

March 14, 2014

To: Mark, Clair and John

Fr: Leo and John

Re: User Guide – POC for Regulatory Vendor Management

As we discussed, Green Status Pro has created a Proof of Concept work space for you to use.

You will be granted the privileges typically provided to an IBM Reviewer. However, the POC work space does not include the full functionality of the system or the administrative functions reserved for the SuperAdmin.

When you have questions, and everyone has issues when mastering a new software-based process, please do not hesitate to contact Leo (leonardo.denevi@greenstatuspro.com / 617.817.9166) or John (john.logan@greenstatuspro.com / 781.640.4183).

The objective of this POC is for you to better understand how Green Status Pro's software service and regulatory compliance management process works today. With this understanding, we can work more effectively as a team to specify the functionality required for IBM's Regulatory Supplier Management Program.

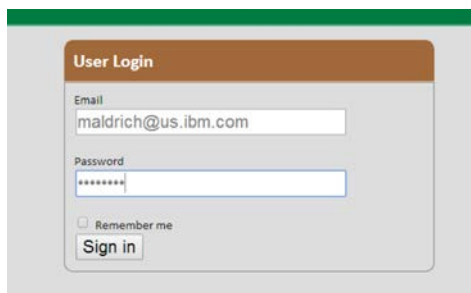
Login

Go to: https://gsp-app.greenstatuspro.com/users/sign_in.

Your user logins are:

- Mark Aldrich: maldrich@us.ibm.com
- Clair Bauman: clairba@us.ibm.com
- John Cassimatis: jgcass@us.ibm.com

Your common password is: *abcd1234*

A screenshot of a web browser showing a "User Login" form. The form has a title bar "User Login" in a brown box. Below it, there are two input fields: "Email" with the text "maldrich@us.ibm.com" and "Password" with masked characters "*****". Below the password field is a checkbox labeled "Remember me" which is unchecked. At the bottom of the form is a "Sign in" button.

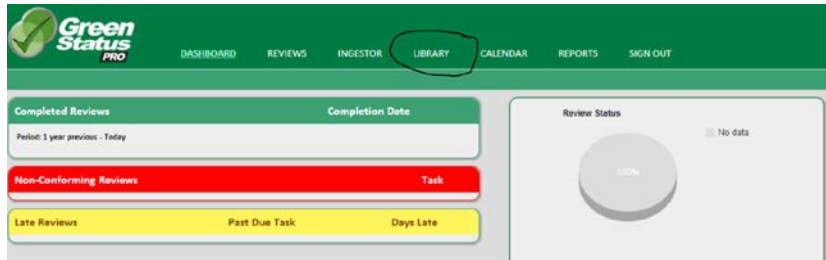
The first screen you will see is the management dashboard.

However, the first one in will see no Reviews, 2 Conflict Minerals Library templates and the example we will build below. Yes, it will feel like opening MS Word the first time and staring at a blank screen.

Go to the Library

Setting up the Templates is the first task.

Click on the Library tab.



Now you can either work with the examples or create a new Template.

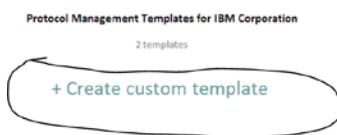


If you work with an existing template, you may “Edit” it and/or “Deploy Review.”

For this guide, I am going to move over a POC template we set up for Wednesday.

Create a Template

Click on Create custom template.

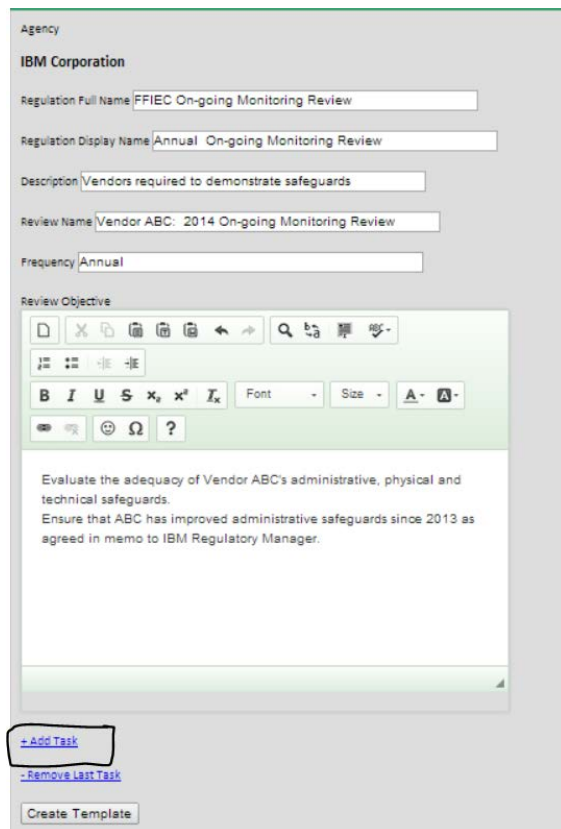


And this screen will appear:



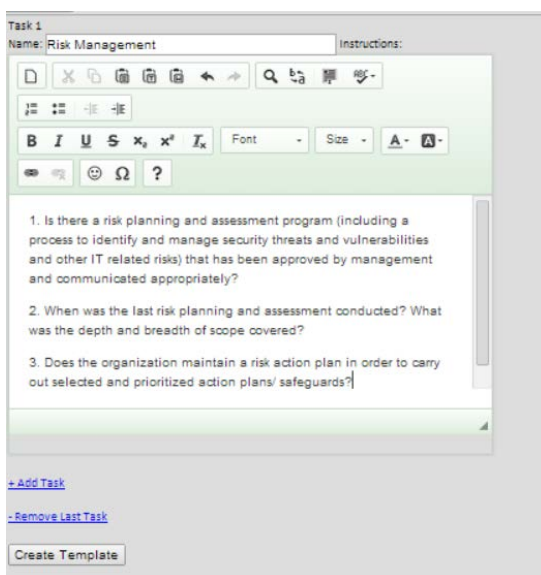
Fill in the blanks for a Vendor. (Note: Only the SuperAdmin can create Master Templates.)

When done, click on Add a Task.



The screenshot shows a web form for creating a vendor review. At the top, it says "Agency" and "IBM Corporation". Below this are several text input fields: "Regulation Full Name" (containing "FFIEC On-going Monitoring Review"), "Regulation Display Name" (containing "Annual On-going Monitoring Review"), "Description" (containing "Vendors required to demonstrate safeguards"), "Review Name" (containing "Vendor ABC: 2014 On-going Monitoring Review"), and "Frequency" (containing "Annual"). Below these fields is a "Review Objective" section with a rich text editor. The editor contains the text: "Evaluate the adequacy of Vendor ABC's administrative, physical and technical safeguards. Ensure that ABC has improved administrative safeguards since 2013 as agreed in memo to IBM Regulatory Manager." At the bottom of the form, there are three buttons: "+ Add Task" (highlighted with a red box), "- Remove Last Task", and "Create Template".

And fill out the Task Form. (Note that copying and pasting is much faster than typing.)



The screenshot shows a "Task 1" form. At the top, it says "Name: Risk Management" and "Instructions:". Below this is a rich text editor. The editor contains the following text: "1. Is there a risk planning and assessment program (including a process to identify and manage security threats and vulnerabilities and other IT related risks) that has been approved by management and communicated appropriately? 2. When was the last risk planning and assessment conducted? What was the depth and breadth of scope covered? 3. Does the organization maintain a risk action plan in order to carry out selected and prioritized action plans/ safeguards?". At the bottom of the form, there are three buttons: "+ Add Task", "- Remove Last Task", and "Create Template".

Continue to add Tasks until done.

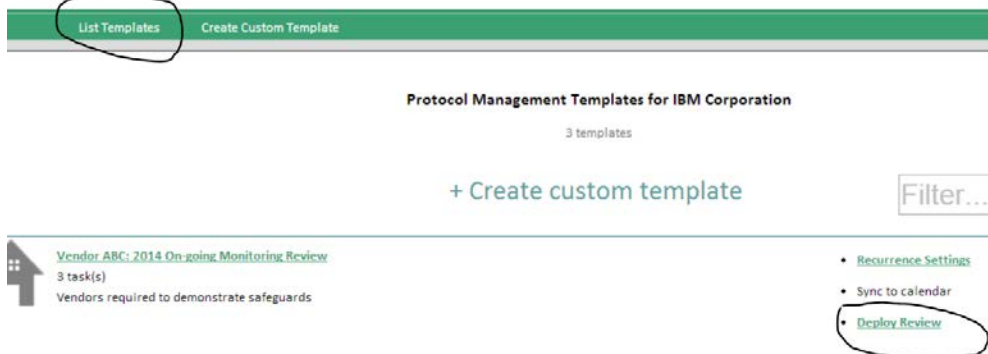
When you are done, click “Create Template.”



You will now have a Template in the Library!

Deploy Review

Now click on List Templates and the Deploy Review for the template you want to Deploy as a Review.



Now you can set dates and delegate reviews. Use the arrows to move between Tasks, When you are done, click on “Deploy Review” and the Review goes live! You will find it under the “Reviews” tab.



Now start exploring!