**Playbook Guide:**

**Improper Usage**

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# Introduction

LogRhythm Case Playbooks are designed by the LogRhythm Threat Research Team to make it easier and more repeatable for analysts to respond to incidents. Through the rich feature set of Case Playbooks, analysts can not only create their own playbooks, but modify existing playbooks, as well as attach company policies and procedures in the playbook. All of these features allow the analyst to react faster and more efficiently, decreasing the Mean Time to Detect (MTTD) and Mean Time to Respond (MTTR).

This guide describes the Improper Usage Playbook, and how to configure the playbook. An Analyst should use this playbook when improper usage of systems or data occurs.

The Improper Usage Playbook is built on industry recommended practices for identifying Improper Usage incidents. The Playbook helps an analyst track, and capture evidence. Using this playbook, you should have sufficient evidence in your case to report for compliance (e.g. HIPAA or GDPR), and/or begin legal action if the actor or actors were identified.

# Prerequisites

* This playbook requires Web Console and LogRhythm Enterprise 7.4 and later.

# Import the Playbook (One Time Only)

To import a Playbook:

1. Download the playbook from the shareables section of Community.
2. Log in to the Web Console as a user with rights for creating and maintaining playbooks
3. Select Administration and Playbooks.
4. Select Import Playbook.
5. Browse to the Playbook named “Playbook-ImproperUsage.pbe” and click on “Open”.
6. Click on “Import” to complete the action.

# Use the Playbook

1. Create a new case or open an existing case.
2. Within the case, click on “Add Playbooks”.
3. Use the drop-down menu to select the Improper Usage playbook or click on “Advanced” to select multiple playbooks.
4. Under Playbooks, expand the playbook procedures.
5. Expand each procedure and assign the procedure, add notes to the procedure, add a due date to the procedure, as needed.
6. Skip or close the procedure by putting a check in either the skip or close box and adding appropriate notes.

**Improper Usage Playbook Procedures**

The playbook is a set of 4 procedures, ranging from initial investigation, to creating an incident, and the steps needed to complete the investigation. There are some details that will help an analyst action a more advanced procedure. The procedures included are:

1. Determine if you are investigating an incident or event
2. Acquire, preserve, secure, and document evidence
3. Disable the affected user accounts
4. Provide feedback and lessons learned to reduce chances of incident occurring again

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