SimpleRisk Email Notification Extra Installation and Administration Guide

Introduction

While the SimpleRisk Core product is free and open source in order to make risk management attainable for the masses, we have developed a series of “Extras” which provide additional “Enterprise” level functionality for your SimpleRisk installation. By purchasing these Extras, you add functionality to your installation, while at the same time providing financial support to see that the SimpleRisk Core product remains in active development for the long haul. It’s a win-win!

License

The SimpleRisk Extras are offered on a per-installation basis and include support and updates for a full year from the date of purchase.

The Basics

Getting a SimpleRisk Extra up and running is designed to be as easy as possible. There are three basic steps:

1. **Installation** – This is the simple process of obtaining the Extra and placing the files in the proper directory.
2. **Activation** – This is the simple process of telling SimpleRisk that the Extra is ready to be used.
3. **Configuration** – This is the simple process of configuring any settings that change how the extra functions.

Email Notification Extra

By default, SimpleRisk only sends notifications as a result of password reset requests. This extra provides support for email notifications when new risks are submitted, when risks are updated, when new mitigations are submitted, when mitigations are updated, when risks are reviewed, and when risks are closed. It also can be scheduled to run via a cron job in order to send reminder e-mails when risks are due for a management review.

Installation

All SimpleRisk Extras are delivered through the SimpleRisk services functionality. This is enabled automatically once you register your SimpleRisk instance. To register your SimpleRisk instance, go to Configure → Register & Upgrade. Enter your organization’s information and save it. This should generate a unique instance id for your SimpleRisk instance and communicate with our servers to create a services API key. Once registered, SimpleRisk will download and install the Upgrade Extra for you. This provides buttons for upgrading and backing up the application as well as the Extra installation functionality. If you have issues, ensure that your "simplerisk" directory is writeable by the user the web server runs as (typically "www-data"). If your system is behind a dynamic NAT pool, you may need to contact support to remove the IP restriction for your instance. Once your payment has been received, your downloads will be enabled and will show up in the Configure → Register & Upgrade menu. You can simply click the button to download the Extra.

Activation

This next step is what tells SimpleRisk that the Email Notification Extra is installed and ready to use. Log in to your SimpleRisk instance and select "Configure" from the Navigation Menu at the top. Then, select "Extras" from the Configuration Menu at the left. You will see a list here of each of the Extras that are available for purchase. Find the row for the "Notification" Extra and click where it says "No" in the Enabled column. Click on the "Activate" button. Once activated, you should see the word "ACTIVATED" under the Extra name in green and the Extra configuration parameters will appear below.

Configuration

The Notification Extra has numerous configuration options that are available by selecting "Configure" from the Navigation Menu at the top. Then, select "Extras" from the Configuration Menu at the left. You will see a list here of each of the Extras that are available for purchase. Find the row for the "Notification" Extra and click where it says "Yes" in the Enabled column. Configurations are ordered here by "When to Notify", "Who to Notify", and "How to Notify":

When to Notify

- **Notify on New Risk:** When checked, e-mail notifications will be sent when a new risk is submitted.
- **Notify on Risk Update:** When checked, e-mail notifications will be sent when an existing risk is updated.
- **Notify on New Mitigation:** When checked, e-mail notifications will be sent when a new mitigation is submitted.
- **Notify on Mitigation Update:** When checked, e-mail notifications will be sent when an existing mitigation is updated.
- **Notify on Risk Review:** When checked, e-mail notifications will be sent when a new management review is submitted.
- **Notify on Risk Close:** When checked, e-mail notifications will be sent when an existing risk is closed.

Who to Notify

- **Notify Submitter:** When checked, e-mail notifications will be sent to the person who submitted the risk when actions are taken involving the risk.
- **Notify Owner:** When checked, e-mail notifications will be sent to the risk owner when actions are taken involving the risk
- **Notify Owners Manager:** When checked, e-mail notifications will be sent to the risk owner when actions are taken involving the risk.
- **Notify Team:** When checked, e-mail notifications will be sent to all members of the team that the risk owner belongs to when actions are taken involving the risk.

<u>How to Notify</u>

- **Verbose Email:** When checked, e-mail notifications from SimpleRisk will include potentially sensitive details about your risks.
- **SimpleRisk URL:** This parameter specifies the URL that SimpleRisk will use for the links it generates that are included in the email messages it sends. SimpleRisk will attempt to automatically populate this value.
- **From Name:** This parameter specifies the name that you would like to show up in the "From" field of the email messages.
- **From Email:** This parameter specifies the email address that you would like to show up in the "From" field of the email messages.

Features

Once enabled, you should immediately start receiving emails when actions are taken with your risks. If you are not seeing email messages, then you should check the mail logs on the system where SimpleRisk is installed in order to ensure that it is able to send outgoing messages.

In addition to the standard Extra functionality mentioned above for action-based notifications, you have the option to schedule the Email Notification Extra script to run as a scheduled task (cron) in order to send messages regarding risks that are due for a review. The system does not keep track of when notifications are sent so it is very important to not schedule this to run too often. Since many companies focus their reviews around monthly cycles, we have found that running this script on a monthly basis is usually sufficient. That said, below you will find a variety of configurations (use only one) that you can try and see what works best for your organization.

First, run the command "*which php*" on your system to find the path to your PHP binary file. Next, run the command "*crontab –e*" as the user you would like the task to run as (should be the same as what your web server runs as) and enter one of the following:

> **<u>Run Review Alert Notifications Daily at 8:00 AM</u>**
>
> *00 08 * * * /your/path/to/php –f /your/path/to/simplerisk/extras/notification/index.php*
>
> **<u>Run Review Alert Notifications Every Monday at 8:00 AM</u>**

*00 08 * * 1 /your/path/to/php –f /your/path/to/simplerisk/extras/notification/index.php*

Run Review Alert Notifications the First Day of the Month at 8:00 AM

*00 08 1 * * /your/path/to/php –f /your/path/to/simplerisk/extras/notification/index.php*

Obviously, this is not a complete list, but should cover most of the common configurations for a script to run via a cron job. For other suggestions, please try searching "cron" in Google before contacting support@simplerisk.it for assistance.