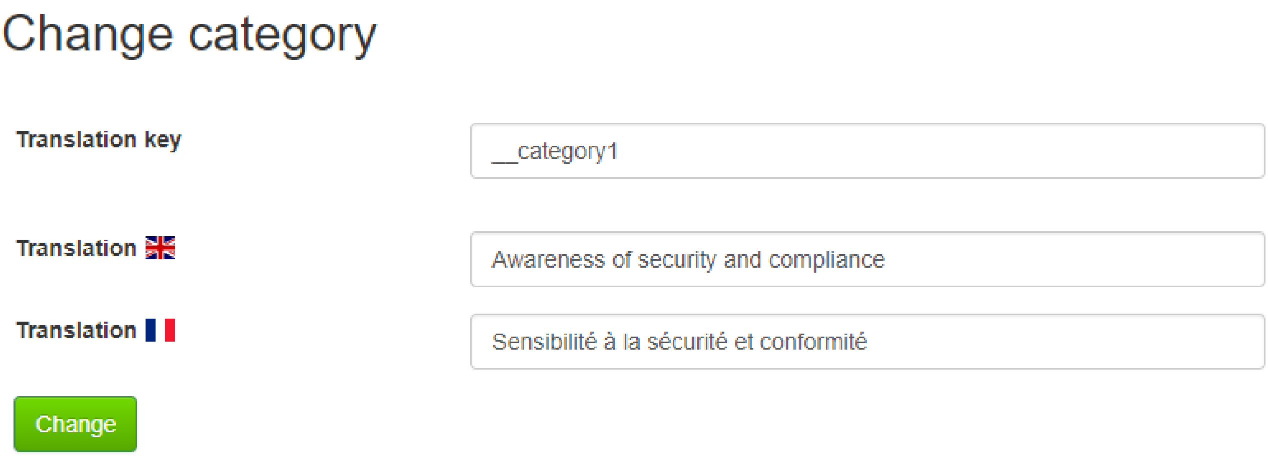
TIP	If you do not put translations, the name of the category will be the key written above. You can choose to translate in one language and not in the others.

Then, when you add your category, you will find it in every diagnosis you will do, as long as it contains at least one question.



Change a Category

By editing, you will get on a similar interface as if you were adding a category. You can change details on the same ways.



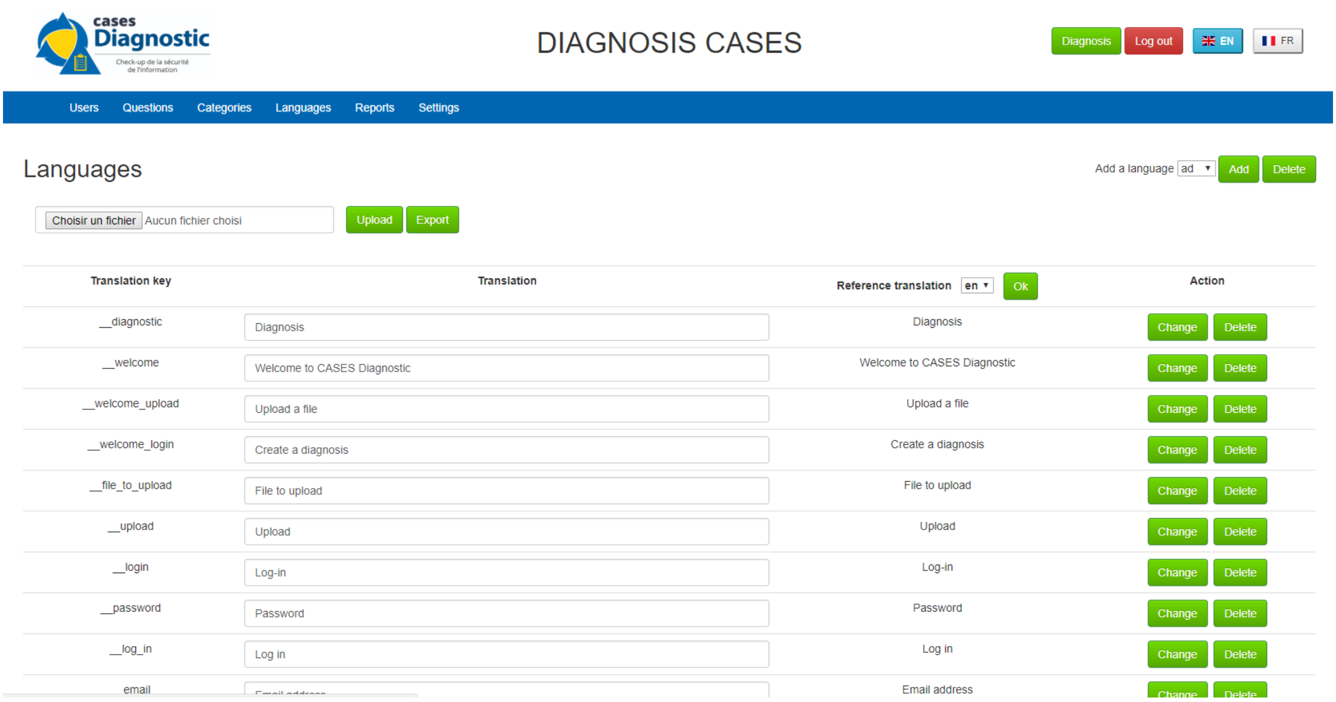
Delete a Category

Just click on the blue cross () to definitely delete the category, with a confirmation message.

Languages Tab

Languages Screen

The fourth tab list all the default translations that exist when you open a new Diagnosis.



In the 'Translation' column, there is the name of the translation keys, translated in the current language. You can modify it directly by changing its text and then click the green button 'Change' on the same line. You can also delete a translation by clicking the green button ‘Delete’.

The third column is the Reference translation and will be useful when you translate another language.

Above the tab, there is a section in which you can upload the current translations or export them in a json format.

```
[
    {
        "translation_key": "__diagnostic",
        "translation": "Diagnosis"
    },
    {
        "translation_key": "__welcome",
        "translation": "Welcome to CASES Diagnostic"
    },
    {
        "translation_key": "__welcome_upload",
        "translation": "Upload a file"
    },
    {
        "translation_key": "__welcome_login",
        "translation": "Create a diagnosis"
    },
    {
        "translation_key": "__file_to_upload",
        "translation": "File to upload"
    },
    {
        "translation_key": "__upload",
        "translation": "Upload"
    },
    {
        "translation_key": "__login",
        "translation": "Log-in"
    },
    {
        "translation_key": "__password",
        "translation": "Password"
    },
    {
        "translation_key": "__log_in",
        "translation": "Log in"
    },
    {
        "translation_key": "__email",
        "translation": "Email address"
    },
    {
        "translation_key": "__logout",
        "translation": "Log out"
    },
    {
        "translation_key": "__password_forgotten",
        "translation": "Forgotten your password?"
    },
    {
        "translation_key": "__new_password",
        "translation": "New password"
    },
    {
        "translation_key": "__confirm_password",
        "translation": "Confirm new password"
    },
```

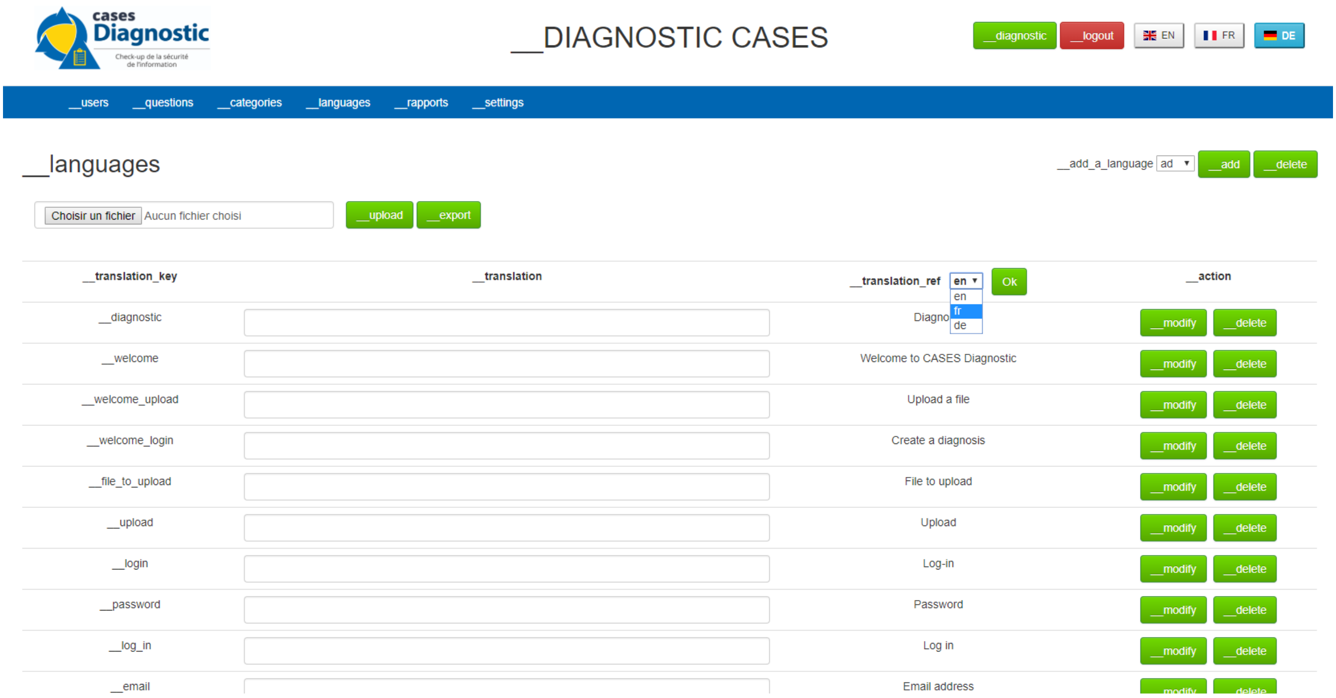
As you can see in this screenshot there are some translations, and it is possible to add/modify/delete them following the same form written in this file.

TIP	Be extremely careful, you have to know how to write in a json format if you want to make some changes using this file. Otherwise, I will explain below the best way to make changes to translations.

Add a Language

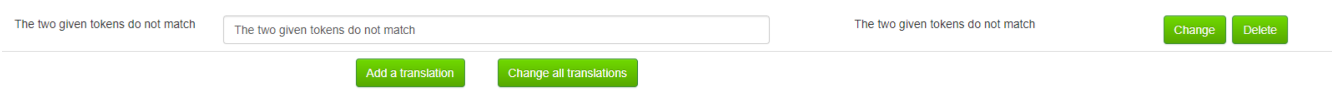
Indeed, at the top right of the page, you can add another language by selecting its code country and clicking the green button ‘Add’. You can also delete a language selected by clicking the button ‘Delete’.

When the new language is added, a new button is created at the top right corner of the page, with the flag of the language chosen. You can click on the button.



As you can see, the translation column is empty, and you can then fill in translations as you want to. The Reference translation may help you filling translations, as you can choose a language to support you.

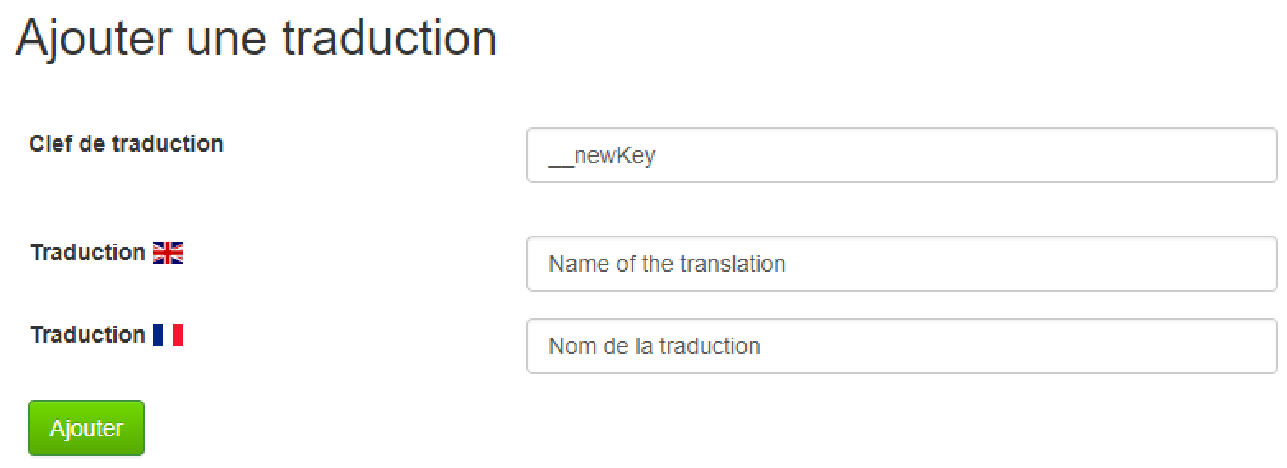
At the end of the page, you have two buttons which are ‘Add a translation’ and ‘Change all translations’.



‘Change all translations’ allows you to change multiple translations so that you do not have to change one by one all the translations. ‘Add a translation’ is for adding a translation.

TIP Normally you won't use this last feature, unless you want to change the code of the application and you need another translation.

Add a Translation



The first field is for the translation key used by the PO file. You can put the key you need to translate.

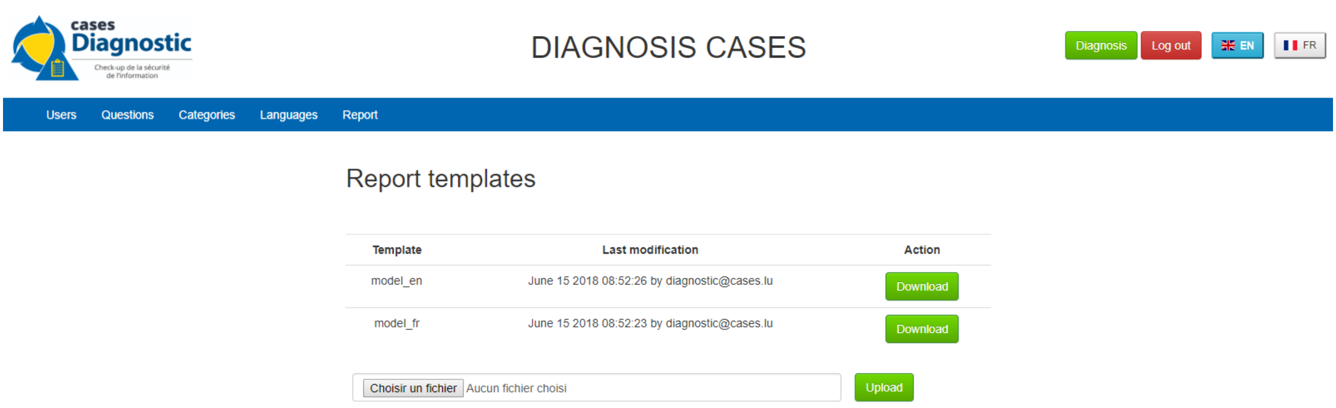
Then you have some fields in which you can translate your translation.

TIP If you do not put translations, the name of the translation will be empty.

Templates Tab

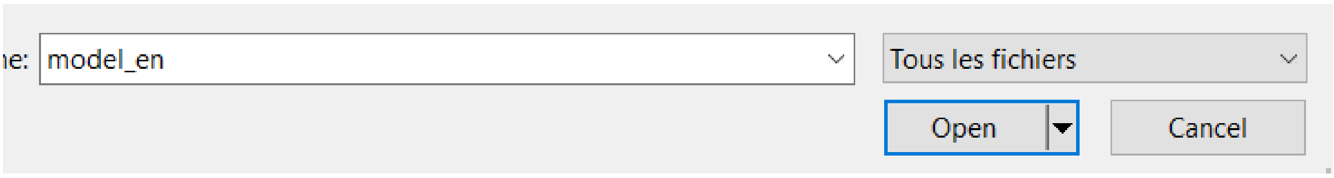
Templates Screen

The fifth tab list all the default report templates that exist when you open a new Diagnosis.



In this tab you can download all the actual templates in order to modify them.

After modifying them, it is possible to upload them if you want to apply changes in the diagnosis.

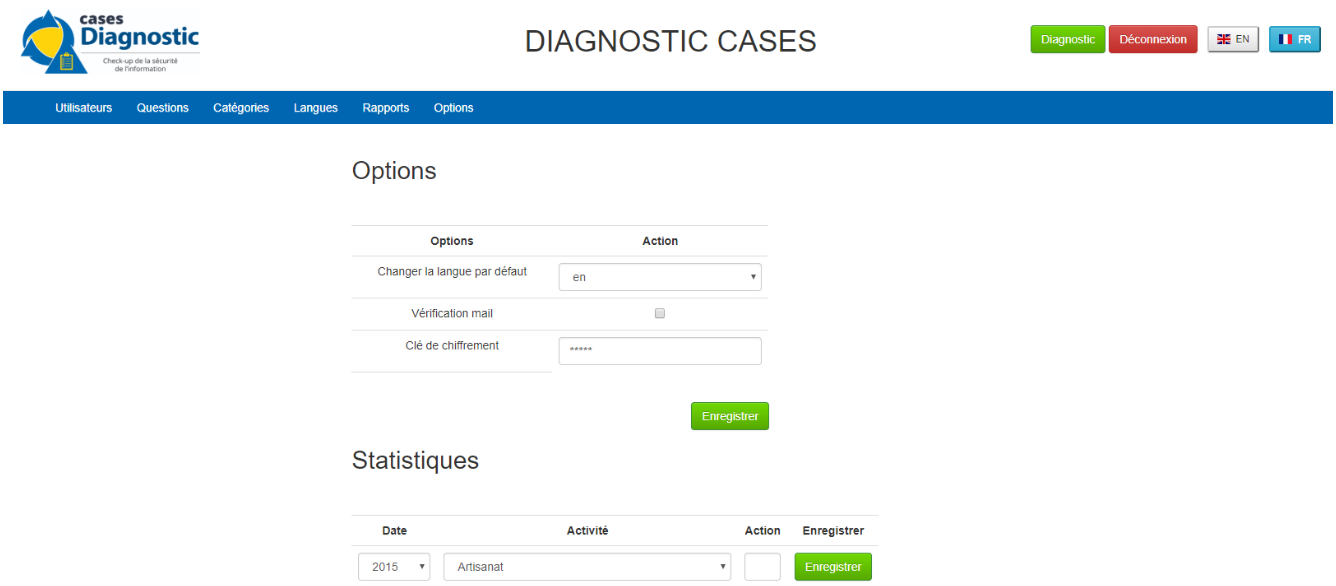


WARNING The uploaded template must have the same name that in the diagnosis.

Settings Tab

Settings Screen

The sixth tab list all the settings you can modify in the diagnosis, and also contains a statistic section.



In the first tab you can modify the default language (The one which is used when you open a diagnosis), the mail verification (When this option is activated, it forces you to verify your mail address to enter a diagnosis) and the encryption key (Its strength). In the second tab, you can add some diagnosis statistics by putting a year, a domain and a number between 0 and 100 (only integer). This is the result of the diagnosis.

TIP This feature is not important for you.

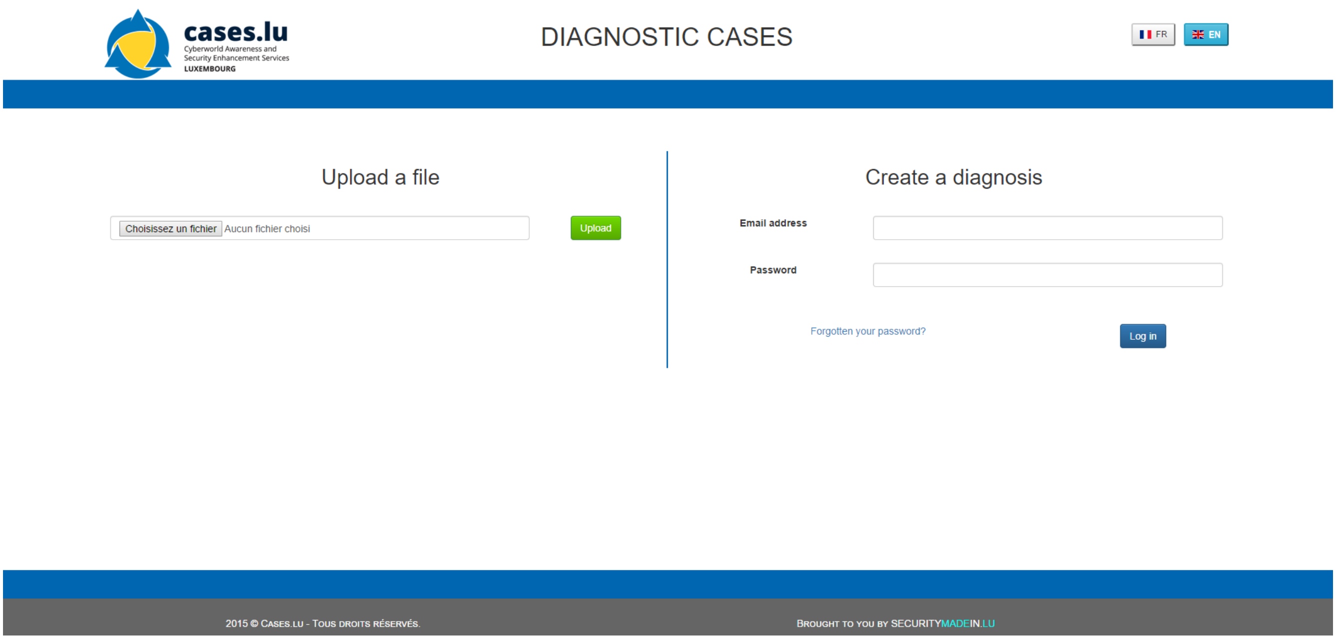
Resume or finish a Diagnosis

Before your session ends for security reason, or if you want to resume your diagnosis later, it is recommended to export often your work, by hitting the yellow button below the navigation panel.

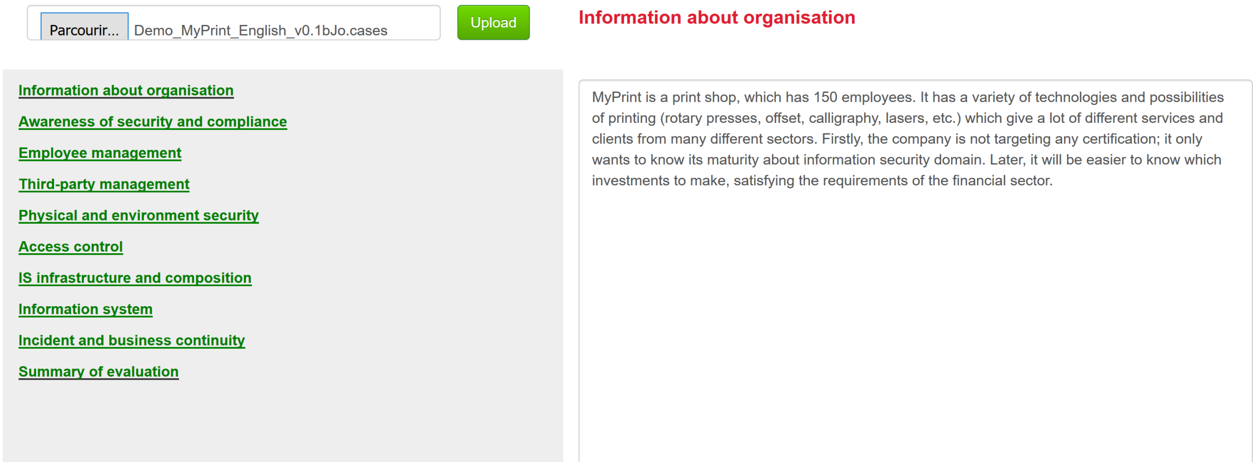
Files are renamed by the following name: data_yyyymmddhhnnss.cases where

- y = year
- m = month
- d = day
- h = hour
- n = minutes
- s = second.

There are two ways to load this diagnosis. The first one, at the connection screen, you doesn't need to have an account to go on it.



By doing this, you will have only access to the report this way. It is mostly used to have another quick way to show an overview of the report. The other way is on the main page that you access just after getting connected.



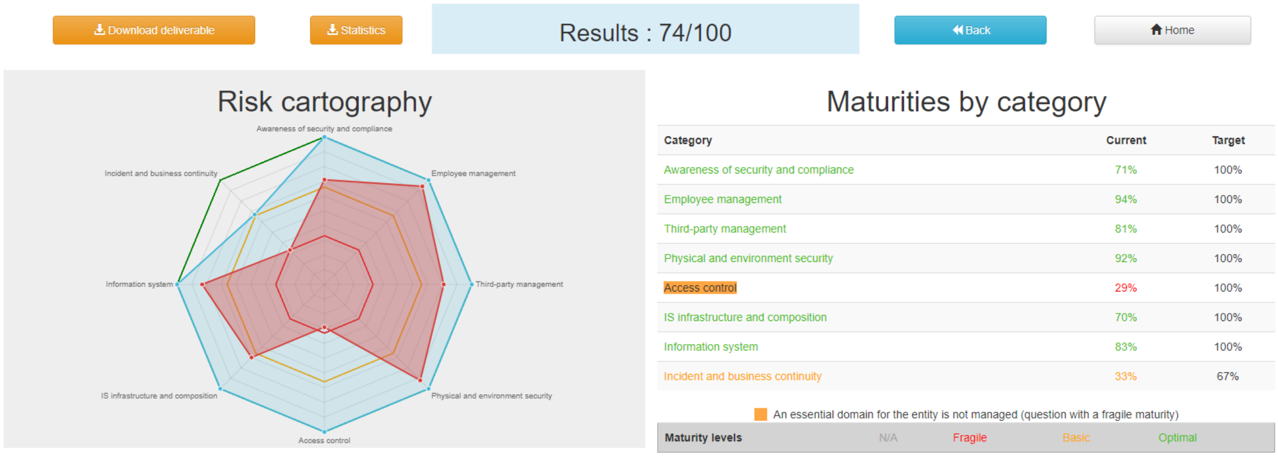
Just on the top of the navigation panel, you can load the file that you have downloaded, or that someone gives to you to resume or modify the Diagnosis.

Report

Online Report

You can access to the screen report by just clicking on the yellow button 

. You can also get this screen without being connected, but you will not be able to download the report as a '.docx'.



The first graph that you can see is the maturity by domains with the risk cartography and more precisely with the tab on the right. The colors determine the level of maturity of each category (red when maturity is under 33%, orange between 33% and 66% and green over 66%). If a category is highlighted in orange, it means that it contains a blocking question which is not managed. You will also find the recommendation tab which briefly summarizes the recommendations, their gravity and their current and target maturity.

Recommendations

Recommendation	Category	Importance	Goal
Establish a policy of updating the server.	Information system	●●●	✗ → ✓
Establish a policy of automated updates on the workstations.	Information system	●●●	✗ → ✓
Use the user charter to set the password rules. Use the active directory to apply them.	Access control	●●●	✗ → ✓
Raise awareness of the users to make them have a strong password.	IS infrastructure and composition	●●	✗ → ✓
Outsource a data set periodically. Inform management of the solution and the risks.	Information system	●●	± → ✓
As there is no alarm, the restricted area should be well protected.	Physical and environment security	●●	± → ✓
Sign SLAs with all providers.	Third-party management	●●	± → ✓
Finish rewriting the current user charter by giving some minimal management rules for the information system use and user behaviour.	Awareness of security and compliance	●●	± → ✓
Formalize the hardware inventory by formalizing the coming in and out of the employees.	Employee management	●●	± → ✓
Wright broadly some scenario for a crisis or recovery.	Incident and business continuity	●●	✗ → ±
Give an awareness campaign to the information security team.	Employee management	●●	✓ → ✓

An essential domain for the entity is not managed (question with a fragile maturity)

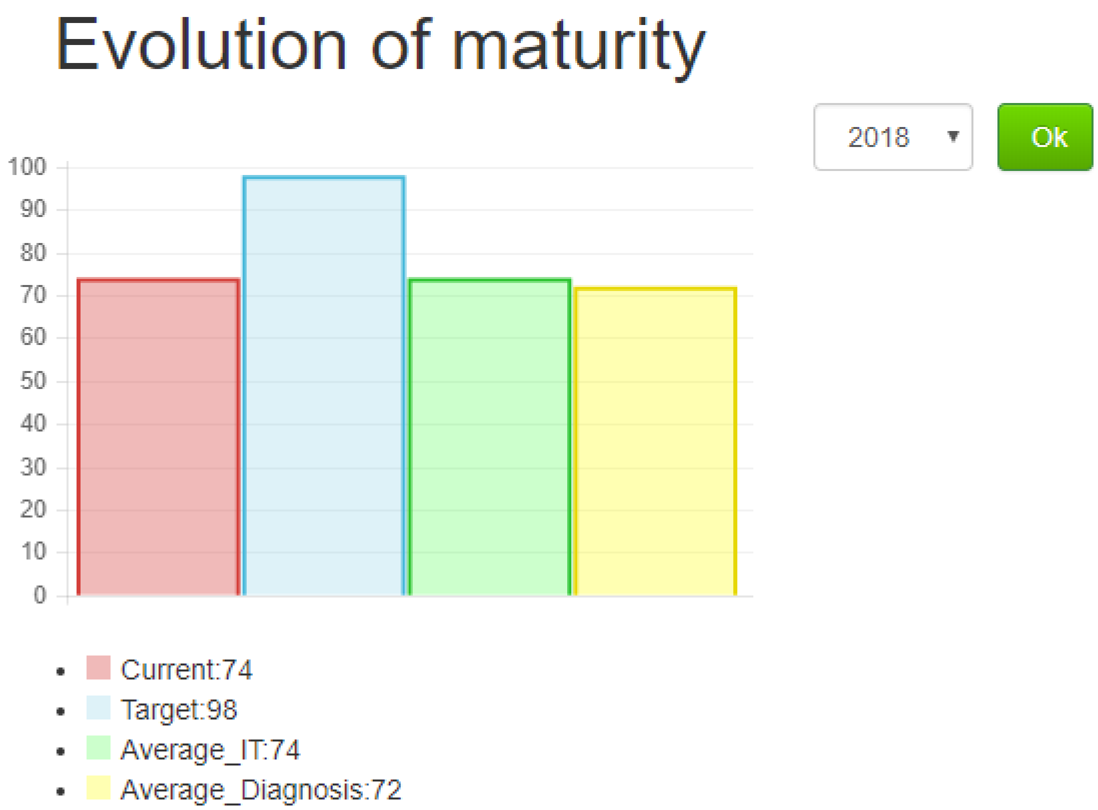
Maturity levels

✗ Fragile ± Basic ✓ Optimal

Importance levels

● Low ●● Medium ●●● Strong

Just below the first tab, you will find the current maturity level and the target level (First and second bar). If there are some statistics of the current domain and overall diagnoses, you can see them by choosing a statistic year and press the 'Ok' button.



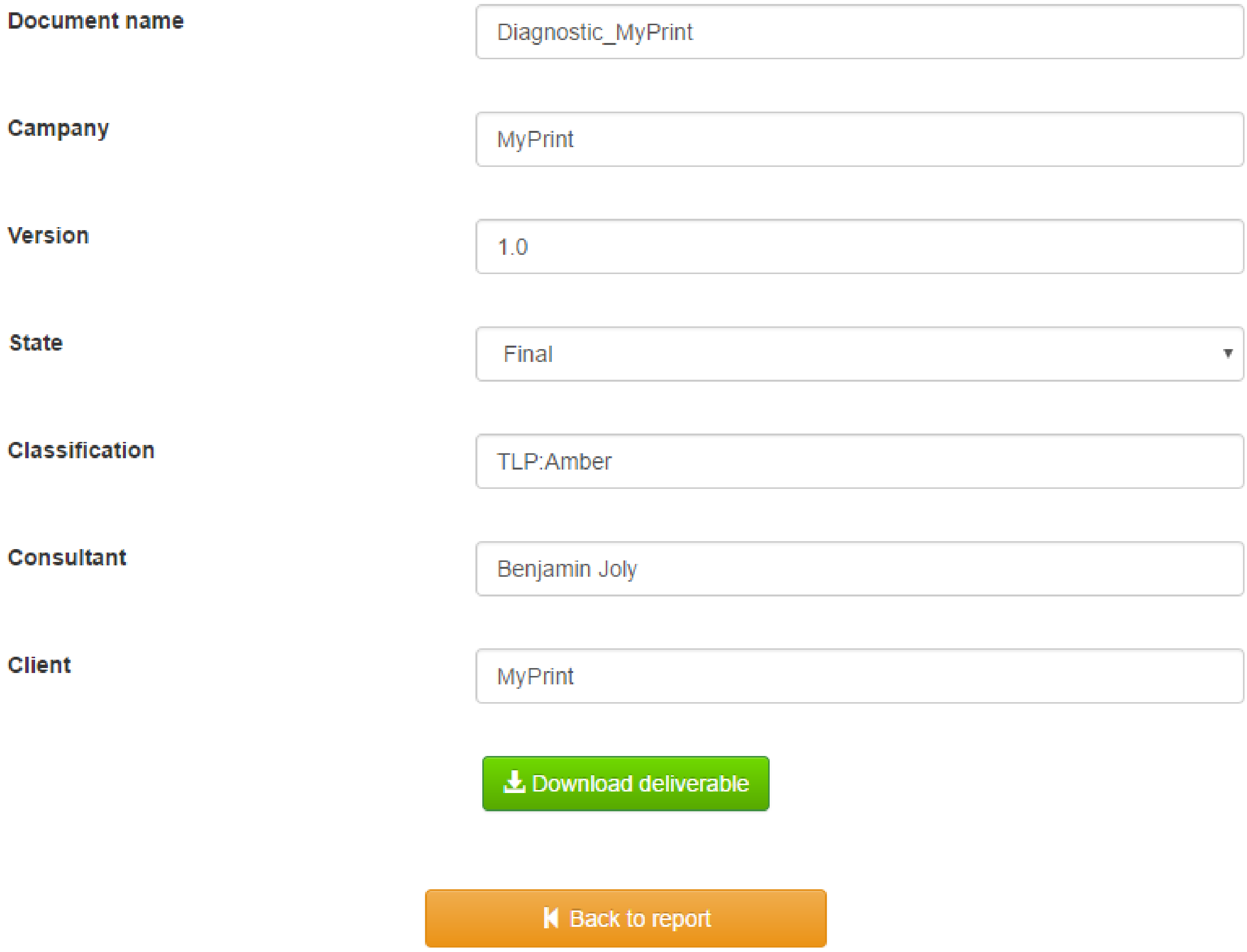
And you will also find the proportion of the category on the whole Diagnosis.

Weighting by category

- Awareness of security and compliance
- Employee management
- Third-party management
- Physical and environment security
- Access control
- IS infrastructure and composition
- Information system
- Incident and business continuity

Offline Report

If everything seems okay, you just need to get it on a .docx, and for that, click on the yellow button 'Download deliverable.'



You will need to put a Document Name, the company which is concerned by the Diagnosis, the version of the document (If there are multiple Diagnoses, or if you want to correct it…), a choice if it's a draft or a final version of the Diagnosis, the classification of the document (who can read it or have it, it's a free text, so it can be chosen with TLP, or a classification on your own), and finally the name of the consultant and the name of the client. Most of that data will be found on the document. The document will be named [*Document Name*]_Date.docx.

1 Introduction

1.1 Company presentation

MyPrint is a print shop, which has 150 employees. It has a variety of technologies and possibilities of printing (rotary presses, offset, calligraphy, lasers, etc.) which give a lot of different services and clients from many different sectors. Firstly, the company is not targeting any certification; it only wants to know its maturity about information security domain. Later, it will be easier to know which investments to make, satisfying the requirements of the financial sector.

Activity of the company: IT

Number of employees: 100 - 499

1.2 Warning

The purpose of a CASES Diagnostic, carried out at the Client's request, is to appreciate the maturity of an organisation in relation to the good practices applicable in terms of information security. The three criteria taken into account for the Diagnostic are confidentiality, integrity and availability.

The present document, based on the CASES Diagnostic, is for the Client's use only, and is confidential.

Given the methodology used and the very limited interview time for the Diagnostic (two hours), it is understood by the Parties that the overall results cannot in any way be considered exhaustive. Consequently, the appreciation of the real risk and the list of risks and vulnerabilities detected are based on the information supplied by the Client and/or its representatives. SMILE G.I.E. cannot be held responsible for any error or omission in the analysis resulting from this appreciation, whether it is due to a third party or not.

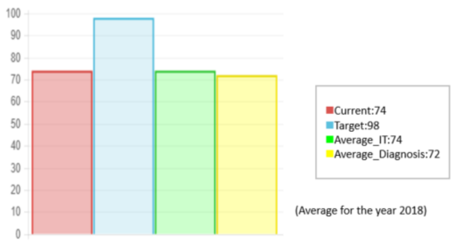
The CASES Diagnostic may include recommendations (see appendix B for explanations). It is understood by the Parties that the recommendations are neither exclusive nor exhaustive.

2 Result of CASES Diagnostic

2.1 Overview

The maturity level is on the Diagnostic is on 100 points. The current level is about 70 points, which shows that the company is already aware of information security, even if points could be better. The diagnostic has highlighted some really important recommendations which are 'Strong Risks', on which a peculiar attention should be focused. For example, we have: —Update management —Password rules —Backups Most of recommendations are easy to implement and do not have direct costs. Though, as the diagnostic last only an hour, those are not exhaustive, and only a risk analysis could find really all risks which the company could have.

2.2 Maturity evolution



In the document, you can find on the Part 1.1 the free text in 'Information about organization' and on 2.1 the free text in 'Summary of evaluation'.

Document state Final
Company MyPrint
Classification TLP:Amber
Version 1.0
Document name Diagnostic_MyPrint

2.3 Compliance in each security field

	Current	Aimed
Awareness of security and compliance	71%	100%
Employee management	89%	100%
Third-party management	75%	100%
Physical and environment security	92%	100%
Access control	29%	100%
IS infrastructure and composition	70%	100%
Information system	83%	100%
Incident and business continuity	33%	83%

Document state Final
Company MyPrint
Classification TLP:Amber
Version 1.0
Document name Diagnostic_MyPrint

2.4 Table of recommendations

The following table lists the recommendations made. It is arranged by degree of severity, then by direct cost to take into account (some organizational measures have no other costs than the time taken in-house for implementation).

Details of the scores used as the basis for the recommendations are given in appendix A.

Legend of the table of recommendations

Each recommendation has their importance level:

- ●●● : Really important risk which needs an emergency care.
- ●● : Important risk which need some care sooner or later.
- ● : Minor risk or advice that could make a better level of security.

Nr	Recommendation	Domain	Importance	Current maturity	Maturity target
1	Use the user charter to set the password rules. Use the active directory to apply them.	Access control	●●●	Fragile	Optimal
2	Establish a policy of automated updates on the workstations.	Information system	●●●	Fragile	Optimal
3	Establish a policy of updating the server.	Information system	●●●	Fragile	Optimal
4	Outsource a data set periodically. Inform management of the solution and the risks.	Information system	●●●	Basic	Optimal
5	Wright broadly some scenario for a crisis or recovery.	Incident and business continuity	●●	Fragile	Optimal
6	Raise awareness of the users to make them have a strong password.	IS infrastructure and composition	●●	Fragile	Optimal
7	As there is no alarm, the restricted area should be well protected.	Physical and environment security	●●	Basic	Optimal
8	Sign SLAs with all providers.	Third-party management	●●	Basic	Optimal
9	Finish rewriting the current user charter by giving some minimal management rules for the information system use and	Awareness of security and compliance	●●	Basic	Optimal

Graphics and tabs which were on the report screen could mostly be found on in the document. a .docx

Information to collect	Collected information	Current maturity				Recommendation	Maturity target	
Awareness of security and compliance								
What security mechanisms already exist (other than technical mechanisms)	A user charter is currently being written.					Finish rewriting the current user charter by giving some minimal management rules for the information system use and user behaviour.		
What compliance obligations does the job involve?	There is no specific obligations.							
Compliance with legislation on personal data?	Some notification has been made to the CNPD. An update is planned for the GDPR.							
What is the core business? The most sensitive processes/items of information?	There is no department which availability criteria is crucial, even though some really confidential data are handled.							
Employee management								
Is any hardware supplied to certain employees for work purposes?	Some hardware is supplied, like some computers for the meeting room. There are a lot of BYOD tablets which are blocked right now, but this will probably change. No inventory is kept, but there is a goal to have one sooner or later.					Formalize the hardware inventory by formalizing the coming in and out of the employees.		
Have staff members been on training courses recently?	INAP training is considered. A communication training is also planned.					Give an awareness campaign to the information security team.		
Management of staff turnover?	There is almost no staff turnover.							
Are IT responsibilities (and possibly security responsibilities) defined?	There is a specific post for IT responsibilities.							

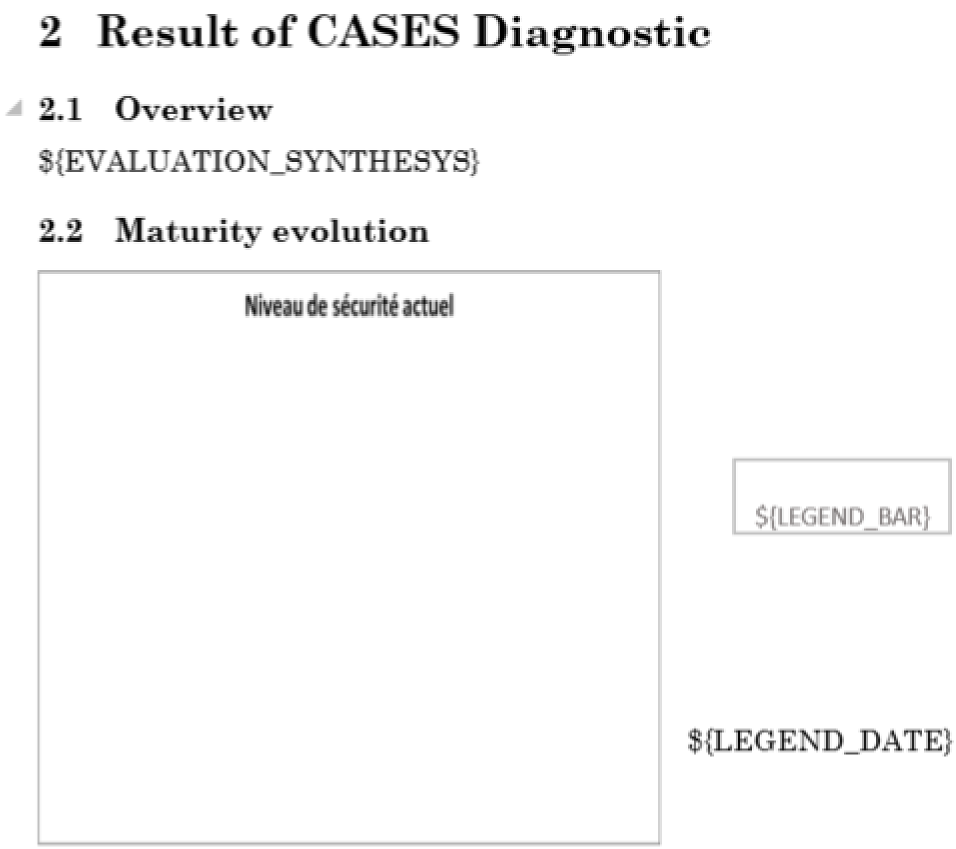
There is also a tab which contains the questions, the note taken, the recommendation and the current and target maturity.

Contents in the template report

There are some tags which corresponding to some fields in the diagnosis. You can find a complete list just below. Concerning the charts, some dummy pictures are in the document. Their name are "*image9.png*", "*image5.png*" and "*image10.png*".

```
//image
$container = new Container('diagnostic');
$this->setImageValue('image9.png', $container->bar);
$this->setImageValue('image5.png', $container->pie);
$this->setImageValue('image10.png', $container->radar);
```

And here is the dummy for the pie chart :


2 Result of CASES Diagnostic

2.1 Overview

${EVALUATION_SYNTHESYS}

2.2 Maturity evolution

Niveau de sécurité actuel

${LEGEND_BAR}

${LEGEND_DATE}

As you can also see, tags which can be modified in their order, or that could be just deleted are under the form "*${TAGS}*". A complete list of the different existing tags can be found just below.

- **${ACTIVITY}** : The domain of the organization (Got automatically)
- **${CATEG__PERCENT}** : The current percentage got in the categories (Got automatically)
- **${CATEG__PERCENT_TARG}** : The aimed percentage got in the categories (Got automatically)
- **${CLASSIFICATION}** : Indication to know where and how the document could be spread (Field got just before download the report)
- **${CLIENT}** : Name of the person who represents the company which has been the subject of the diagnosis (Field got just before download the report)
- **${COMPANY}** : Name of the company which has been the subject of the diagnosis (Field got just before download the report)

- **${CONSULTANT}** : Name of the security consultant or the company which has done the Diagnosis (Field got just before download the report)
- **${DATE}** : The date when is generated the report (Done automatically, depending of the server date)
- **${DOCUMENT}** : Name of the document (Field got just before download the report)
- **${EVALUATION_SYNTHESYS}** : Some important conclusions of the diagnosis, or important information to underline (Field got on the last free-text field, "*Summary of evaluation*")
- **${LEGEND_BAR}** : The legend of the bar chart (Got automatically)
- **${LEGEND_BLOCKING}** : The legend which explain a blocking question (Got automatically)
- **${LEGEND_DATE}** : The sentence below the bar chart legend which shows the year of the statistics chosen (Got automatically)
- **${LEGEND_PIE}** : The legend of the pie chart which contains all the categories (Got automatically)
- **${NB_EMPLOYEES}** : The number of employees of the organization (Got automatically)
- **${NOTES_TABLE}** : The table which contains all the notes, maturity, recommendation of each questions (Got automatically)
- **${ORGANIZATION_INFORMATION}** : Some information that are general on the company (Field got on the first free-text field, "*Information about organization*")
- **${PRISE_NOTE_CATEG}** : The name of the categories/securities domain field (Got automatically)
- **${RECOMMENDATION_TABLE}** : The recommendation table (Got automatically)
- **${STATE}** : State of the document, to know if it’s still a draft, or a final version (Field got just before download the report)
- **${TYPE}** : State of the document, to know if it’s still a draft, or a final version (Field got just before download the report, other font text)
- **${VERSION}** : Versioning of the document (Field got just before download the report)