Keylight® Platform Fundamentals

Keylight Setup

Objectives

- Apply your branding to the Keylight platform
- Create labels with color schemes for reporting
- Get information about your licensing and email settings
- View event logs and email logs
- Specify file types for attaching documents, images, and other files

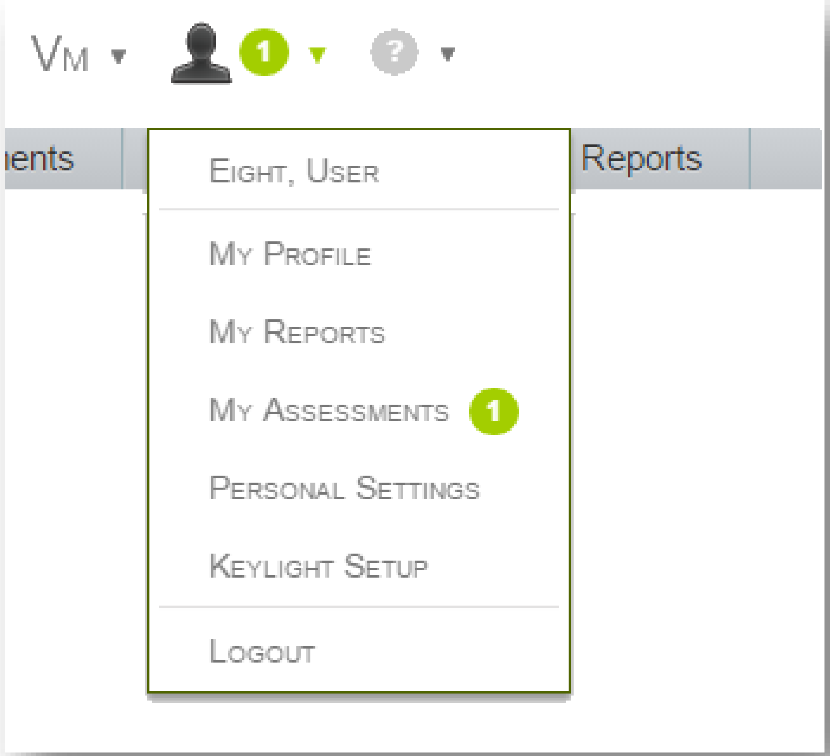
Keylight setup

Administrative functions for managing platform elements

**This option is only available if you have administrator permissions*

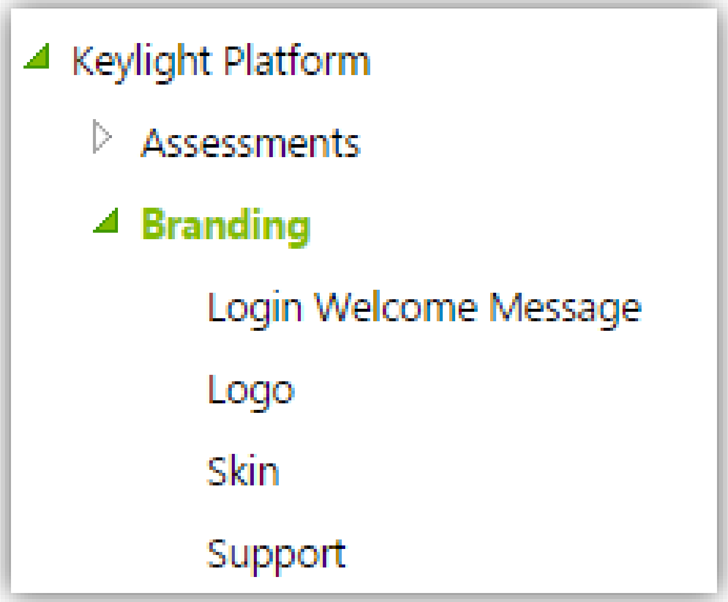
User Profile

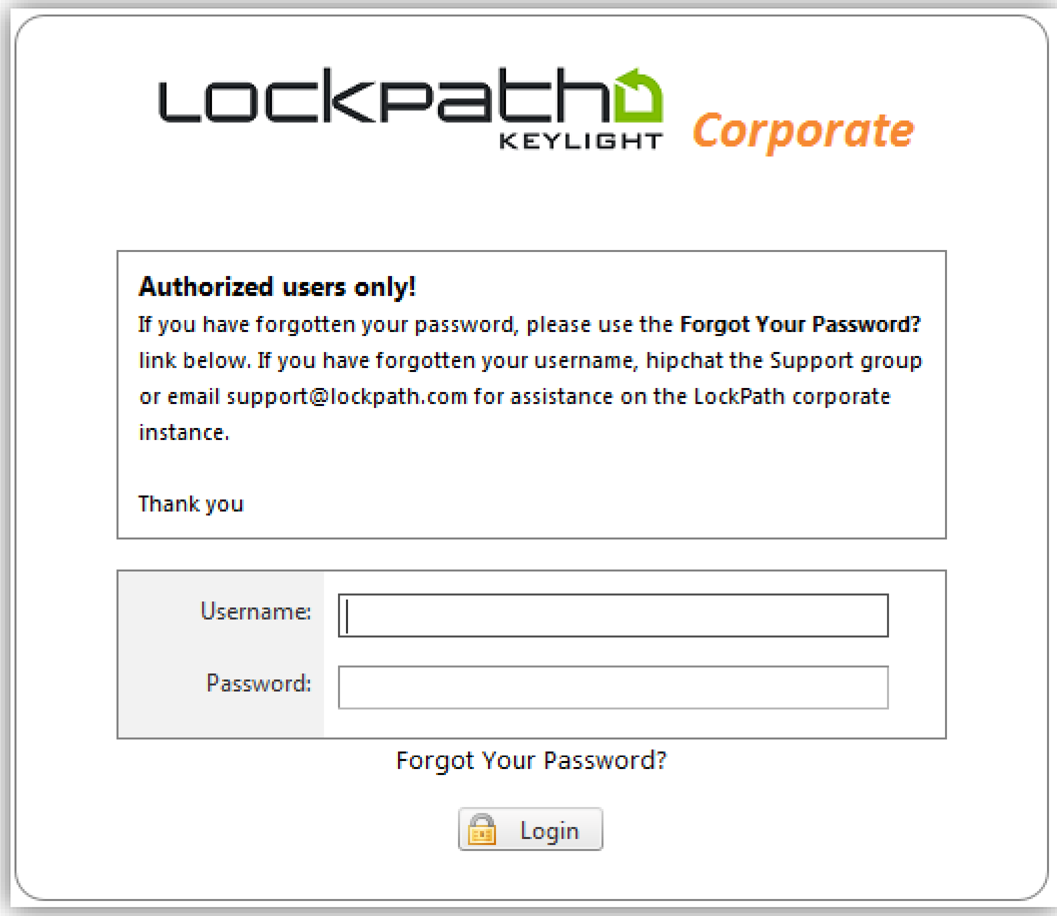
- **My Profile** – Change your password and view assigned user groups
- **My Reports** – View your created reports
- **My Assessments** – View assessments assigned to you
- **Personal Settings** – Customize your Dashboard portal
- **Keylight Setup** – Platform Configuration options
- **Logout** – Ends your Keylight session



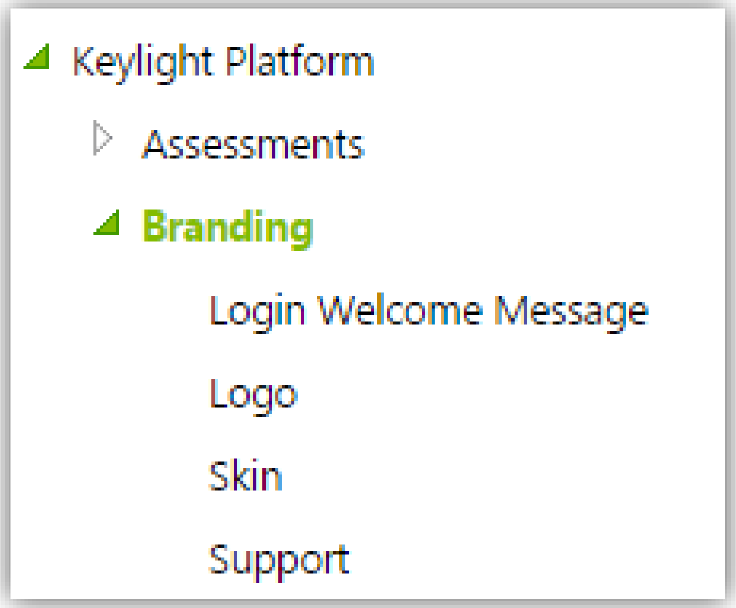
Branding

Branding setup

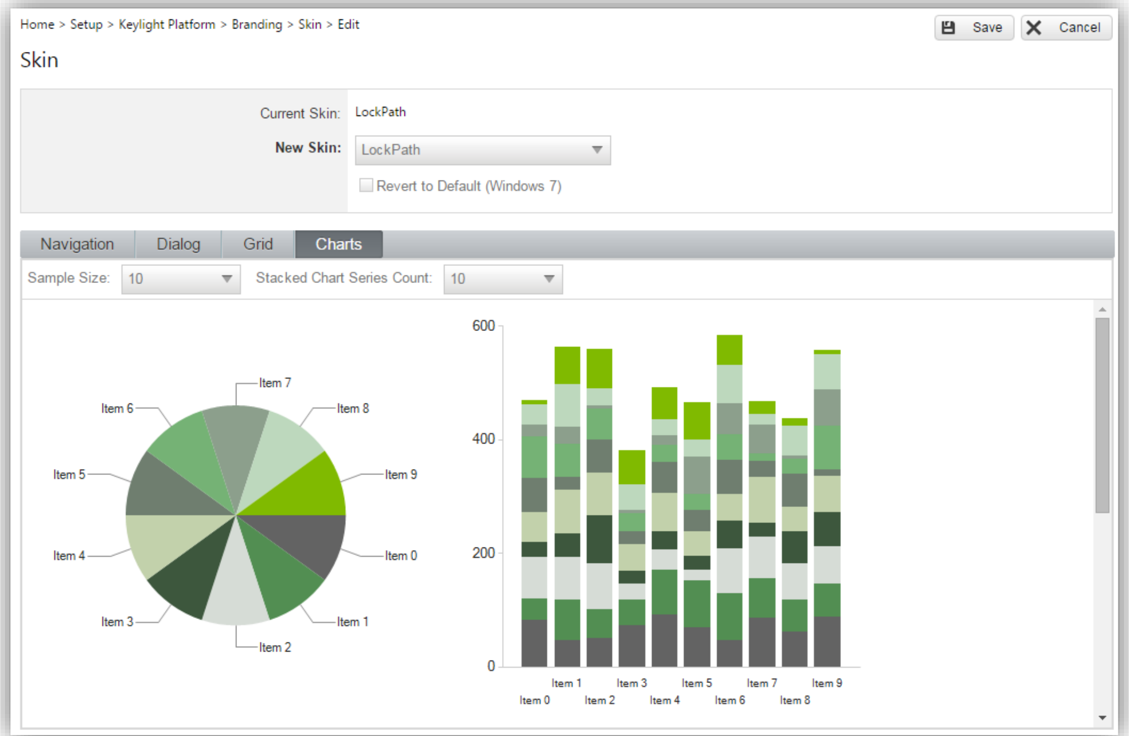




Skin

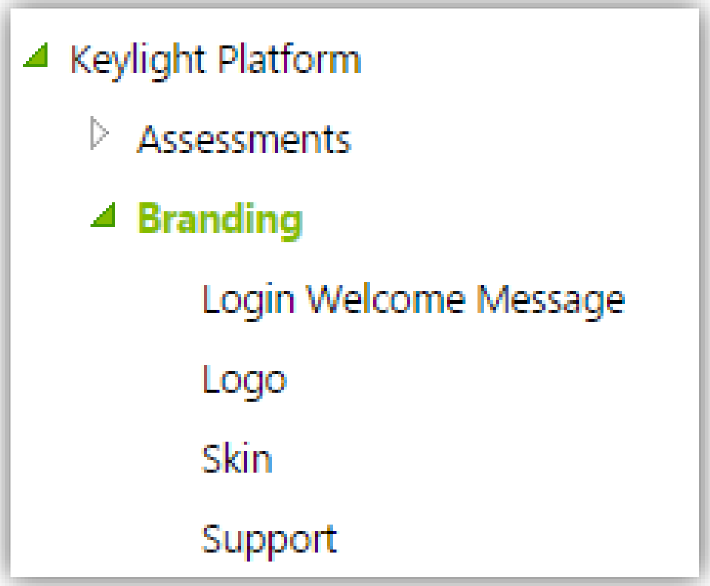


Keylight Platform
Assessments
Branding
Login Welcome Message
Logo
Skin
Support



Home > Setup > Keylight Platform > Branding > Skin > Edit
Save
Cancel
Skin
Current Skin: LockPath
New Skin: LockPath
Revert to Default (Windows 7)
Navigation
Dialog
Grid
Charts
Sample Size: 10
Stacked Chart Series Count: 10
Item 0
Item 1
Item 2
Item 3
Item 4
Item 5
Item 6
Item 7
Item 8
Item 9
600
400
200
0

Support


Keylight Platform
Assessments
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Login Welcome Message
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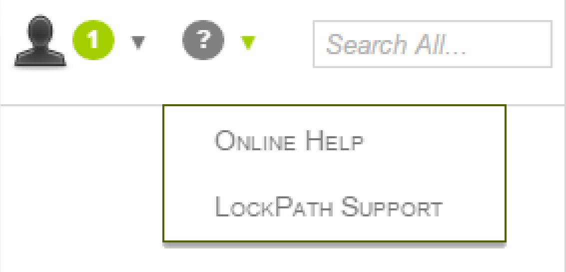
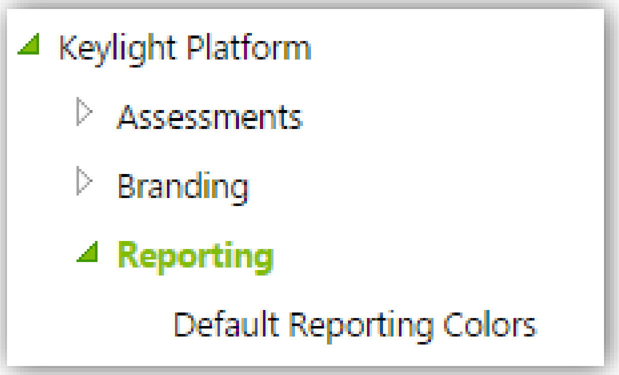
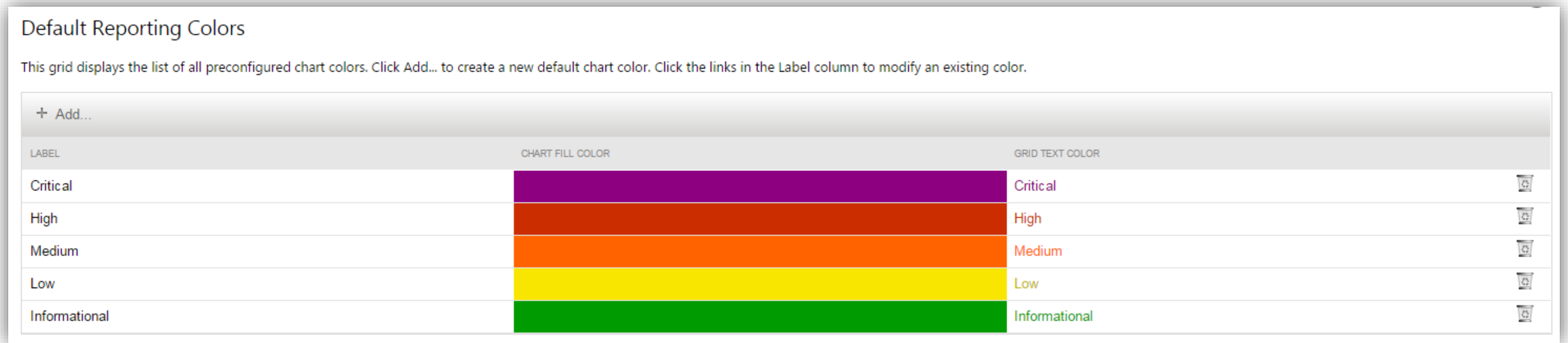

1
Search All...
Online Help
LockPath Support


Save
Cancel
Support
Support Name:
LockPath Support
Support Link:
http://www.lockpath.com/support
Save
Cancel

Reporting setup





Default Reporting Colors

This grid displays the list of all preconfigured chart colors. Click Add... to create a new default chart color. Click the links in the Label column to modify an existing color.

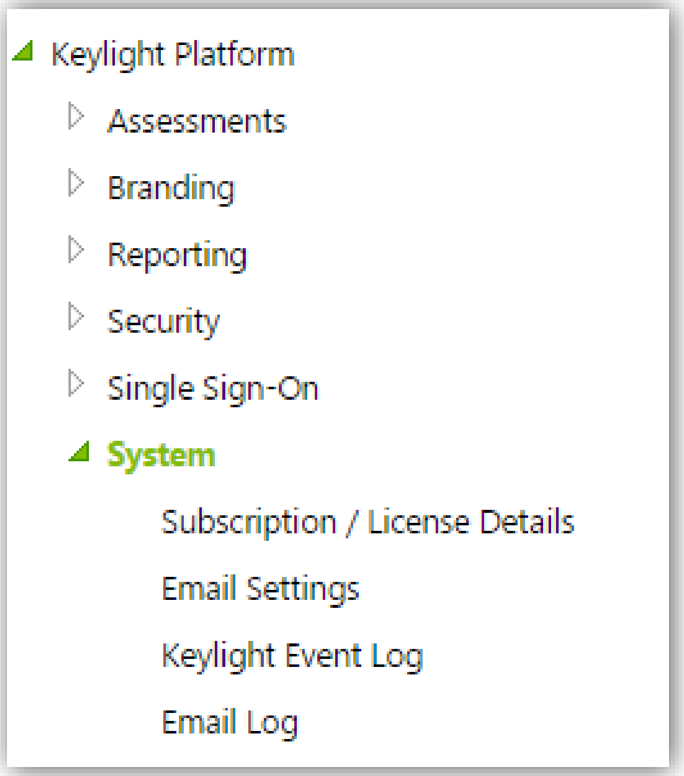
+ Add...

LABEL	CHART FILL COLOR	GRID TEXT COLOR
Critical		Critical
High		High
Medium		Medium
Low		Low
Informational		Informational

System

System menu options

- Subscription/License Details
- Email Settings
- Keylight Event Log
- Email Log



System menu options

Subscription / License Details

Details about the Keylight License

Subscription / License Details

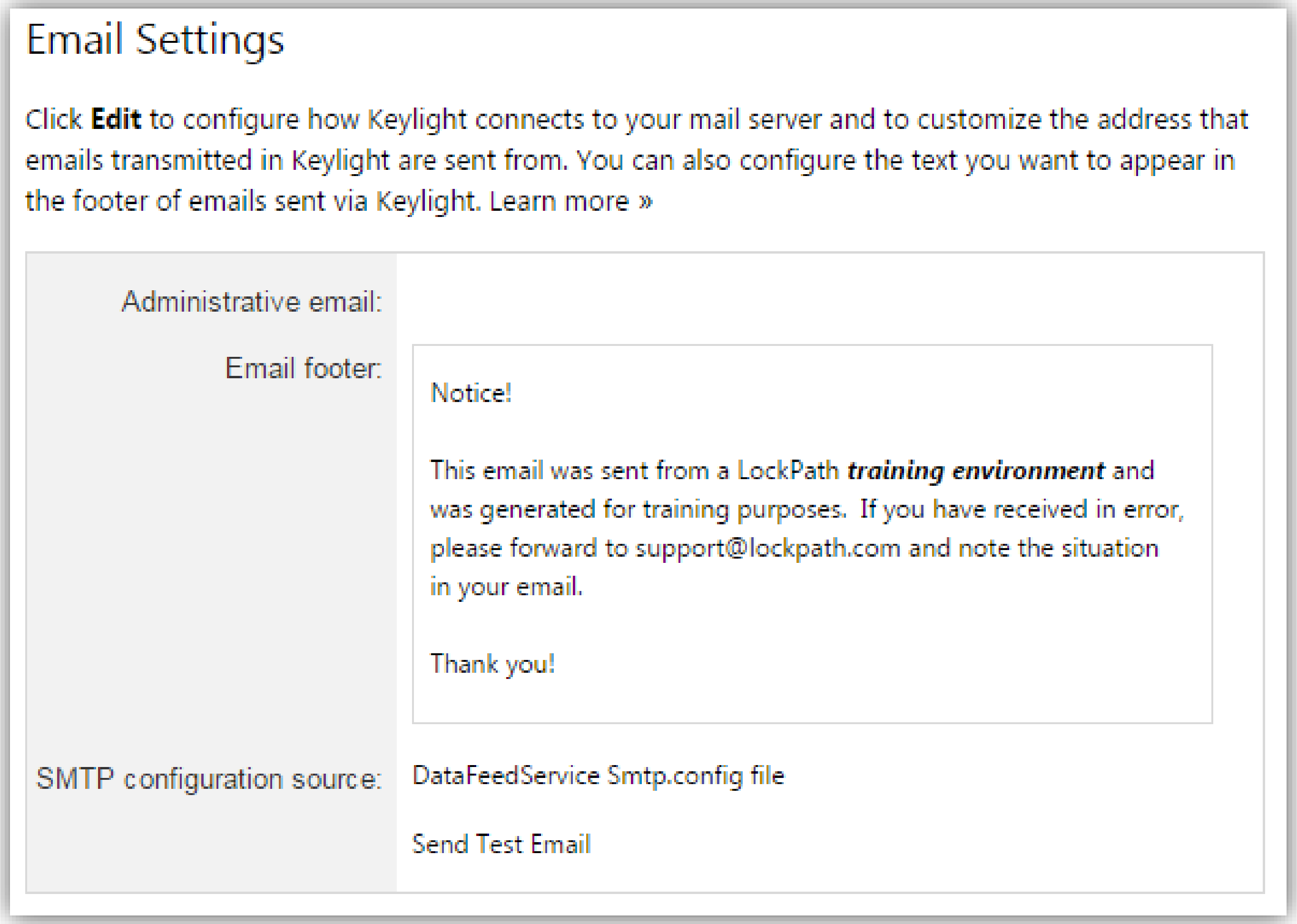
View the details about the Keylight license, such as the products installed, the expiration date, the number of users, and more. Learn more »

Domain:	training2.keylightgrc.com
Status:	Active
Activation date:	6/23/2014 12:00:00 AM
Expiration date:	6/23/2020 12:00:00 AM
Number of Ambassadors:	0
Number of full users:	10 / 41
Number of awareness users:	2 / 40
Number of vendor contacts:	10 / 40
Products:	Keylight Am, Keylight BCm, Keylight Cm, Keylight Im, Keylight Platform, Keylight Rm, Keylight Sm, Keylight Vm
Connectors:	Acunetix, BeyondTrust Retina, HP WebInspect, IBM Security AppScan Standard, McAfee Vulnerability Manager (Foundstone), NMap, Rapid7 Nexpose, Tenable - Nessus
Data feeds:	LDAP Directory Sync, NVD, Reminder

System menu options

Email settings

Configure Keylight notification settings for your email server



Email Settings

Click **Edit** to configure how Keylight connects to your mail server and to customize the address that emails transmitted in Keylight are sent from. You can also configure the text you want to appear in the footer of emails sent via Keylight. Learn more »

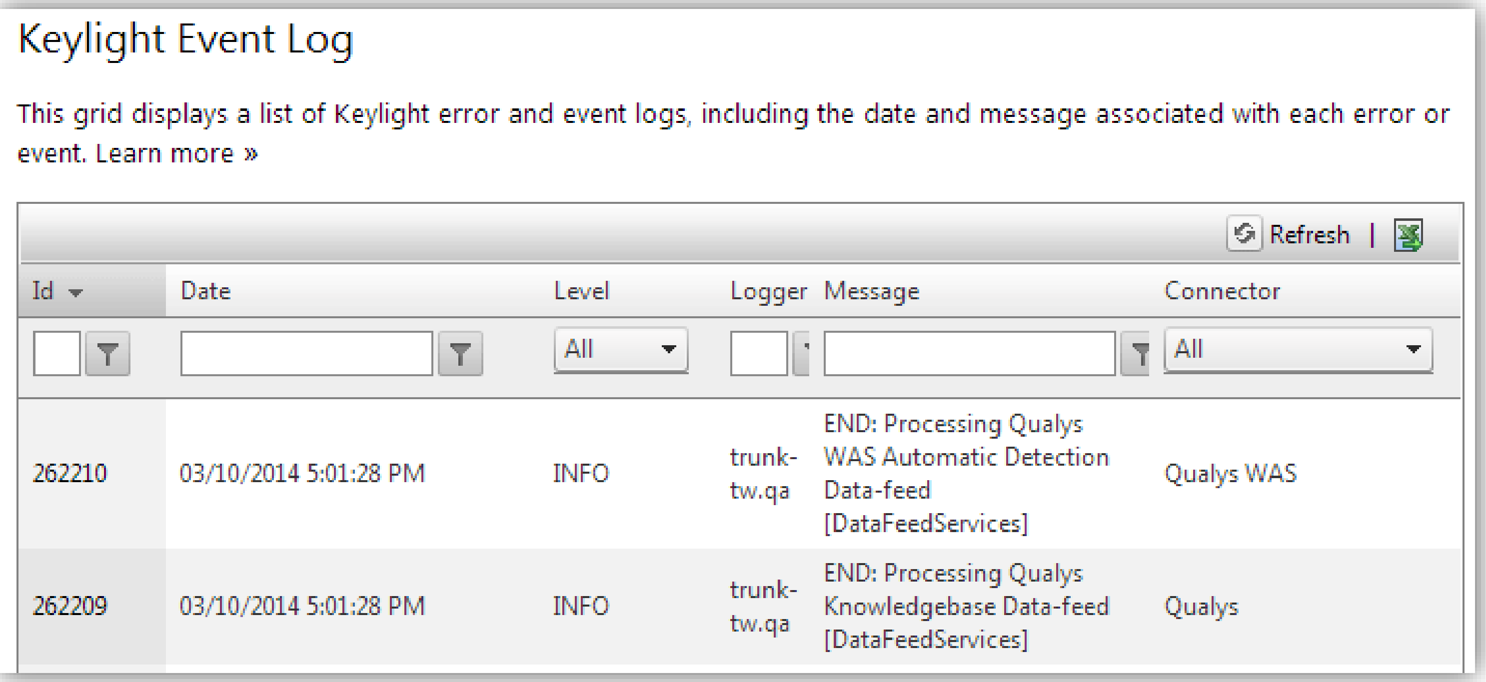
Administrative email:	
Email footer:	Notice! This email was sent from a LockPath ***training environment*** and was generated for training purposes. If you have received in error, please forward to support@lockpath.com and note the situation in your email. Thank you!
SMTP configuration source:	DataFeedService Smtp.config file Send Test Email

System menu options

Keylight event log

Displays error and events

Diagnose and fix many configuration issues



System menu options

Email log

Shows the email generated for workflow, assessment, awareness events, and others.

Email Log

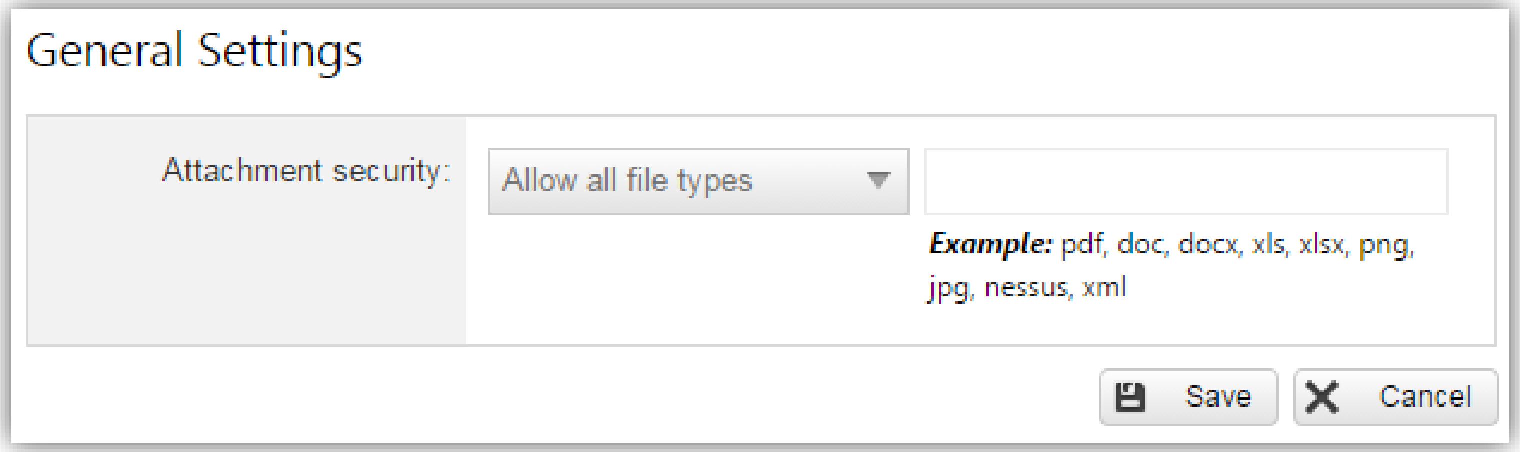
This grid displays a list of the emails that have been sent using the Keylight application. Emails appearing in the email log include those sent as part of workflow, assessments, awareness events, scan file imports, and emails sent to vendors. Learn more »

Refresh |

DATE	SUBJECT	BODY	SENT TO	SOURCE
09/01/2015 7:33:26 PM	Record Review Complete	This record has completed the review process	Admin, LP	Workflow Stage Notifications
09/01/2015 7:33:26 PM	Record Review Complete	This record has completed the review process	Welch, Jack	Workflow Stage Notifications
09/01/2015 7:33:26 PM	Record Review Complete	This record has completed the review process	One, User	Workflow Stage Notifications
09/01/2015 7:33:26 PM	Record Review Complete	This record has completed the review process	Two, User	Workflow Stage Notifications
09/01/2015 7:33:26 PM	Record Review Complete	This record has completed the review process	Three, User	Workflow Stage Notifications

General settings

Specify file types for attaching various files, for example documents, images, or others.



Keylight® Platform Fundamentals

User Management

Objectives

- Identify the security levels
- Manage users and groups
- Manage user authentication

Keywords

Term	Description
License Types	A classification of the user access determined by a Keylight license. This includes: Full user, Awareness user and Vendor Contacts
Security Configuration	Settings for password requirements and user sessions.

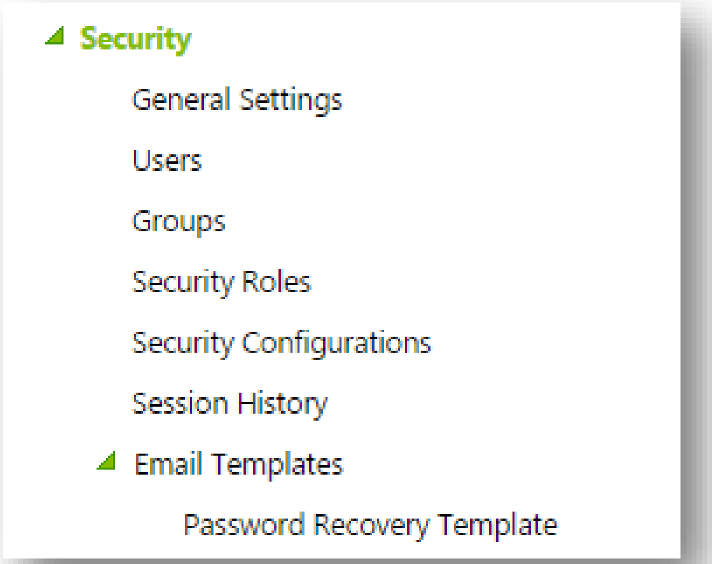
Keywords

Term	Description
Security Role	Container/grouping of permissions that are assigned to a user or group
User	An individual who uses the Keylight platform and applications.
Group	A number of users who share the same privileges.
Security Role Permission Type	The level of access given to a user or group through the Security Role. • Administrative access • General access

User Security

User security

Manages user permissions to platform components and access to records.



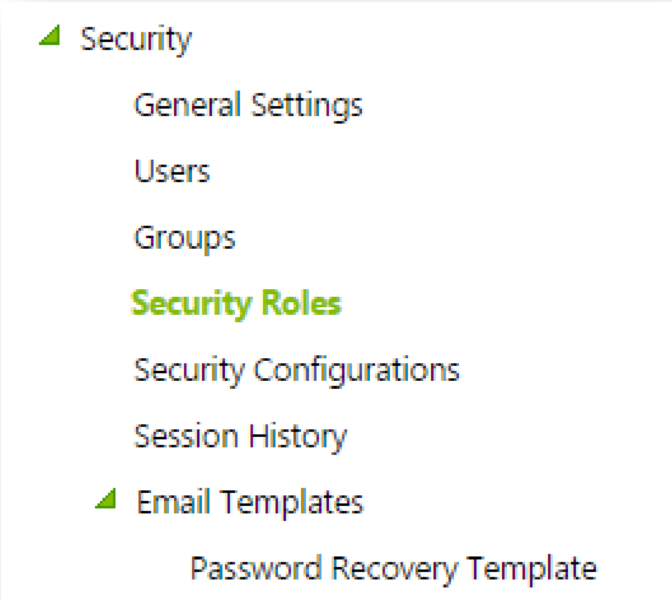
Security Levels

Level	Type	Access Level
1	Security Role	To applications and platform components
2	Workflow Stage	To records at each stage
3	Table Fields	To record fields within a table

Security Levels

Level 1: Security Roles

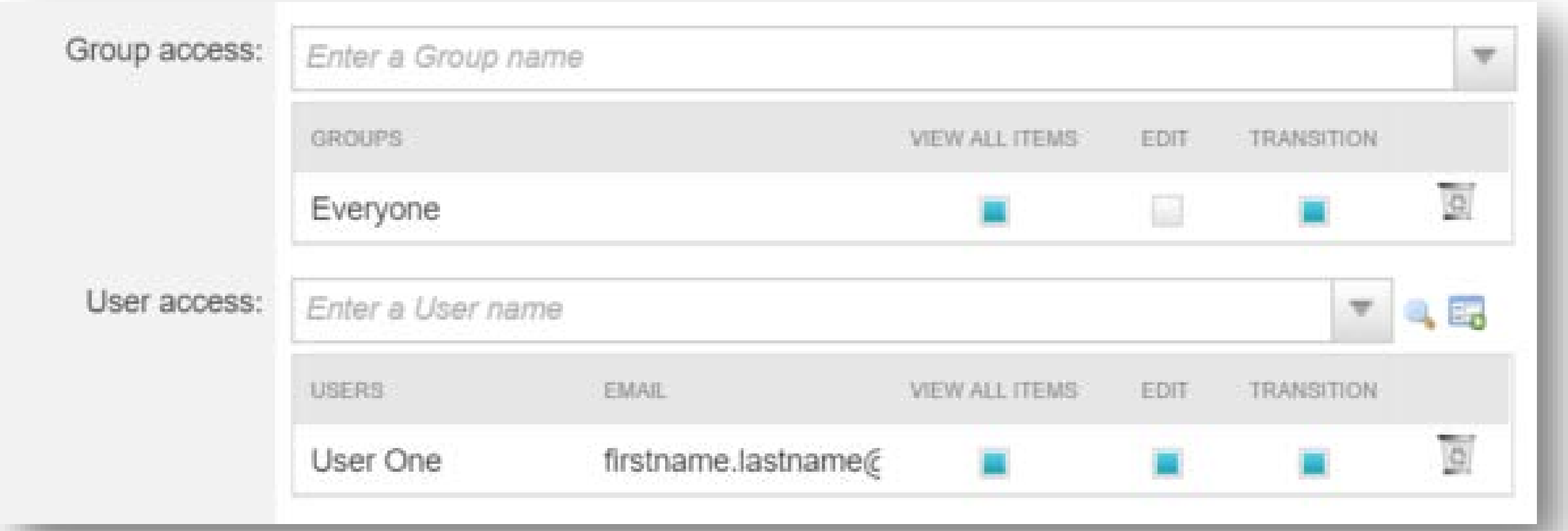
Permissions that users and groups are granted for platform elements



Security Levels

Level 2: Workflow Stage

Workflow permissions supersede security role

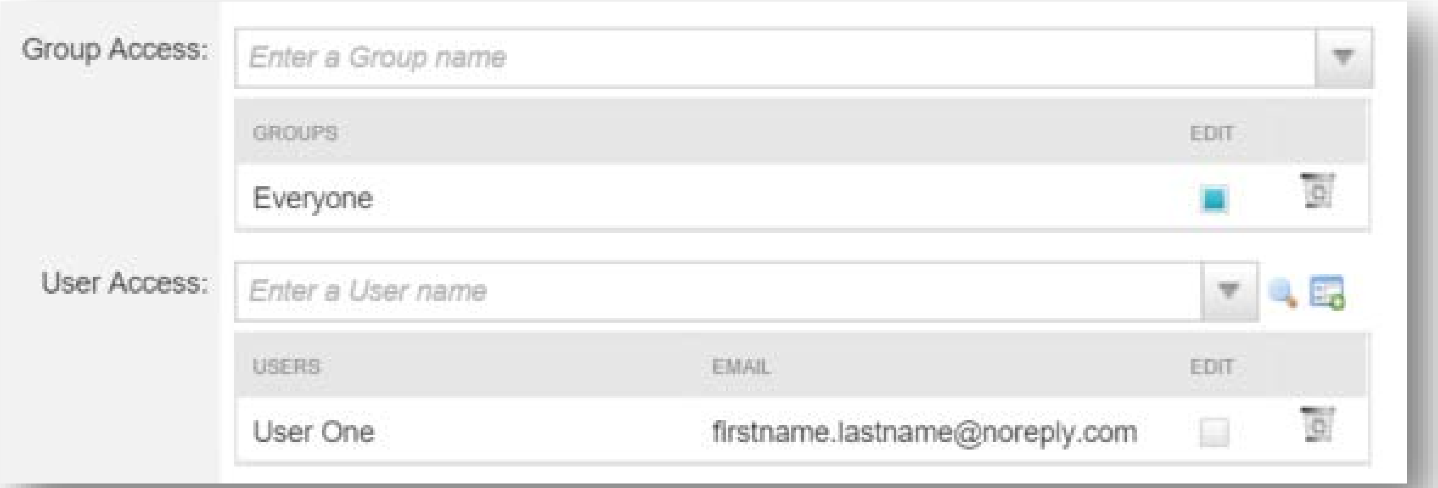


Security Levels

Level 3: Table Fields

Configure to allow specific users and groups access to the field

Defaults to “everyone” with “edit” permissions



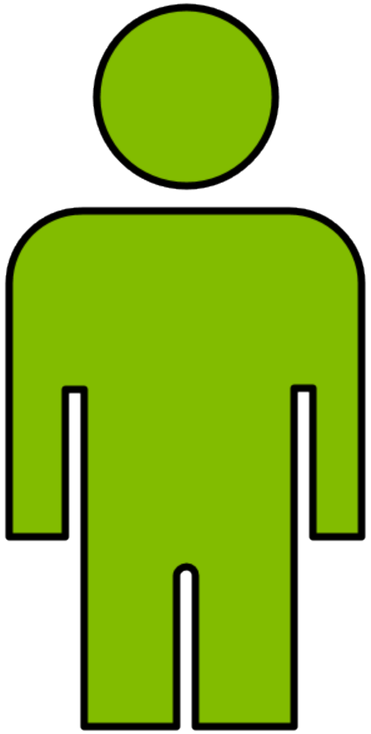
**A user must have permission to the table and/or permission to the workflow stage where the record resides.*

Creating groups and users

Assign users to groups, and groups to security roles

Security Roles

Groups

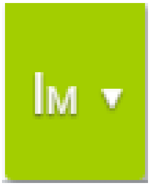


Users

Groups

Create groups to assign permissions and for reporting

Groups



Incident reporter (security *role*)

IT *Group*

CISO – Tom H. *user*

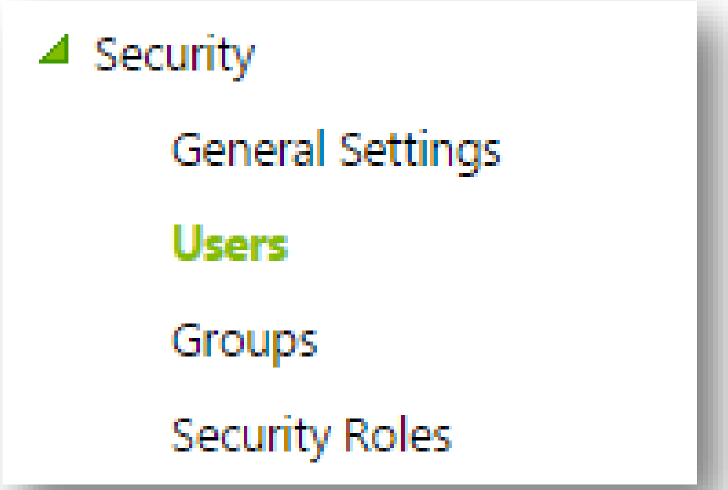
CISSP – Karen B. *user*

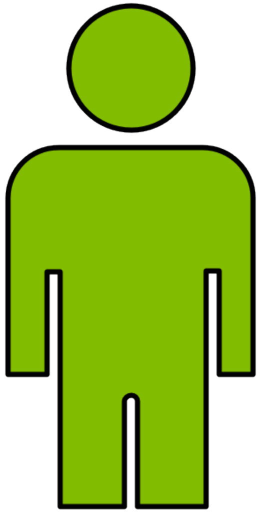
Engineer – Mary S. *user*

Users

Users are identified as either:

- Full user
- Awareness user





Users

New User Creation

First name:	
Middle name:	
Last name:	
Title:	
Email:	
Home Phone:	
Work Phone:	
Mobile Phone:	
Fax:	
Account Type:	○ Full User ● Awareness User
Authentication Type:	● Keylight ○ LDAP ○ SAML
Username:	
Password:	
Confirm password:	
Status:	● Active ○ Inactive ○ Locked
Security configuration:	System User

Keylight Security Roles

Select the security role(s) you want to assign to the user. Each security role determines the permissions the user is granted in Keylight. At least one security role must be assigned to the user.

	NAME	DESCRIPTION
☐	Administration	
☐	Default Awareness User	
☐	Risk Managers	

Groups

Select the group(s) to which you want to add the user.

	NAME	MEMBERS
☐	Anonymous Incident Analysts	17
☐	Business Continuity Plan Approvers	17
☐	Business Continuity Plan Authors	17
☐	Compliance Document Approvers	17
☐	Compliance Document Authors	17
☐	Exception Analysts	17

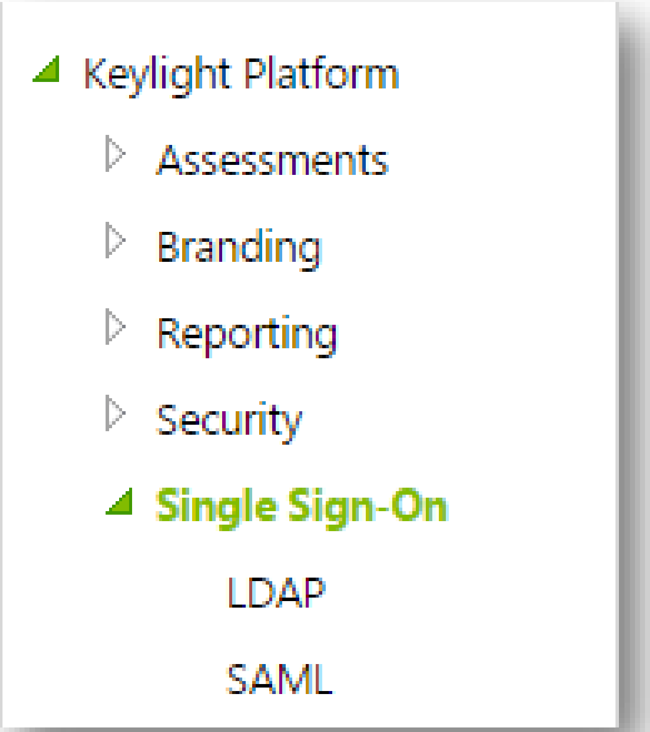
Authentication Management

Single Sign On (SSO) options

Manage user accounts using LDAP or SAML 2.0 to authenticate users

LDAP - Lightweight Directory Access Protocol

SAML - Security Assertion Markup Language



Keylight® Platform Fundamentals

Table Management

Objectives

- Learn about DCF - Dynamic Content Framework
- Identify table types and purpose
- Define field types
- Manage form layouts
- Setup conditional rules

Keywords

Term	Description
Field	A data element in a database table.
Form tab	Presentation of fields on a record's tab for logical layout of fields for user entry and context.
Record	A related set of fields residing on a parent table
Table	Contains forms and fields for creating new records, a central grouping of user-defined and related information.
Table types	Content table, Lookup table, Analytics table

Table Basics

Dynamic Content Framework

- Create custom tables
- Create custom fields
- Modify large volumes of records
- Drag & drop report creation
- Create data linkages

Tables

Tables are unique to each application and are created through the application setup.

Each table must have:

- Unique alias name
- Table Type
- Permissions set by **security role**

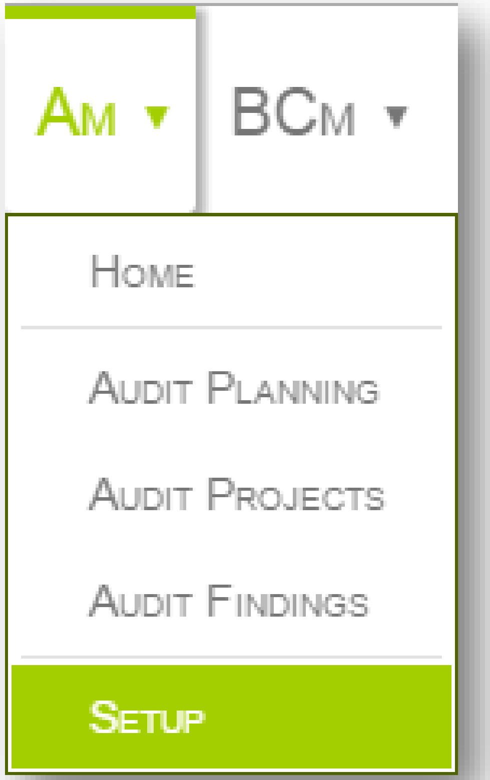


Table types

Standard table types include: content and system lookup.

Type	Description
Content	Captures the actual data based on field types.
System Lookup	Contains a list of values for populating other tables in the same application or in other applications.
Analytics	Add historical context to your data: -Monitor Key Performance Indicators (KPIs) -Evaluate Key Risk Indicators (KRIs) -Determine benchmarks and monitor trends -Aggregate risk data -Track productivity and performance

Table properties

Tab	Description
General	Identifies the table by unique name and table type.
Permissions	Security roles to which this table is assigned.
Fields	Available fields in the table.
Form Layout	Entry layout as horizontal or vertical and as a single or two-column layout.
Rules	Rules for displaying fields based on defined conditions.
Workflow	Assigned workflows for this table.

Table permissions

Determines access based on the defined security roles.

Risks

General | **Permissions** | Fields | Form Layout | Rules | Workflows

This section displays the permissions that are assigned to the various Keylight Security Roles for this table. Edit the table to modify the permissions.

	GENERAL ACCESS						ADMINISTRATIVE ACCESS			
SECURITY ROLE	CREATE	READ	UPDATE	DELETE	PRINT/EXPORT	IMPORT/BULK	CREATE	READ	UPDATE	DELETE
Administration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Default Awareness User										
Risk Manager	✓	✓	✓	✓	✓	✓		✓		
Risk User		✓	✓		✓					

Table permissions

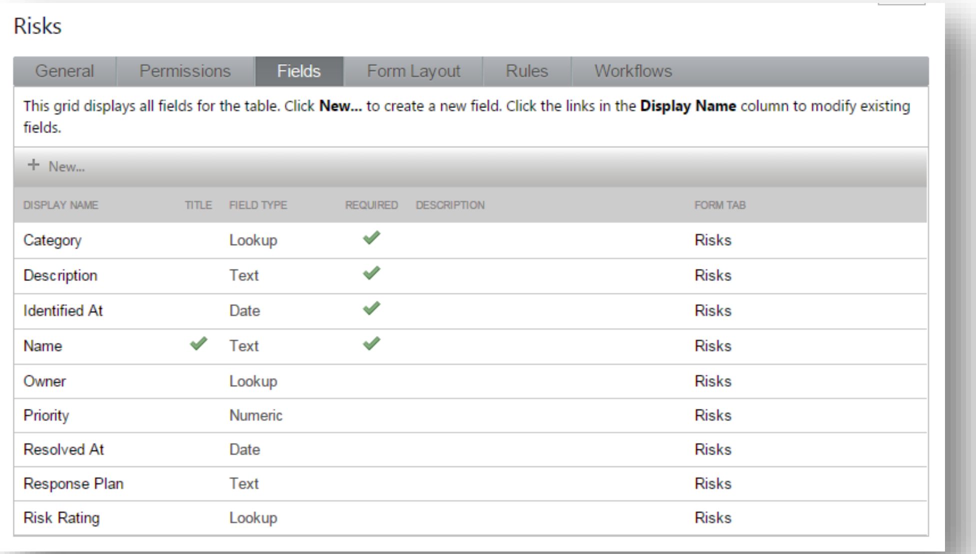
Determines user access to the tables, records and reports.

General Access						Administrative Access			
Create	**Read**	**Update**	**Delete**	**Print/Export**	**Import/Bulk**	**Create**	**Read**	**Update**	**Delete**
Ability to create records and reports Ability to create templates for uploading data contained within an .xls or .csv file and importing it into this table	Ability to view records and reports	Ability to edit records and reports Ability to edit templates for uploading data contained within an .xls or .csv file and importing it into this table	Ability to delete records and reports Ability to delete a set of records in bulk in this table	Ability to export reports	Ability to upload data contained within an .xls or .csv file and import it into this table Ability to edit, delete, and move a set of records in bulk in this table	Ability to create fields, form tabs, and workflow for the table	Ability to view the table	Ability to edit fields, form tabs, and workflow for the table	Ability to delete fields, form tabs, and workflow from the table

*Full descriptions of these permissions can be found through Keylight Help, Search *Security Role*.

Table fields

Create fields to collect data into the table



Risks

General | Permissions | Fields | Form Layout | Rules | Workflows

This grid displays all fields for the table. Click **New...** to create a new field. Click the links in the **Display Name** column to modify existing fields.

+ New...

DISPLAY NAME	TITLE	FIELD TYPE	REQUIRED	DESCRIPTION	FORM TAB
Category		Lookup	✓		Risks
Description		Text	✓		Risks
Identified At		Date	✓		Risks
Name	✓	Text	✓		Risks
Owner		Lookup			Risks
Priority		Numeric			Risks
Resolved At		Date			Risks
Response Plan		Text			Risks
Risk Rating		Lookup			Risks

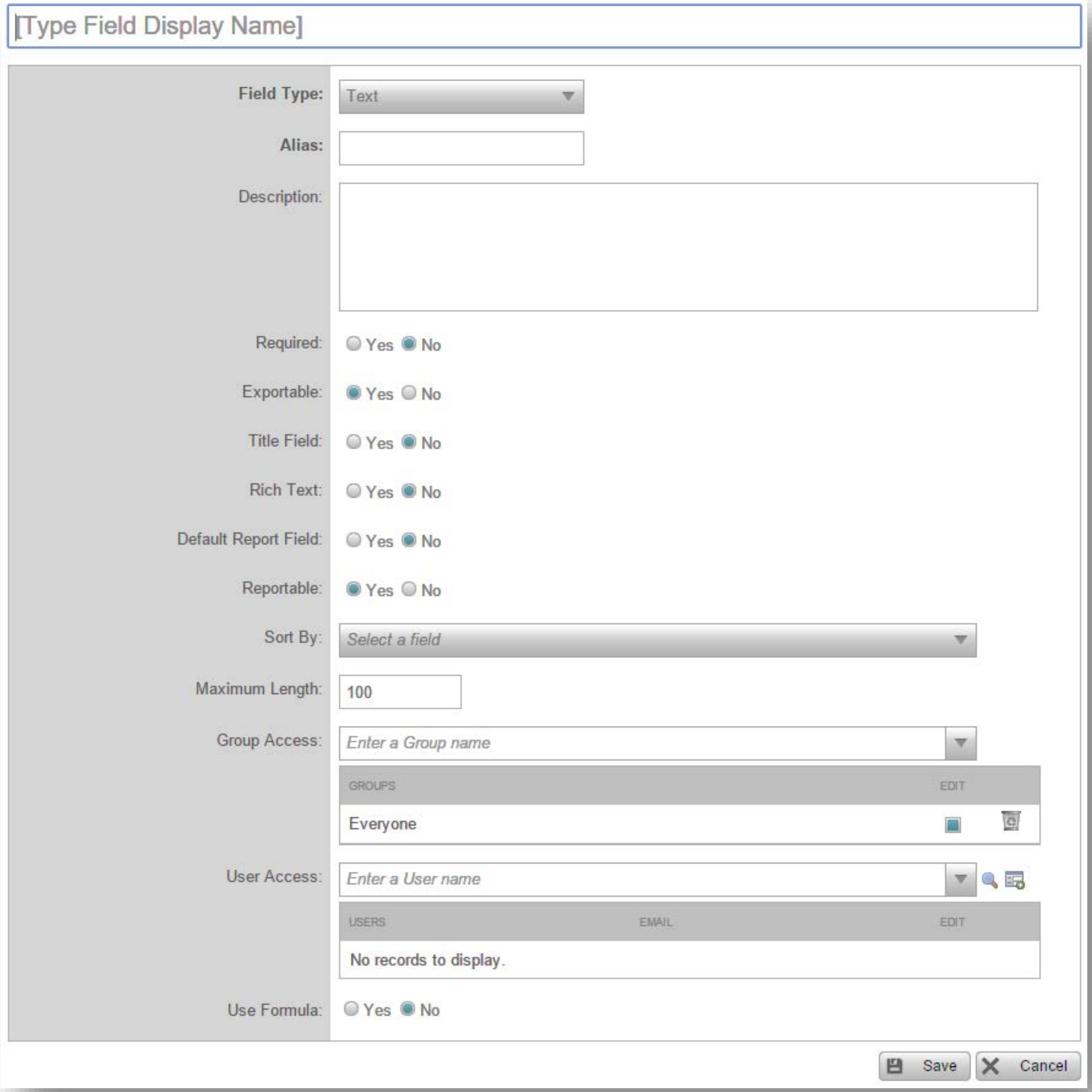


Table fields

Field types

Determines the type of information to be entered for this field

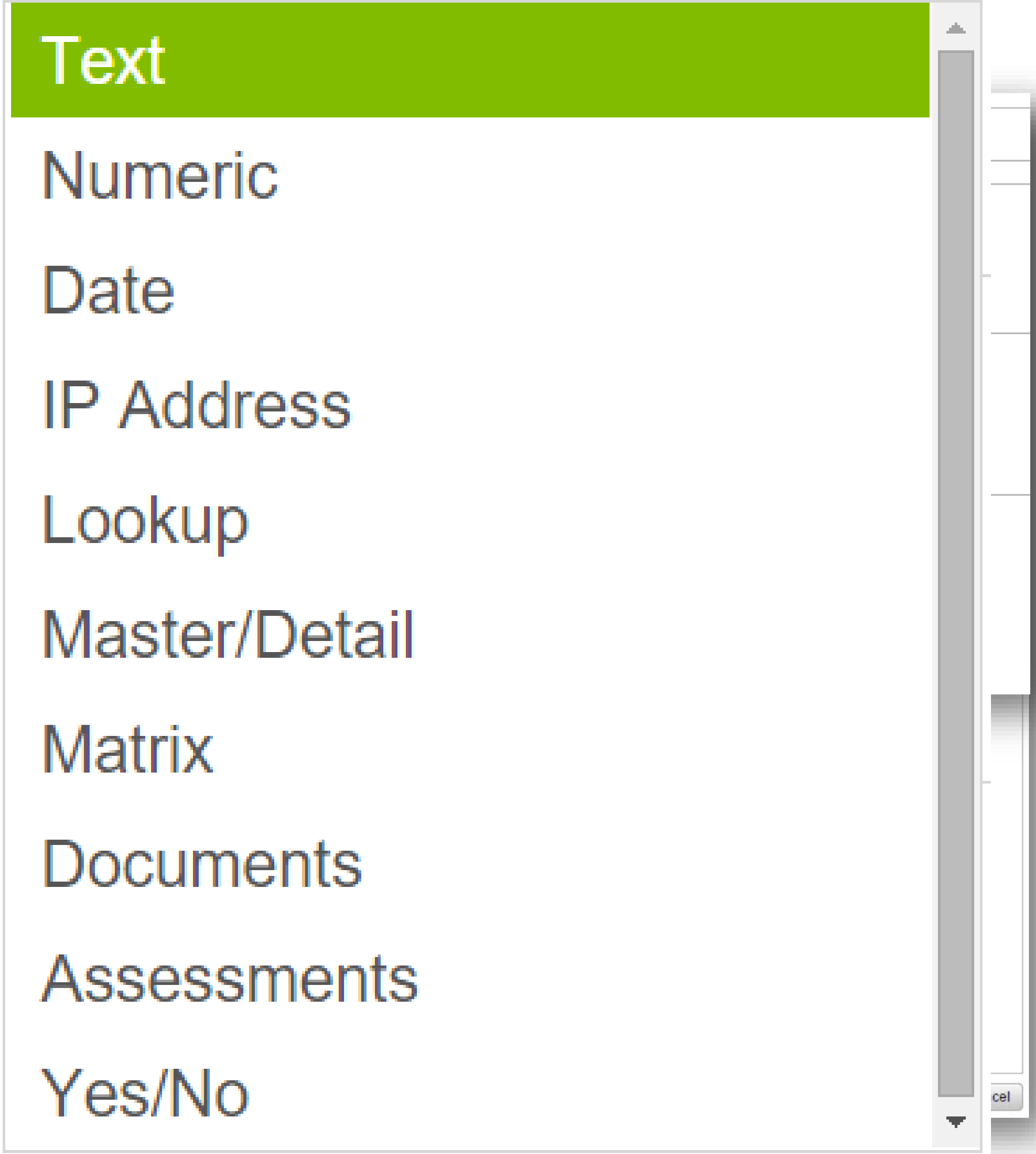
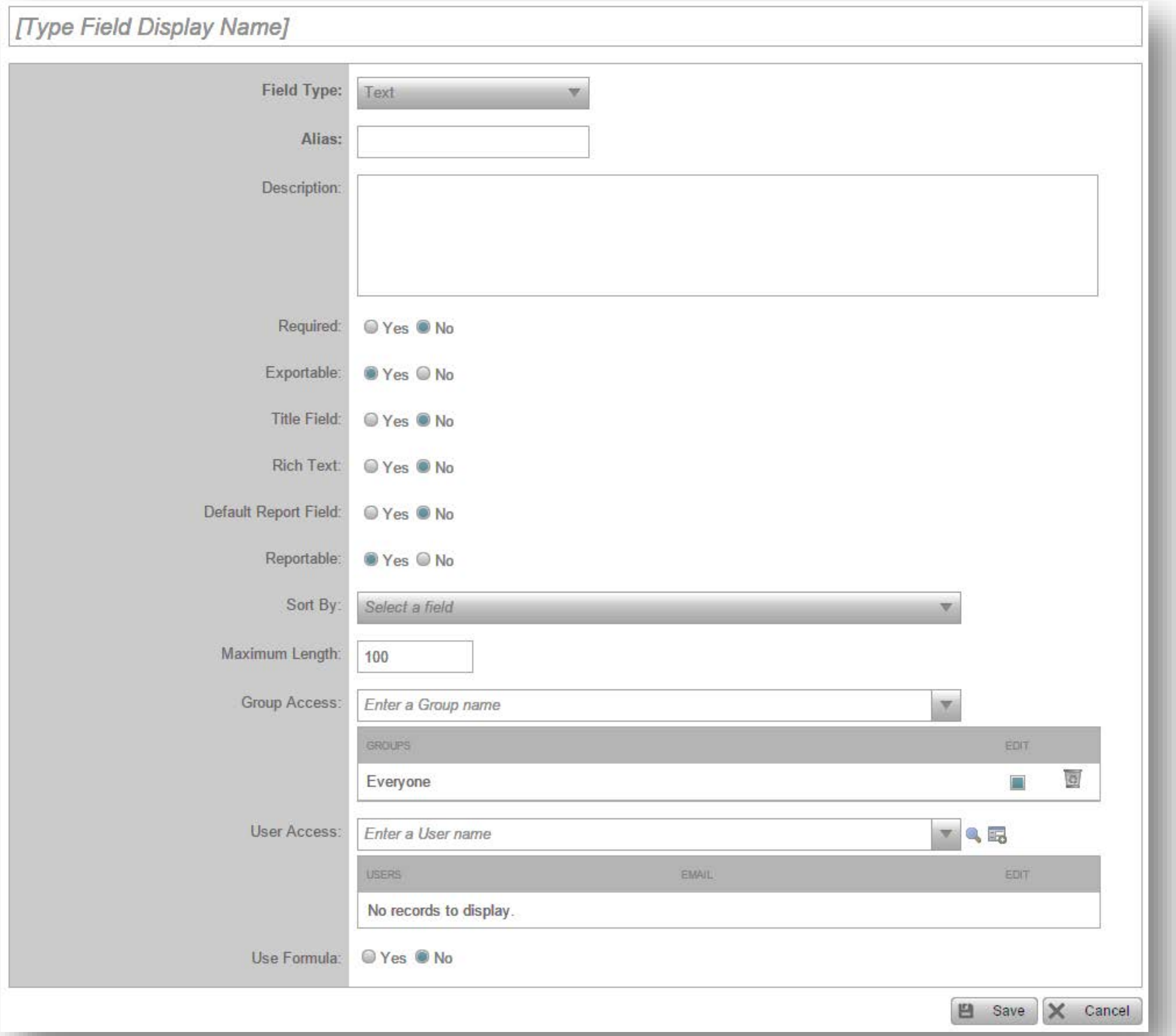


Table fields

Field properties

- Required
- Exportable
- Title Field
- Default Report Field
- Reportable



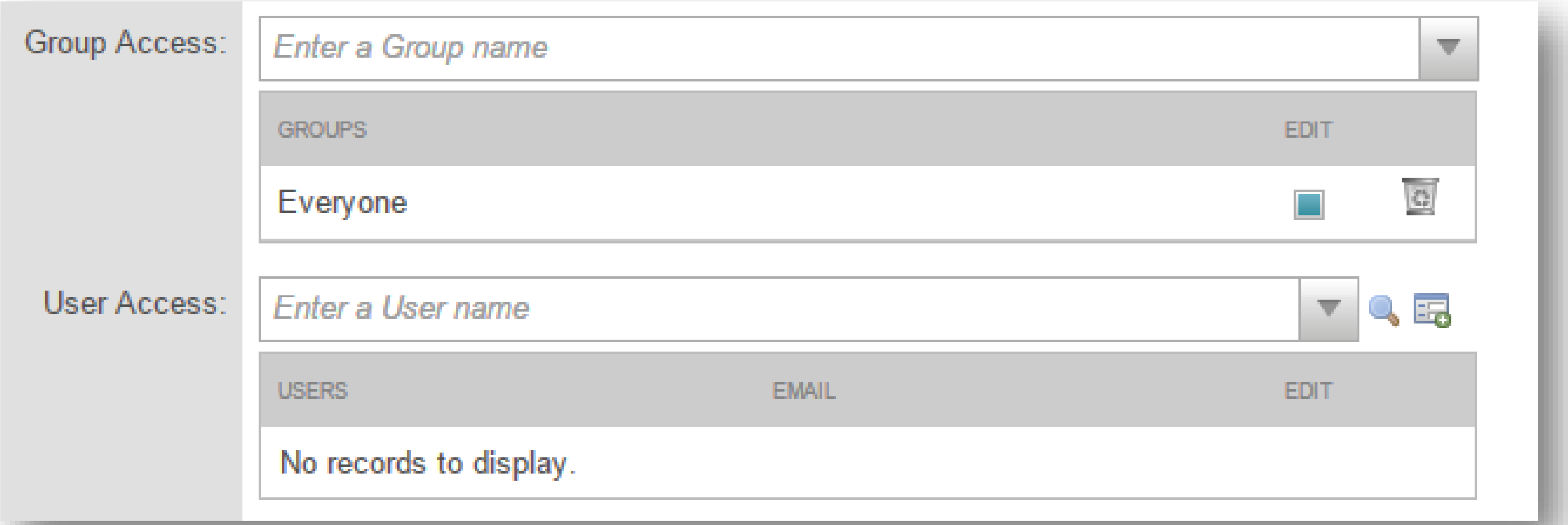
*Field properties displayed here for **Text** field type.*

Table fields

Field-level permissions

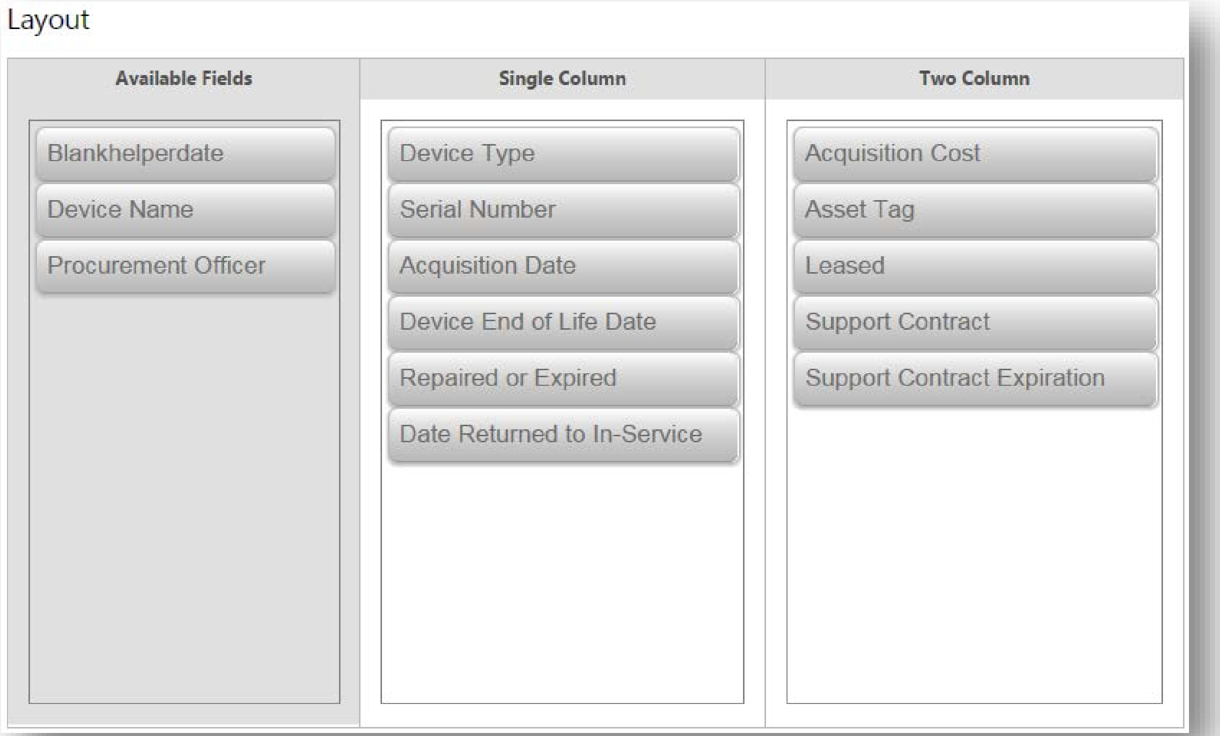
By default, set to Group Access “Everyone”

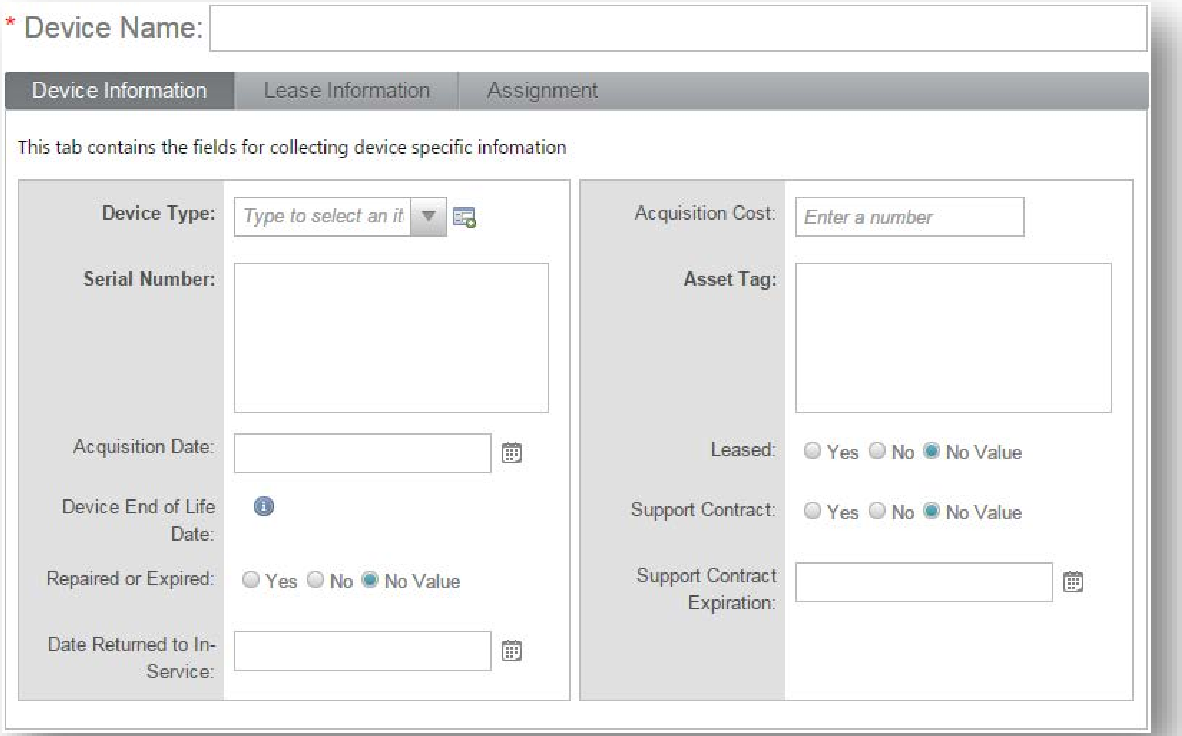
Can be configured to allow only specific users or groups



Form layout

Drag-and-drop available fields onto the layout





Form layout

Field Type
Display Properties

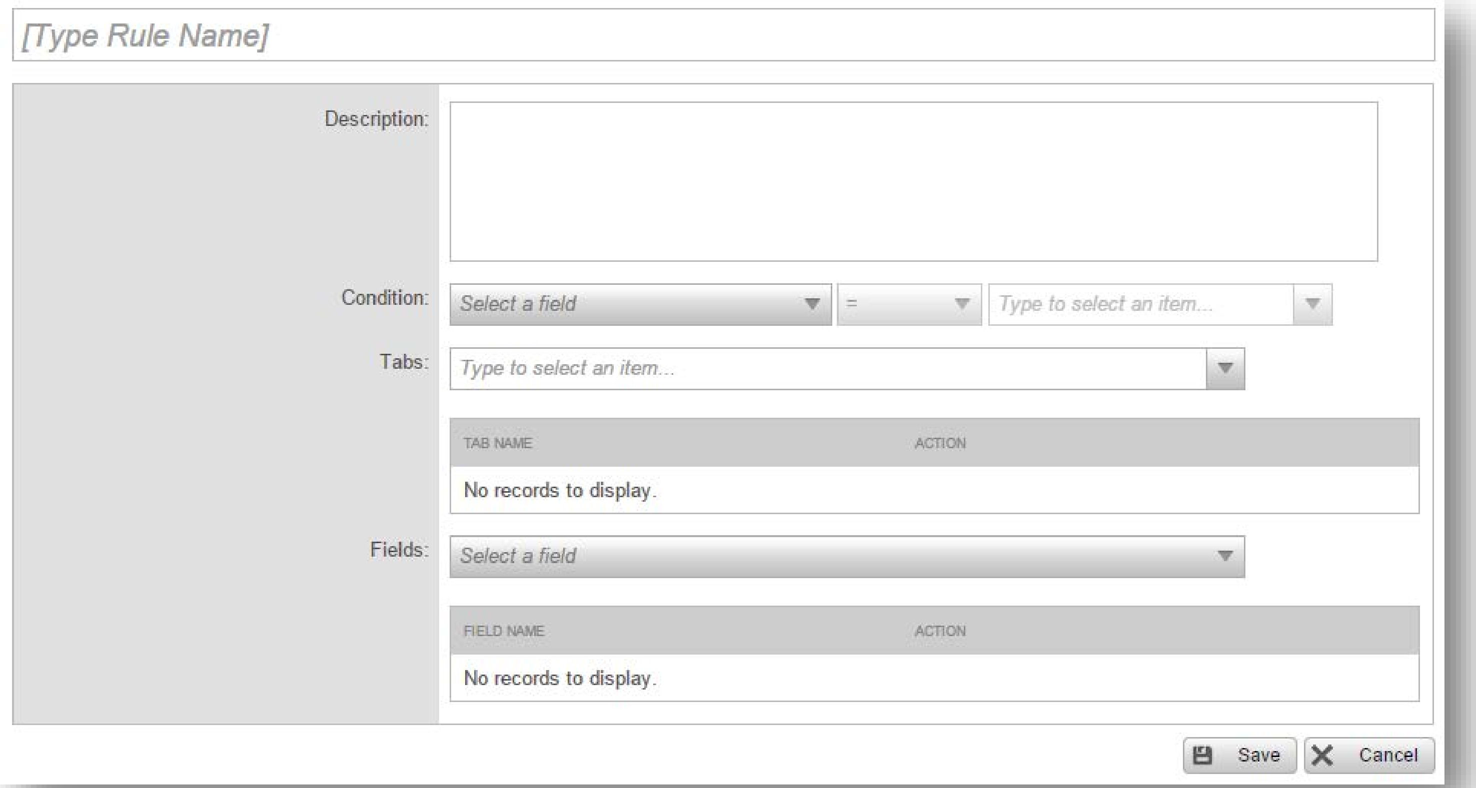
Fields are displayed in different sizes based on certain variables.

Field Type	Small Field Type	Large Field Type
Text (< 500 Chars)	●	
Text (> 500 Chars)		●
Numeric	●	
Date	●	
IP Address	●	
Lookup (1-to-1) with 0 or 1 display column	●	
Lookup (1-to-1) with > 1 display column		●
Lookup (1-to-Many)		●
Master/Detail		●
Matrix		●
Documents		●
Assessments		●
Yes/No	●	

Small Field Types vs. Large Field Types Classifications

Rules

Apply conditional rules to fields and tabs to dynamically hide or require information



Keylight® Platform Fundamentals

Record Import

Objectives

- Understand the import process
- Understand user import permissions
- Run the import process

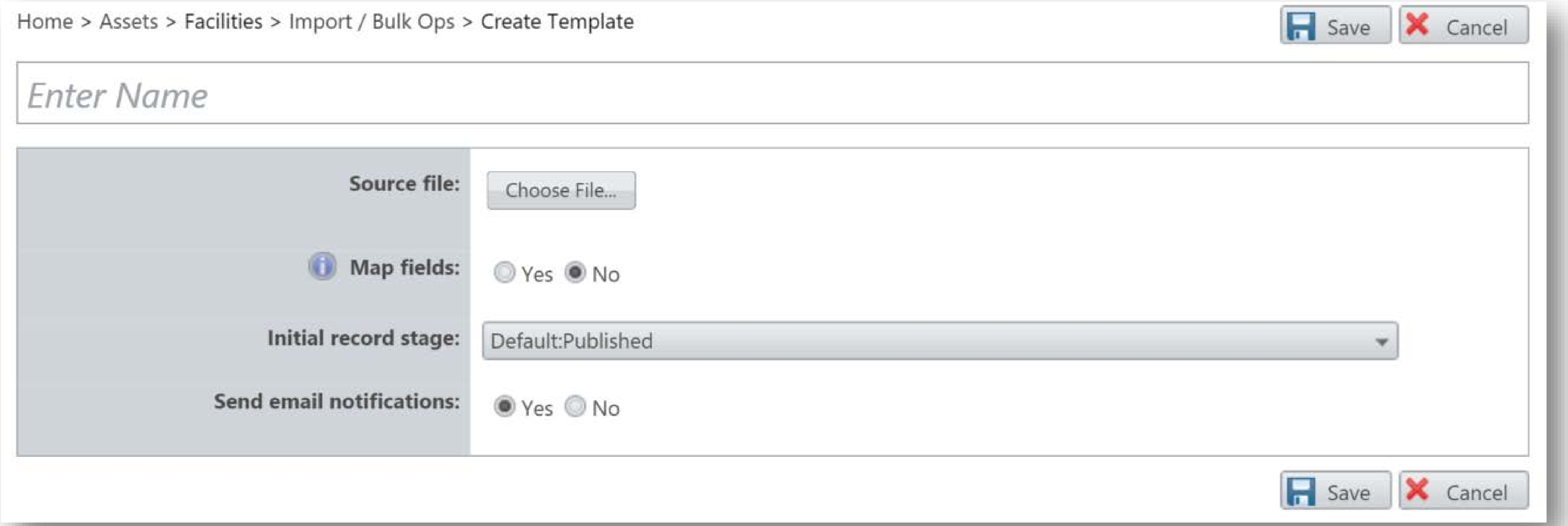
Keywords

Term	Description
Target table	The table where the import is created.
Field mappings	Correlation of source field to target field.
Source field	The columns in the import file eligible for mapping to the fields in the target table.
Target field	The list of fields in the table that to which you can map the source fields.

Record Import Basics

Import/Bulk Ops

Import data from an .xls, .xlsx, or .csv file into a table



Required permissions for importing

Permissions

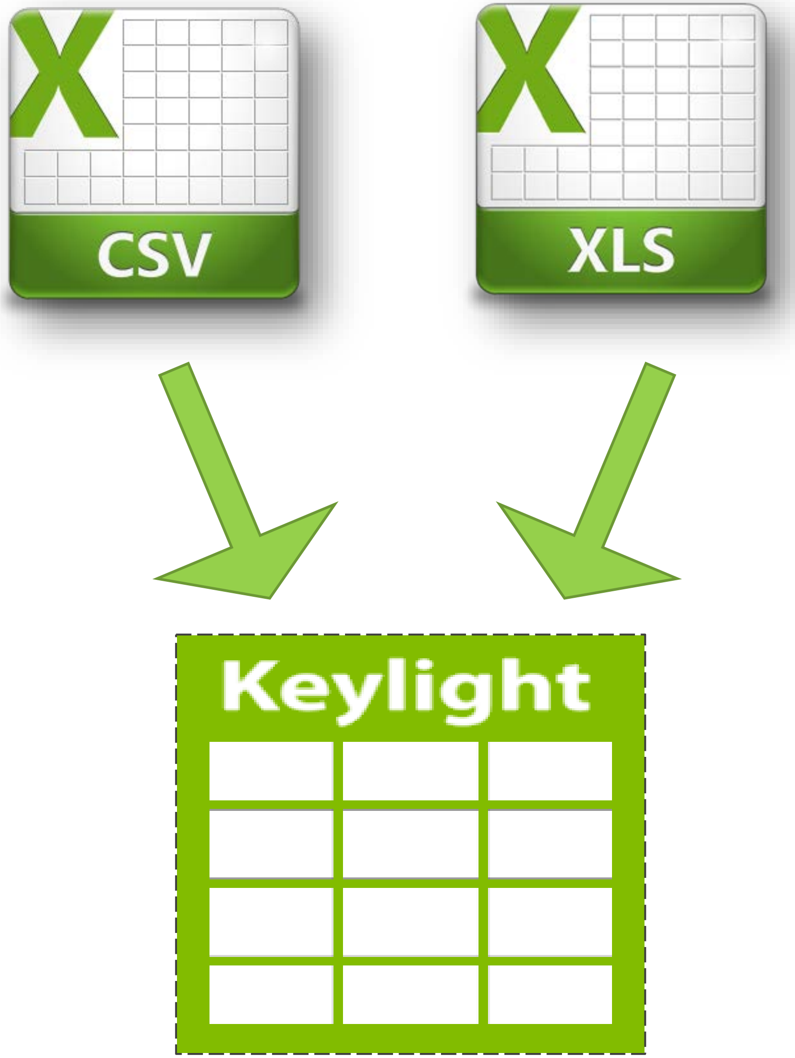
Show: All Components

	General Access						Administrative Access			
Component	Create	Read	Update	Delete	Print/Export	Import/Bulk	Create	Read	Update	Delete
Devices	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Equipment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Exception Requests	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Exceptions							✓	✓	✓	✓
Facilities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Finding Remediation Stati	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Finding Stati	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Functional Roles	✓	✓	✓	✓	✓		✓	✓	✓	✓

Importing Records

Use Case

- Import existing content into the Keylight platform
- Consolidate data from other sources
- Streamline reporting and record maintenance



Record Import Process

Target table
- Add the Import template

Field mapping
- Map source fields to target fields

Data import
- Import data via system

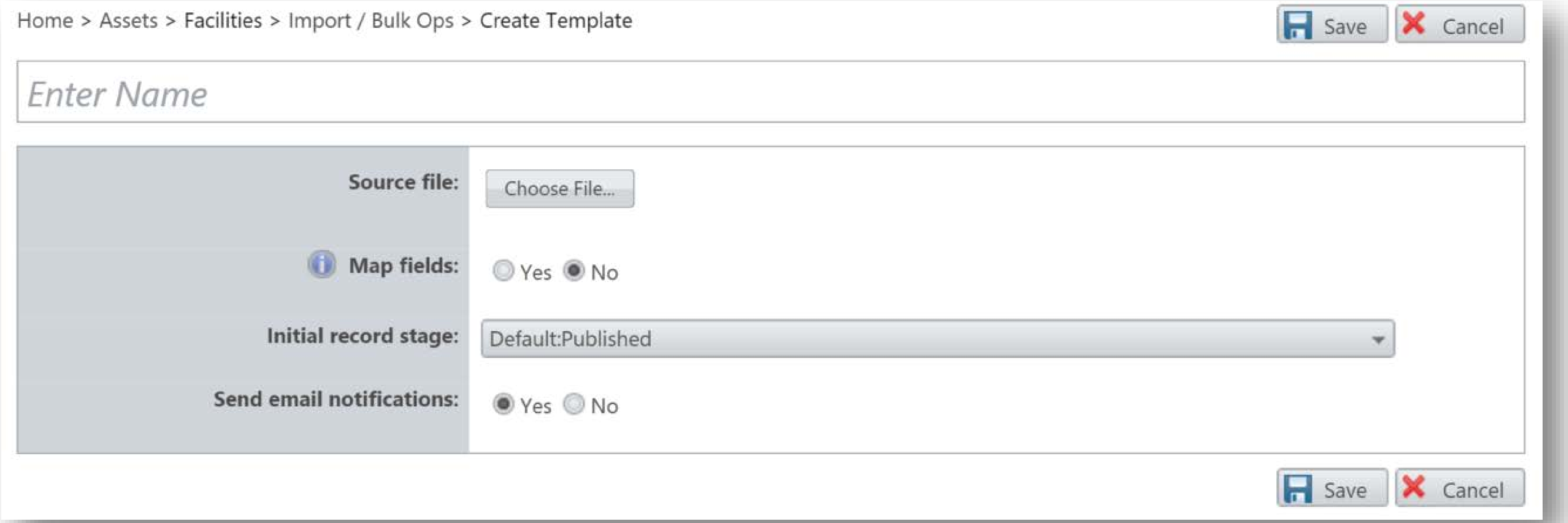
Queue
- Review results

Target table

- **Create an Import template**

Step 1

Create an import template for the target table

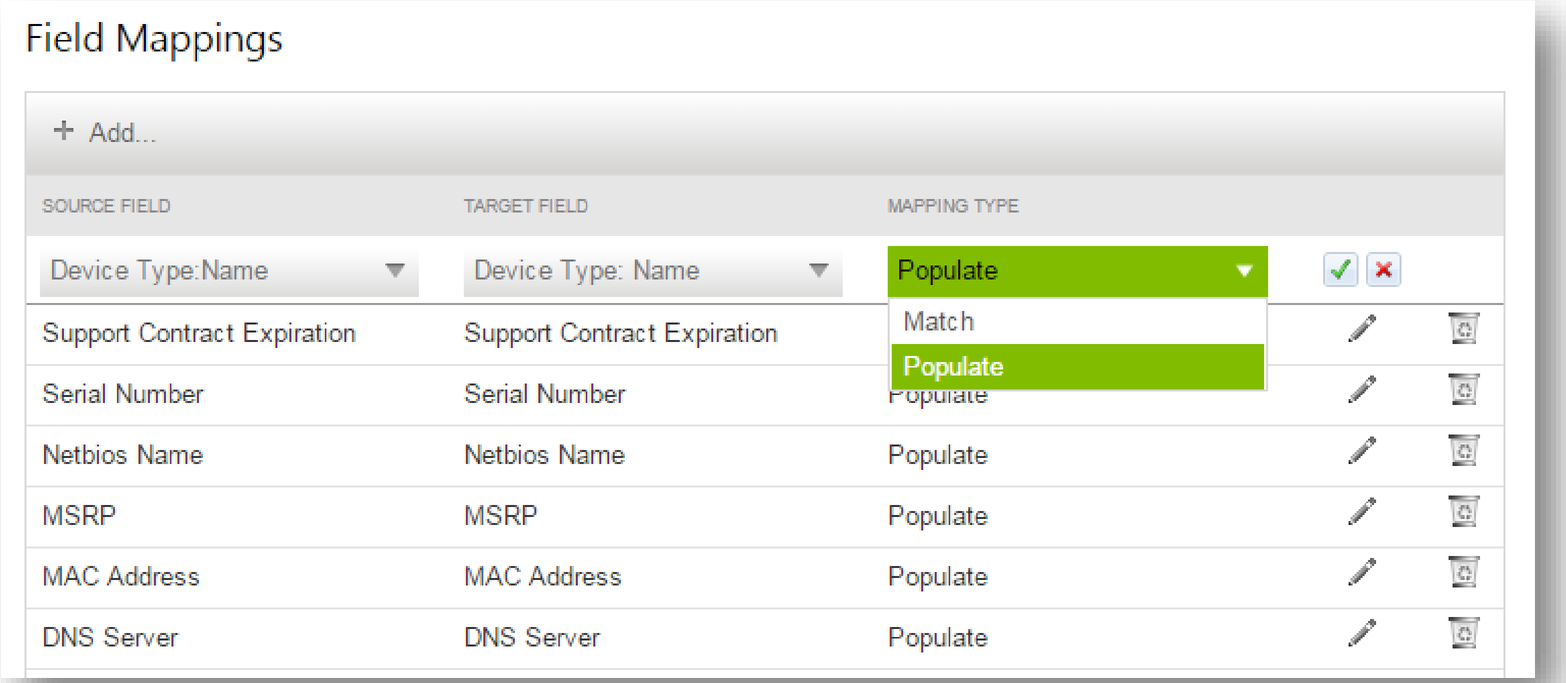


Field mapping

- **Map source fields to target fields**

Step 2

Determine what to do with the data (match, populate, or both)



Field mapping

- Map source fields to target fields

Match vs. Populate

On a *Match*, data already existing within the table is compared.
If no match is found, a new record gets created.

Populate creates a **new record** for each row of data in the spreadsheet.

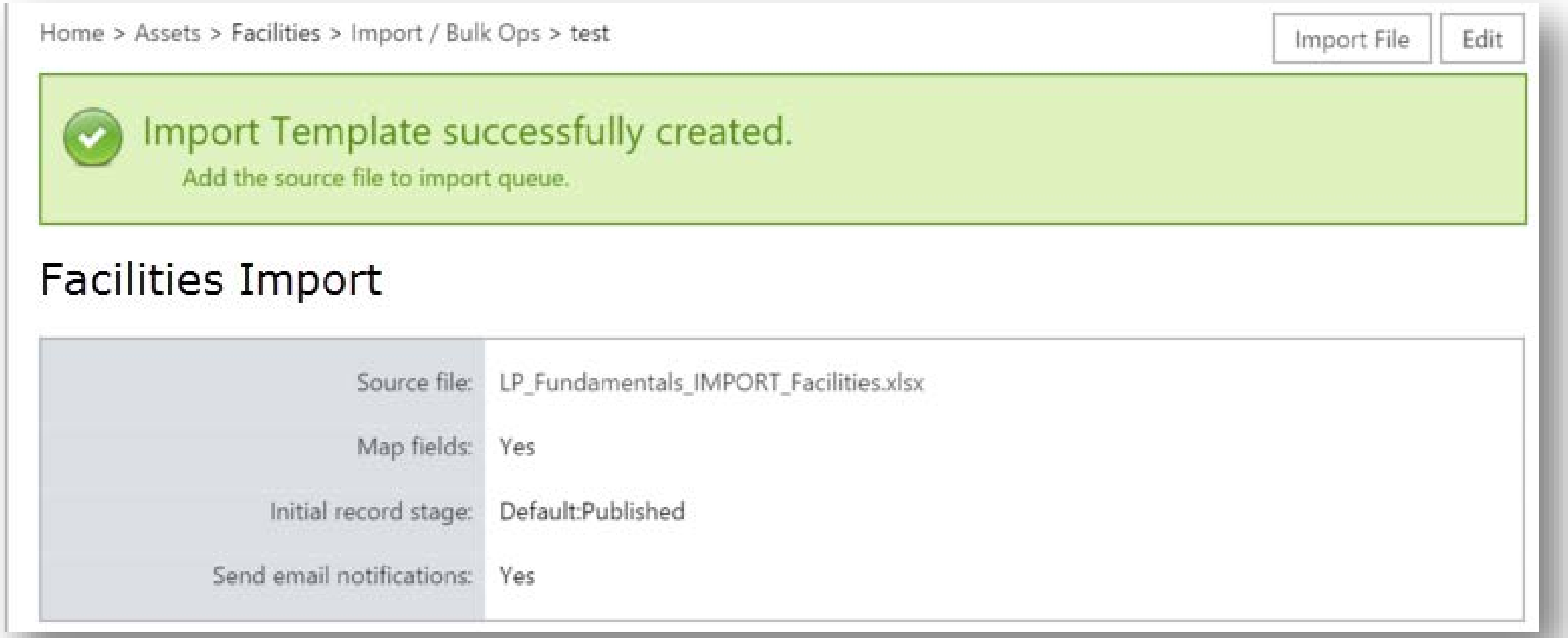
Name	Address	City	State	Postal Code
LockPath Northwest Office	125 Main Street	Kansas City	MO	64720
LockPath Northeast Office	455 Central Street	Parkville	MO	64731
LockPath North Office	1778 Antioch	Gladstone	MO	64731
LockPath East Office	13367 Strang Line	Olathe	KS	66210
LockPath Corporate HQ	11880 College Blvd.	Overland Park	KS	66210
LockPath Southwest Office	12257 Park Street	Garnder	KS	66212
LockPath West Office	14456 Lackman Rd.	Lenexa	KS	66212
LockPath East Office	13367 Strang Line	Olathe	KS	66210
LockPath South Office	12279 Arlington	Kansas City	KS	66220
LockPath Southeast Office	1336 Lamont	Lawrence	KS	66221
LockPath Corporate HQ	11880 College Blvd.	Overland Park	KS	66210

Data import

- **Import data via system**

Step 3

Queue the data import



Queue

- **Review results**

Step 4

Send notification when import is completed

Review the import history for queued and processed import status

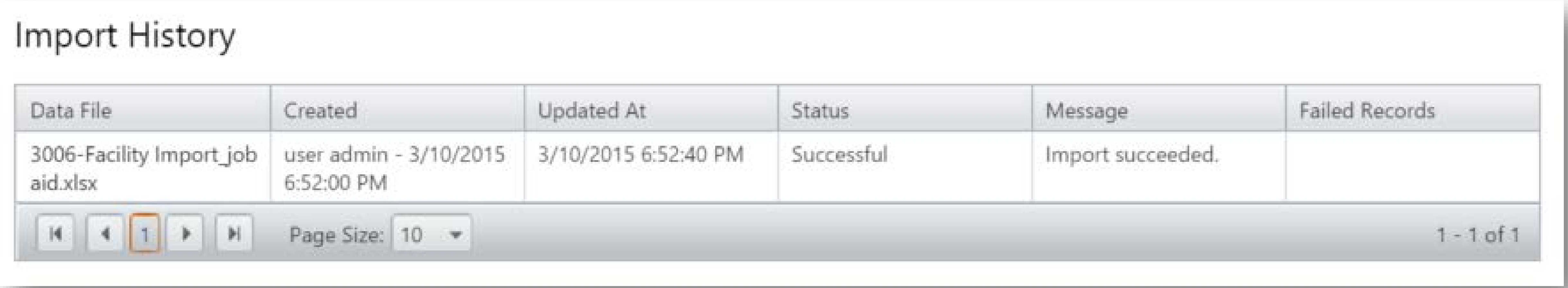
From: keylightalerts-noreply@lockpath.com Sent: Thu 11/13/2014 12:17 PM
To:
Cc:
Subject: Facilities: Import succeeded.

View Template: Facilities Import Q3

Notice!

This email was sent from a LockPath ***training environment*** and was generated for training purposes. If you have received in error, please forward to support@lockpath.com and note the situation in your email.

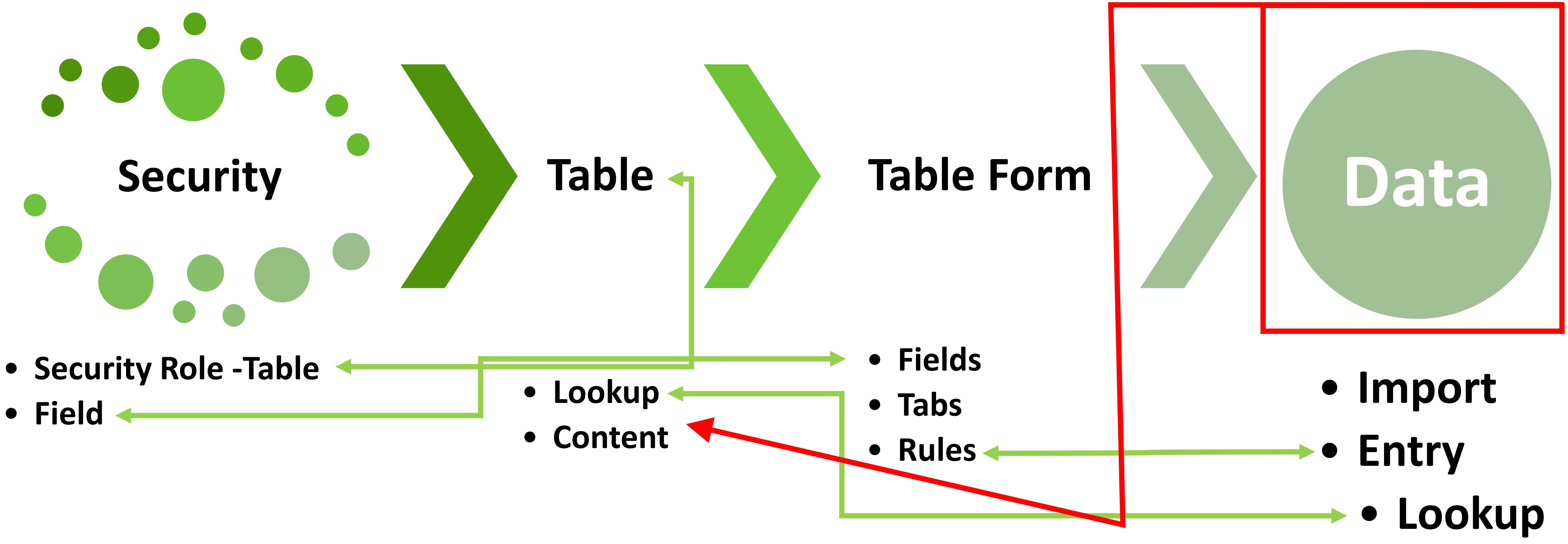
Thank you!



Import History

Data File	Created	Updated At	Status	Message	Failed Records
3006-Facility Import_job aid.xlsx	user admin - 3/10/2015 6:52:00 PM	3/10/2015 6:52:40 PM	Successful	Import succeeded.	

Record Creation Process



Keylight® Fundamentals

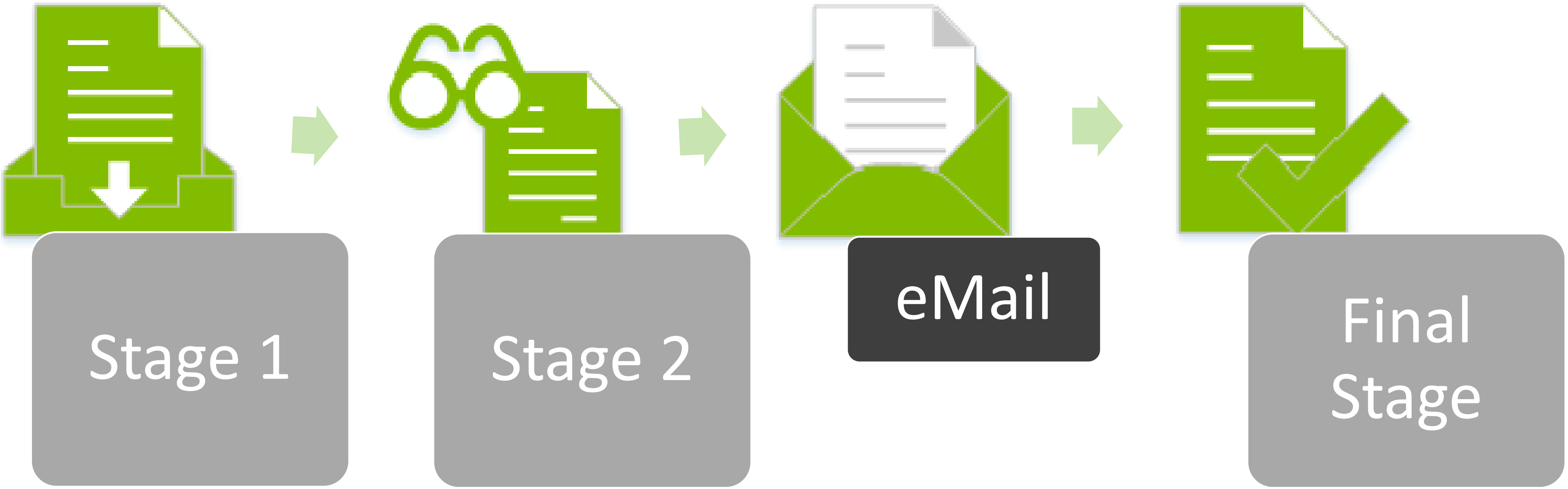
Workflow Management

Objectives

- Create a workflow process consisting of stages, transitions, and notifications.
- Leverage the workflow owner setting for added functionality.
- Identify security options for workflow stages.
- Understand notifications for applicable workflow stages.

Workflow purpose

- Process flow
- Access to records
- Sending notifications



Workflow permissions

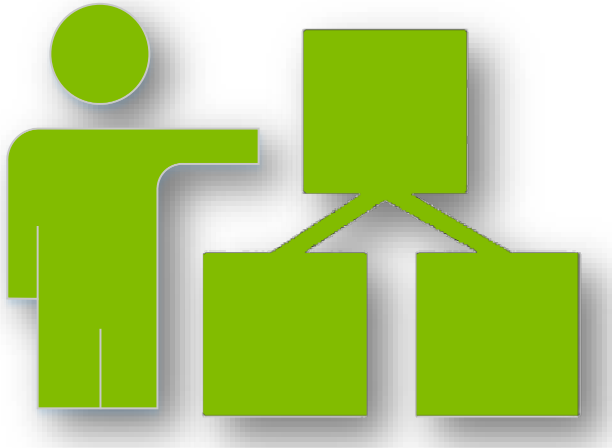
Plan user access to the workflow and its stages

Roles	Workflow Permissions
Workflow owners	Assigned on the workflow
Groups/Users Access	Assigned to each stage
Use assignments	Assigned to each stage

Workflow permissions

Workflow Owner

Assigned to Groups and/or Users

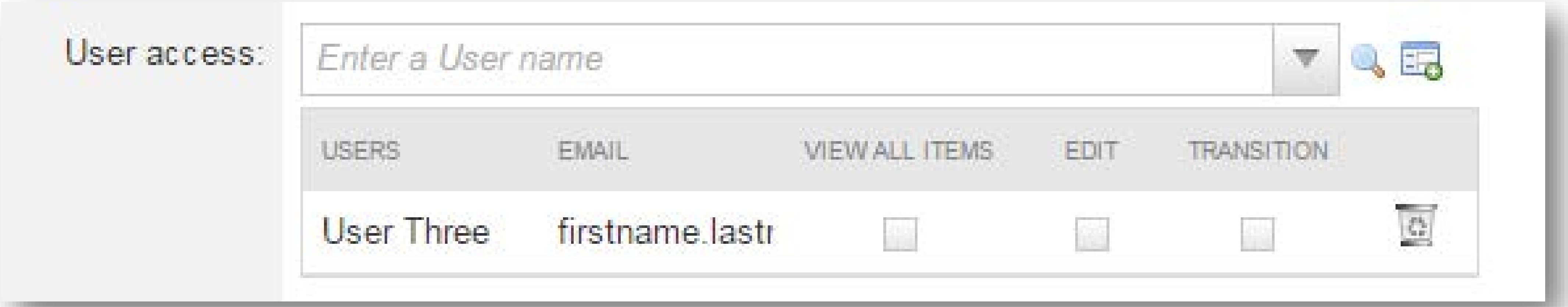


- View all records in all stages
- Move records from one stage to another regardless of set processes
- Reassign a record to a different process

Workflow

Stage permissions

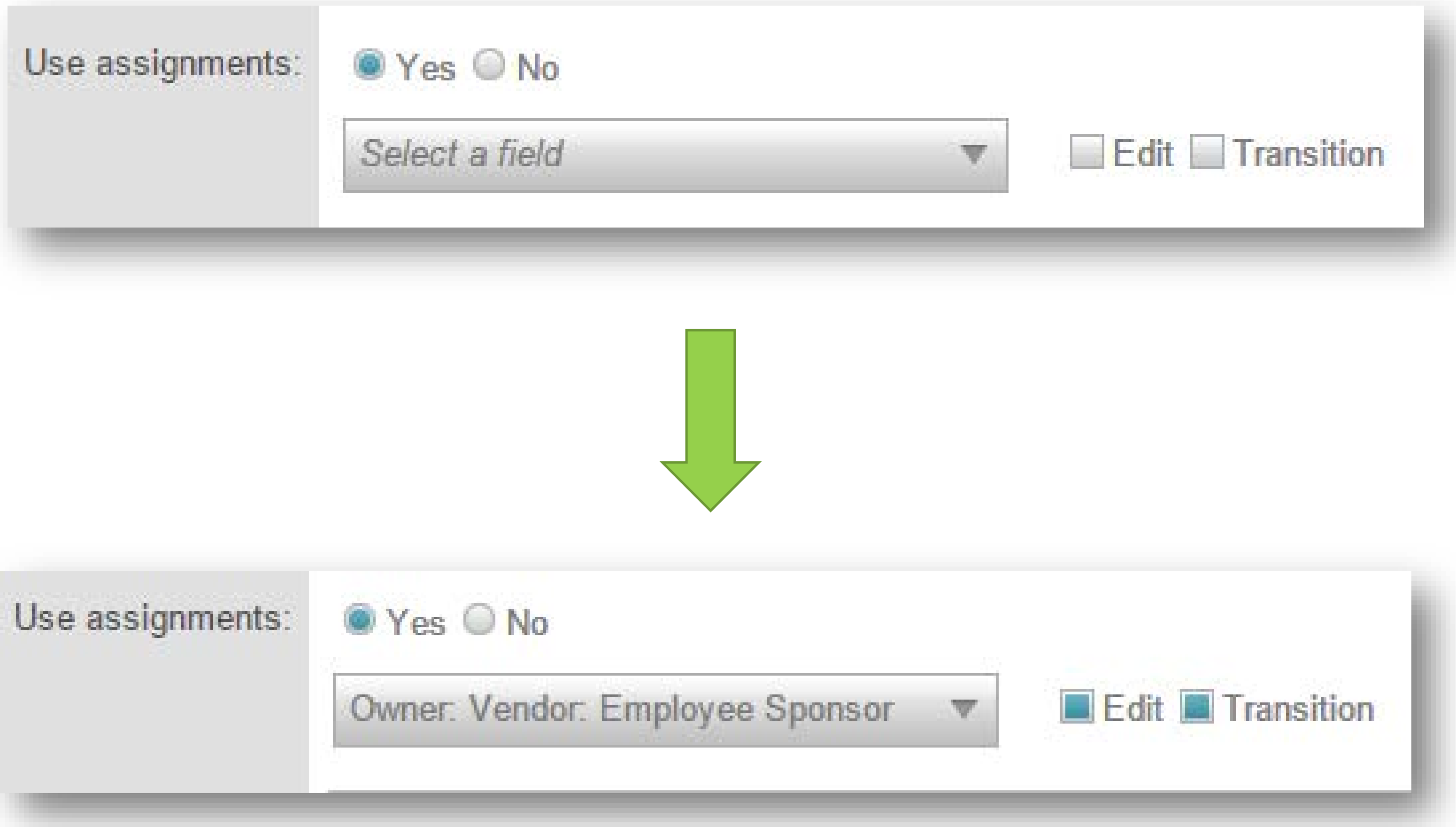
- Users assigned to stage without permissions "View My" is implied
- Assign permissions to users/groups on each stage:
    - View All Items, Edit, Transition



Workflow

Use Assignment

Dynamically and explicitly assign new records to users or groups, based on record selections



Stages

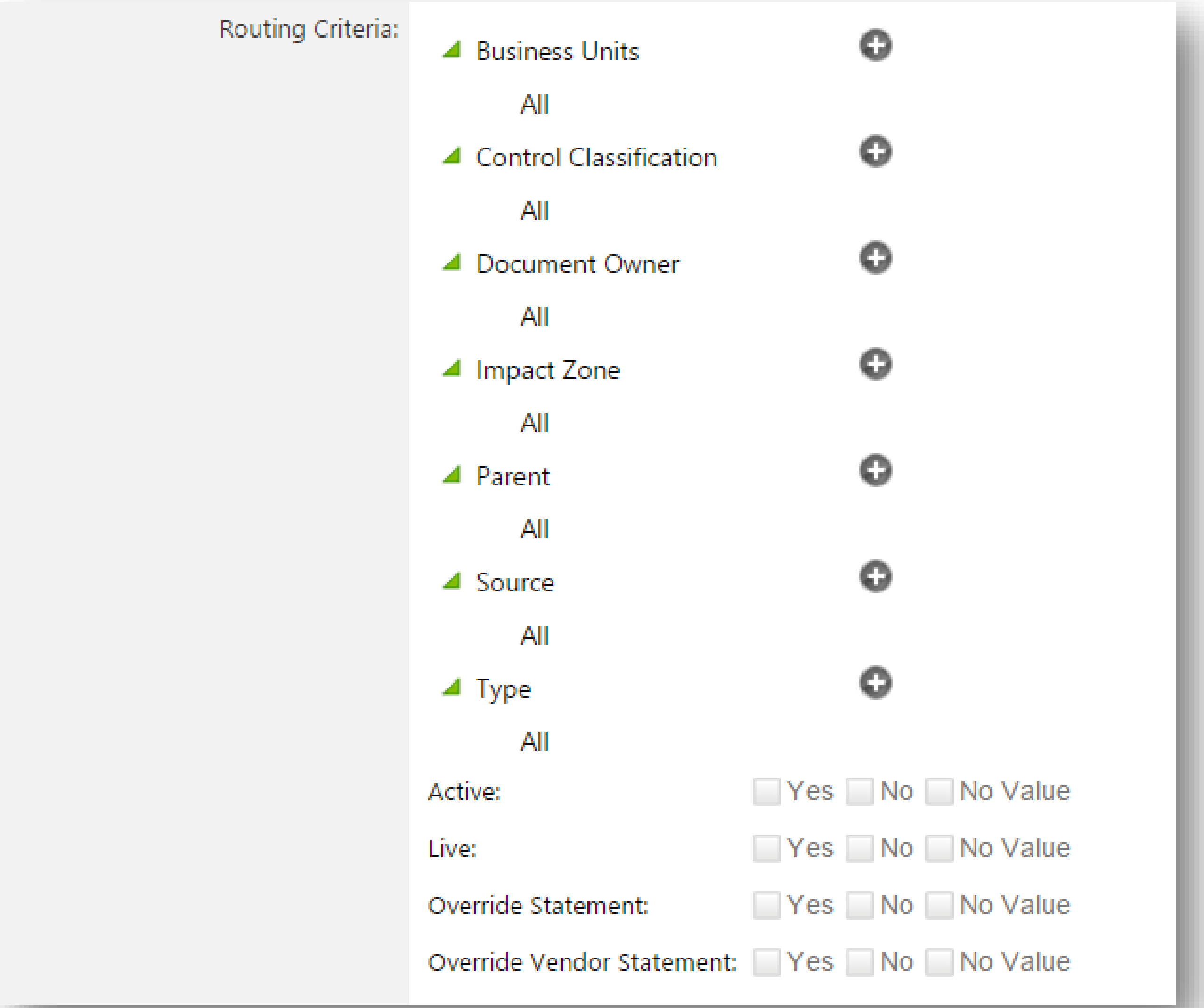
Workflow Stage Settings

Routes a record through the workflow by stages

Options	Description
Status	A workflow can be **Active** or **Inactive**.
Initial stage	The entry point for new records entering the process.
Voting enabled	Users cast a vote related to a workflow item.

Routing Criteria

Routing criteria: Set rules to direct a record through the intended workflow process



Transitions

Stage transitions

Transitions direct records through workflow stages.

Stage 1

Content Authoring

→ (Stage 2)

Initial Stage

Stage 2

Gram. Review

→Approved (Stage 3)

→ Rejected (Stage 1)

Stage 3

Final review

→Approved (Stage 4)

→ Rejected (Stage 1)

Stage 4

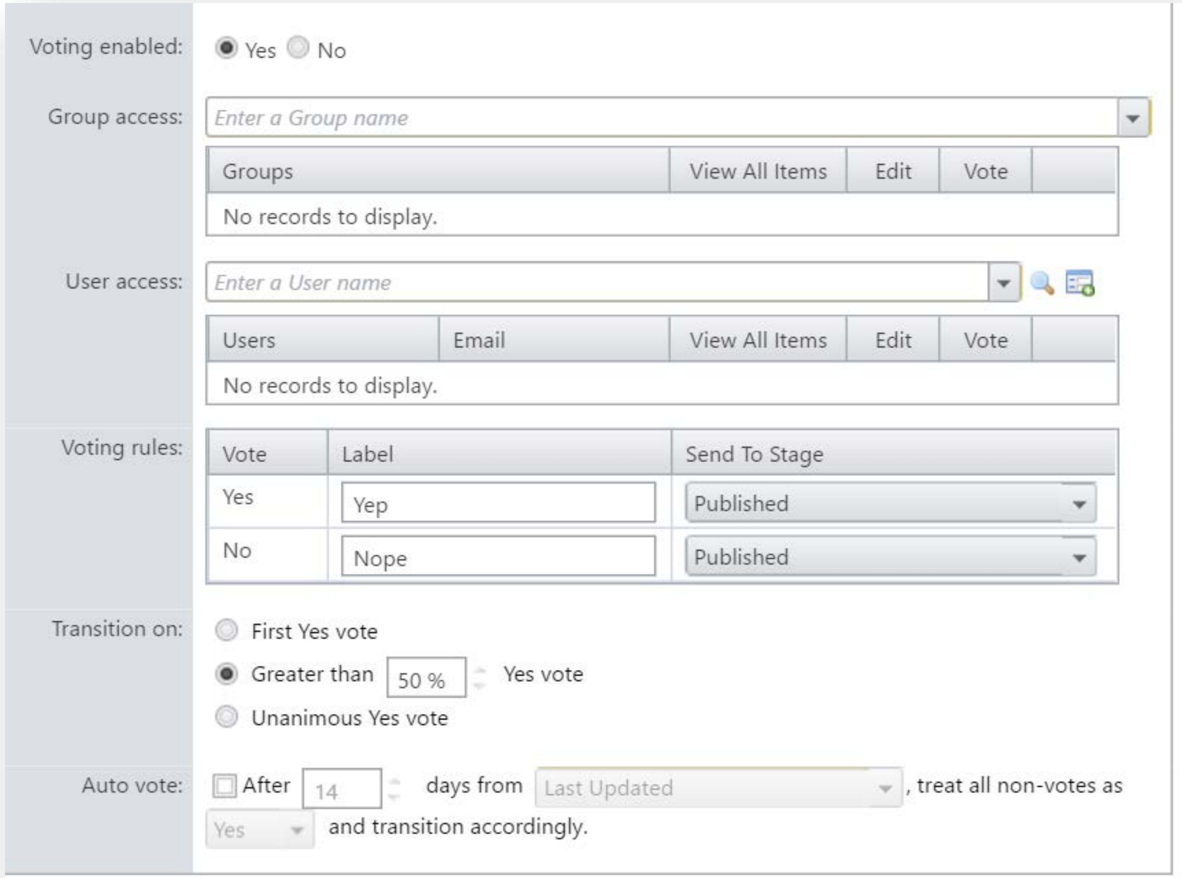
Published

Final Stage

Transitions through voting

Voting rules determine when the record is routed

- Transition on determines when the record is advanced to the next stage
- Auto vote specifies what to do with users who do not respond within a designated period.

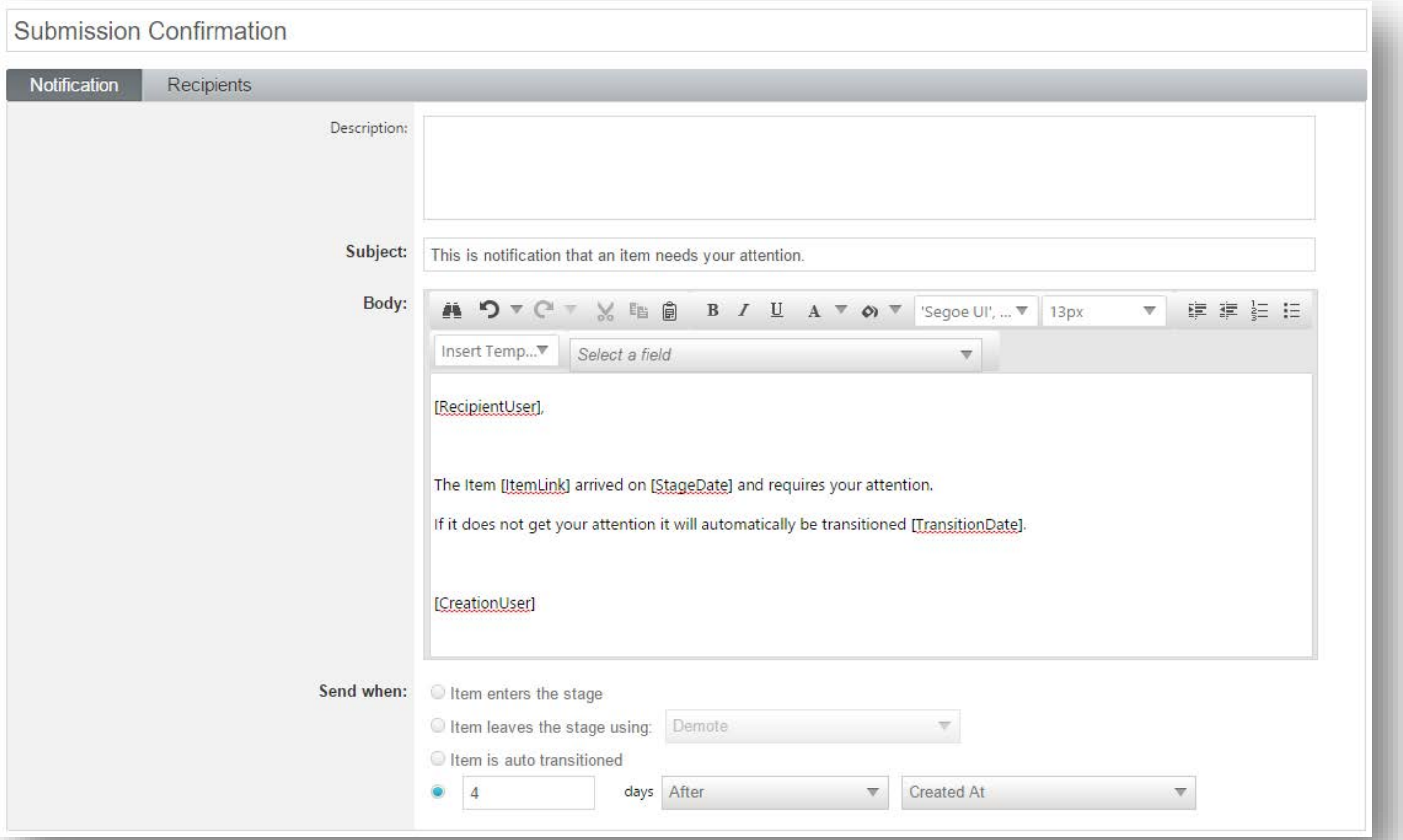


Workflow Notifications

Email notifications

Notify users when a record

- Enters or exits a stage
- Transitions from the stage (manual or automatic)

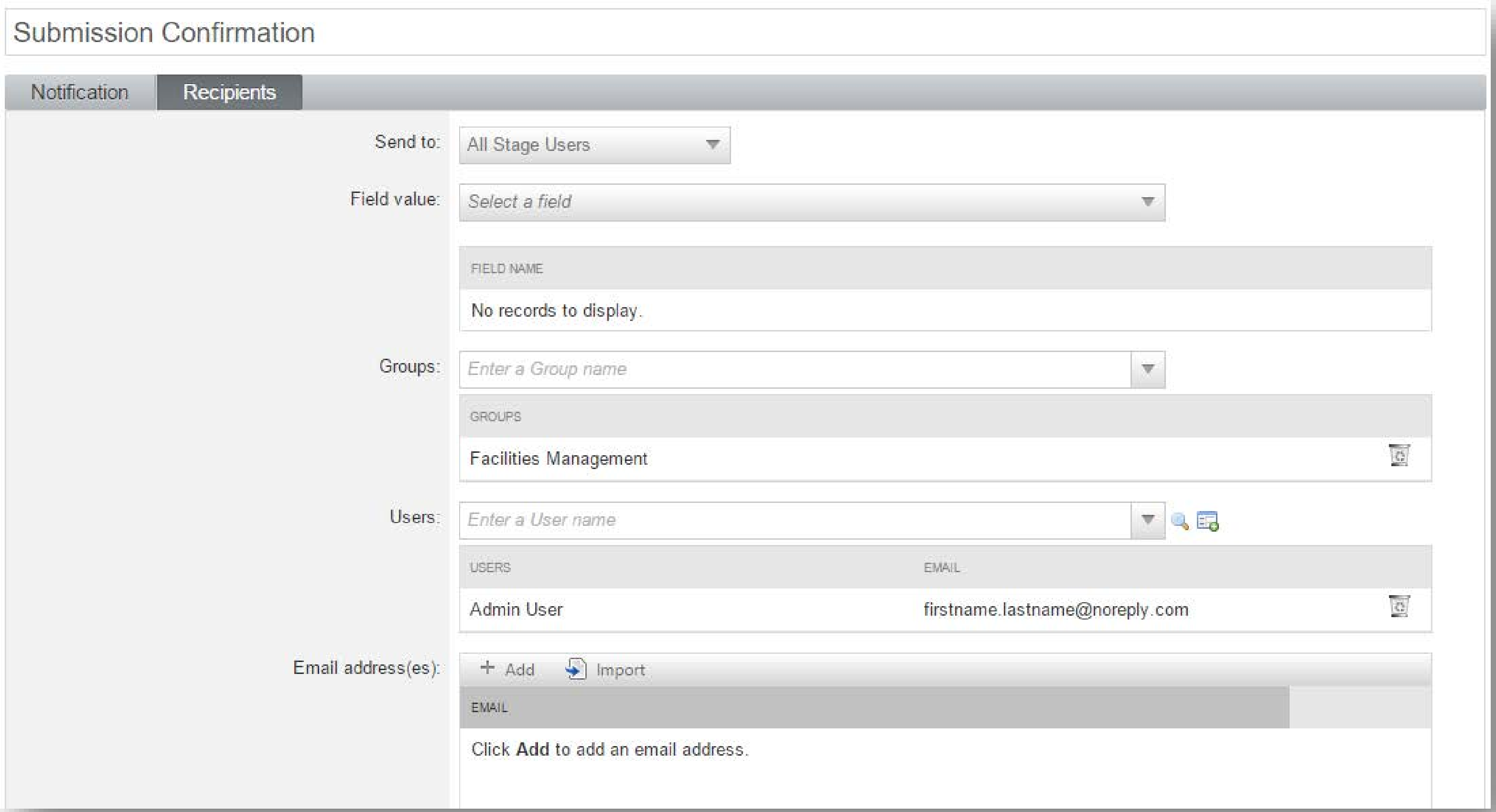


Email notifications

Recipients:

Send to:

- Field Value
- Users/Groups
- Email Address



Plan and build your workflow

- **Process**
  - Identify intent, function, and process
  - Gather requirements
  - Determine a Workflow owner
- **Stages**
  - How many needed?
  - Who updated records?
- **Transitions**
  - What is the flow?
  - How is the record advanced?
  - Will there be voting?
- **Notifications**
  - Are notifications required?
  - When are notifications sent and to whom?

Keylight® Fundamentals

Managing Records

Objectives

- Create records and transition them through workflow
- Use the actions menu to perform various functions on a record
- Use the view menu to see record details, history, and linkages
- Perform bulk operations with reporting

Record Lifecycle

Record creation

- Manual creation using the Add New link.
- Import a CSV, XLS, or XLSX file

Record update

- Transition a record
- Move a record
- Copy a record
- Edit a record

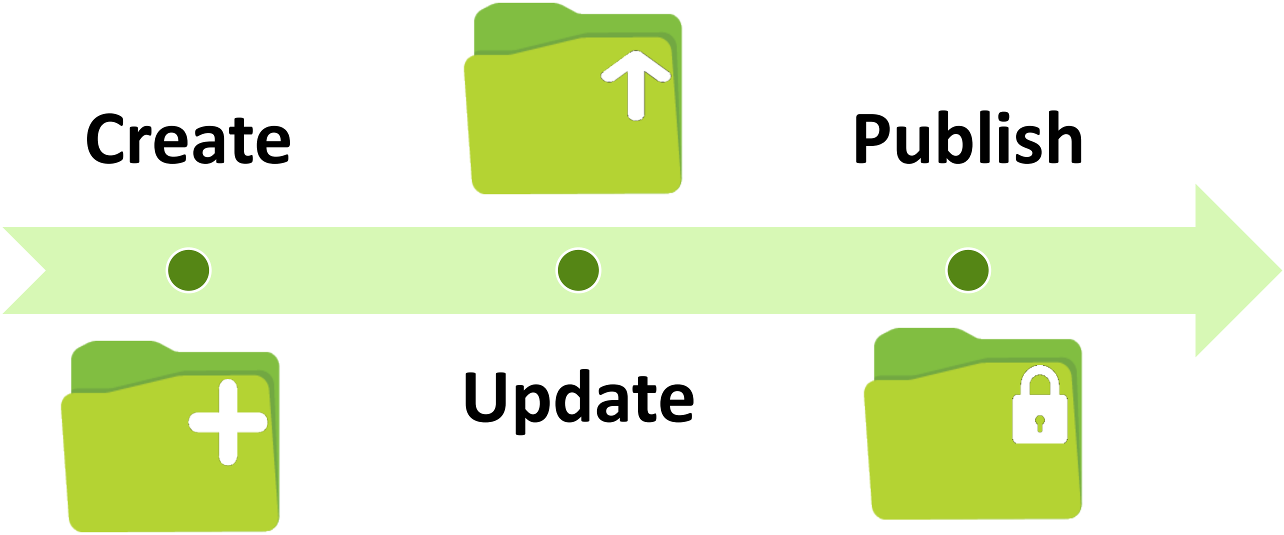
Record finalization

- Publish a record through a workflow
- Lock a record
- Delete a record

Workflow

Records in workflow

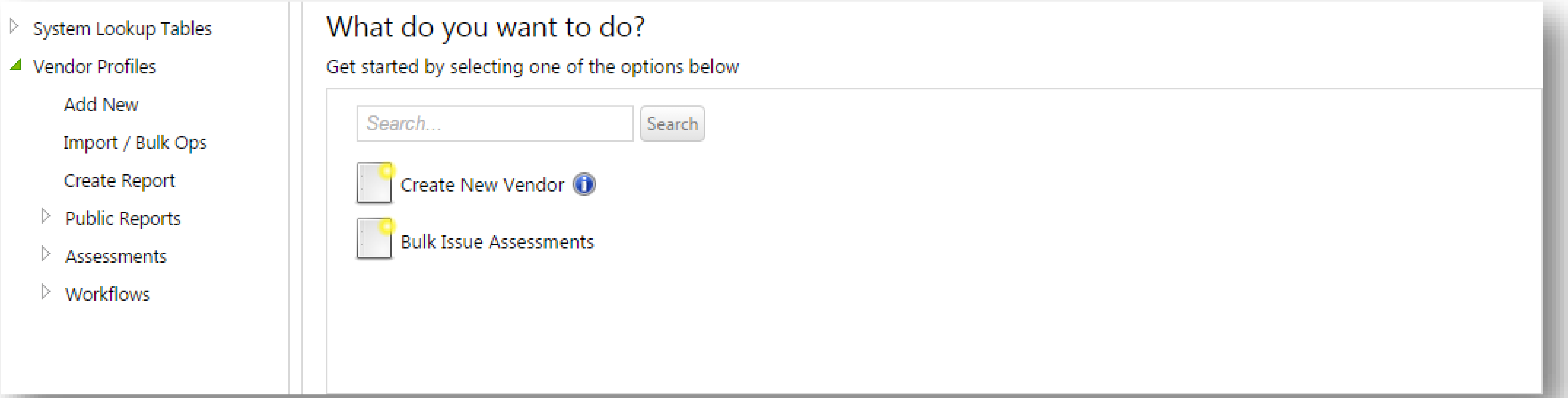
- Records enter the workflow upon creation
- Records move through the workflow upon update and transitions
- Records reach their final stage upon publishing



Records in workflow

Creating records

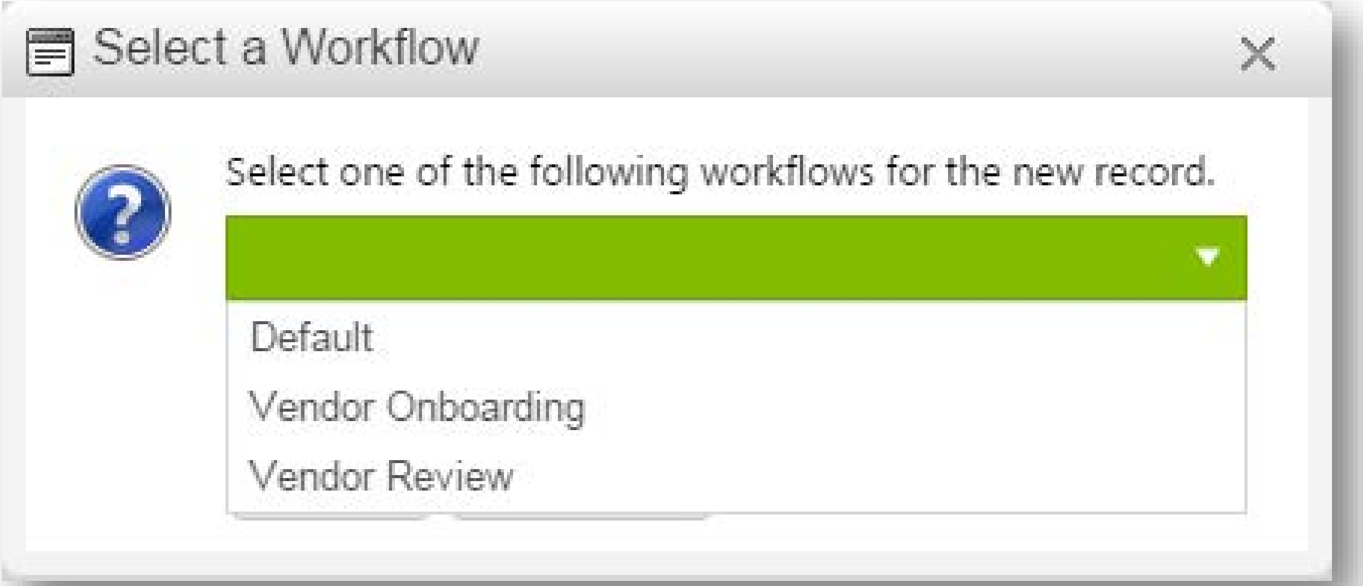
Create a record from Add New in the tree pane or Create… in the content pane



Records in workflow

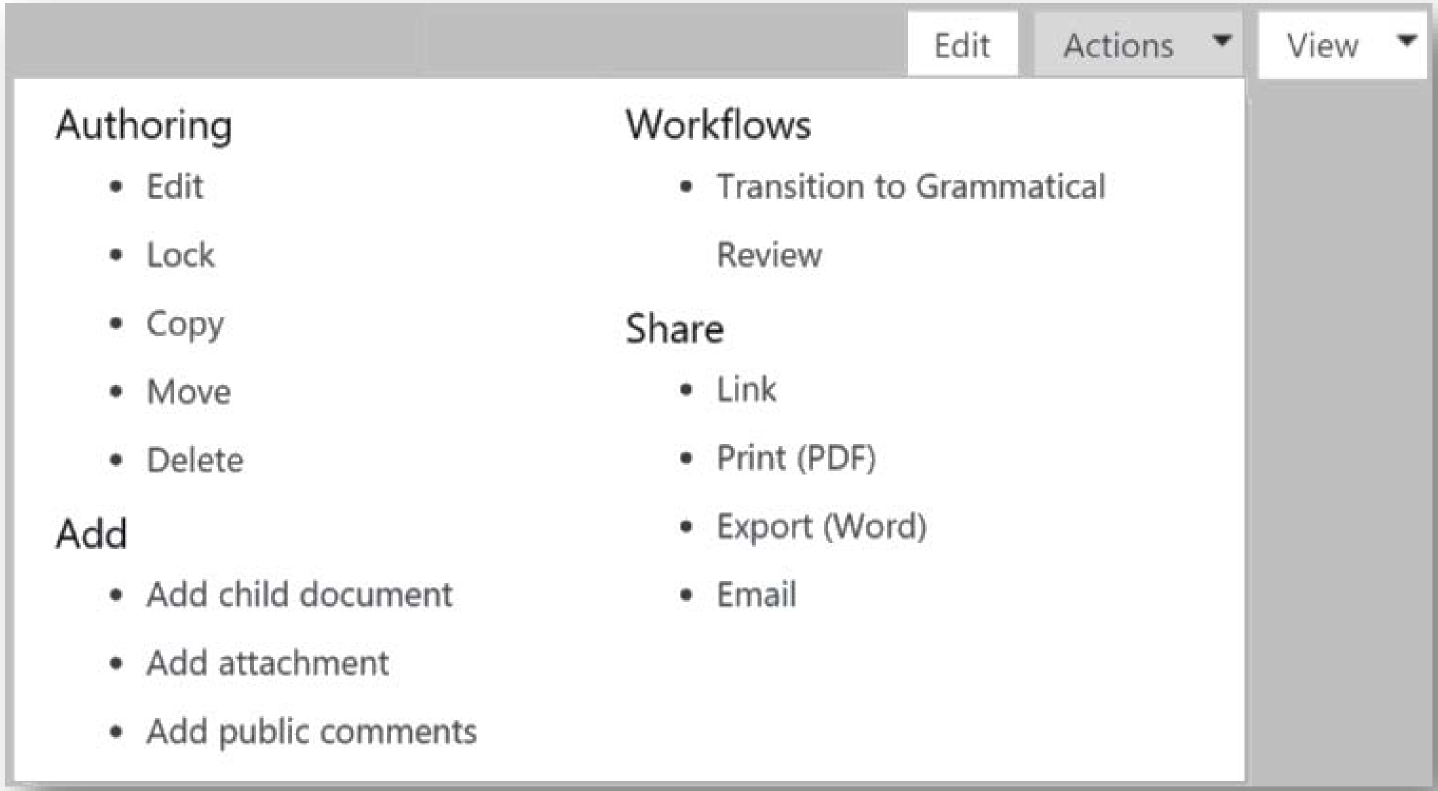
Selecting a workflow

When there is more than one stage, you must select the initial stage of the record.



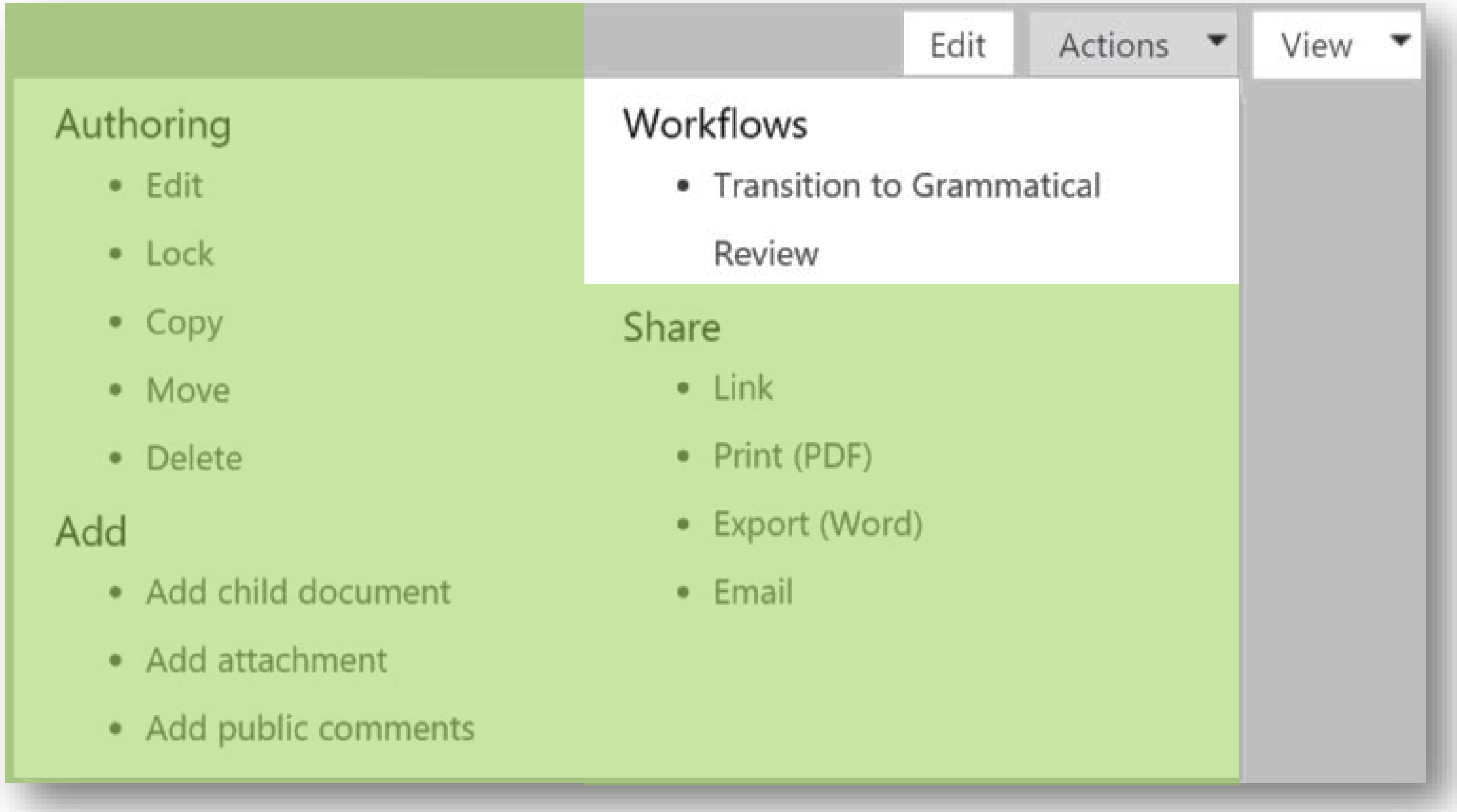
Actions menu

Contains the actions that users can perform on a record



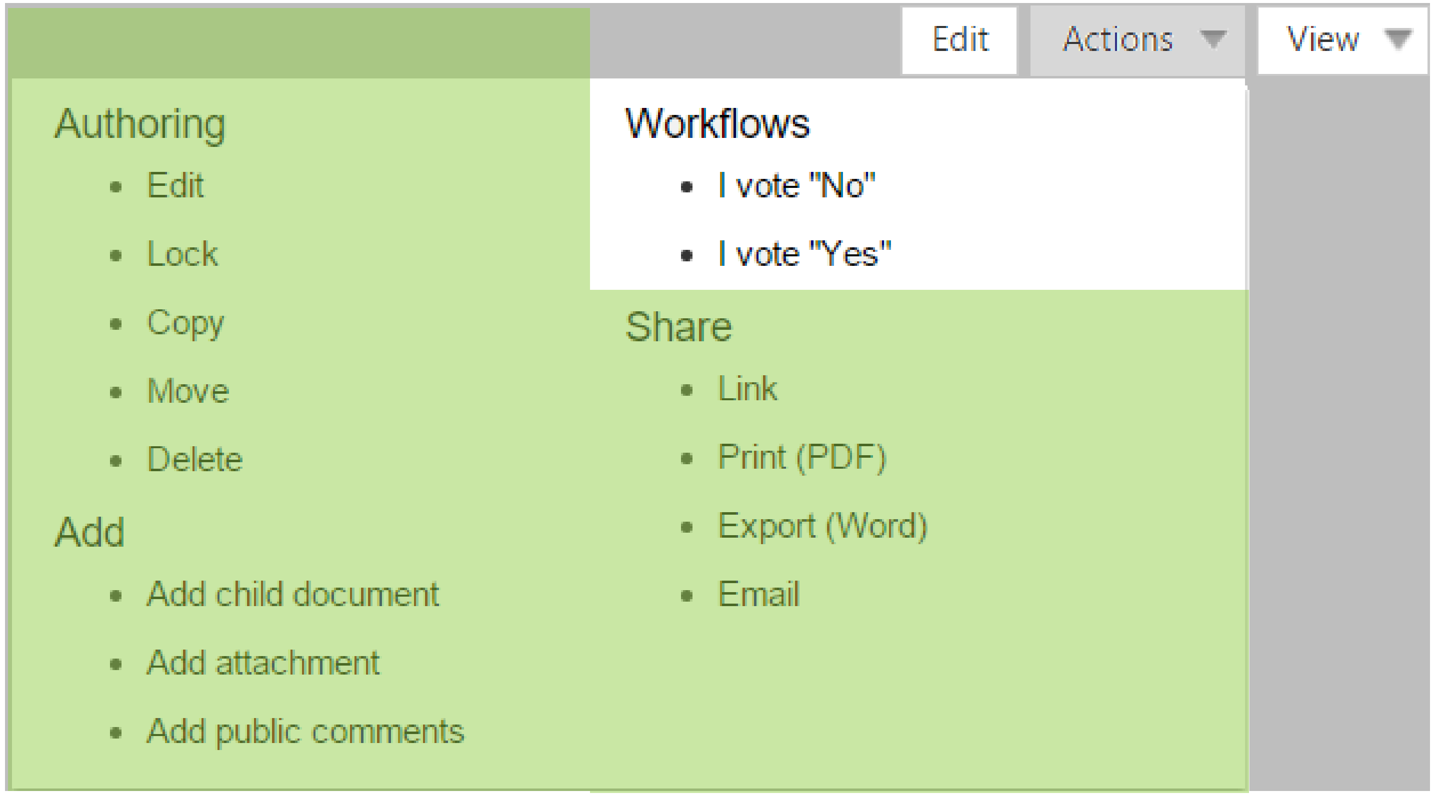
Actions menu

Workflows -Transitions



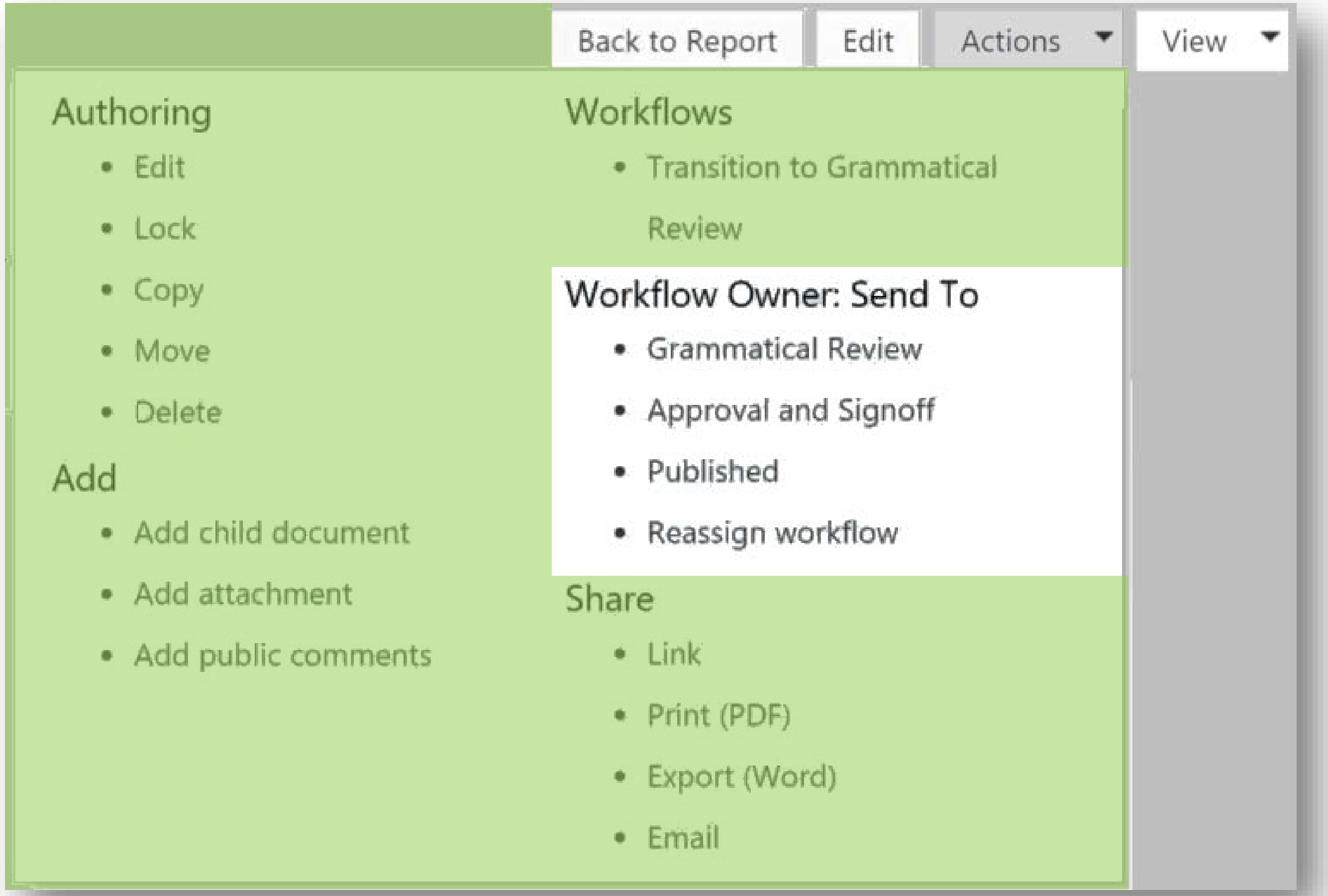
Actions menu

Workflows –Transition through voting



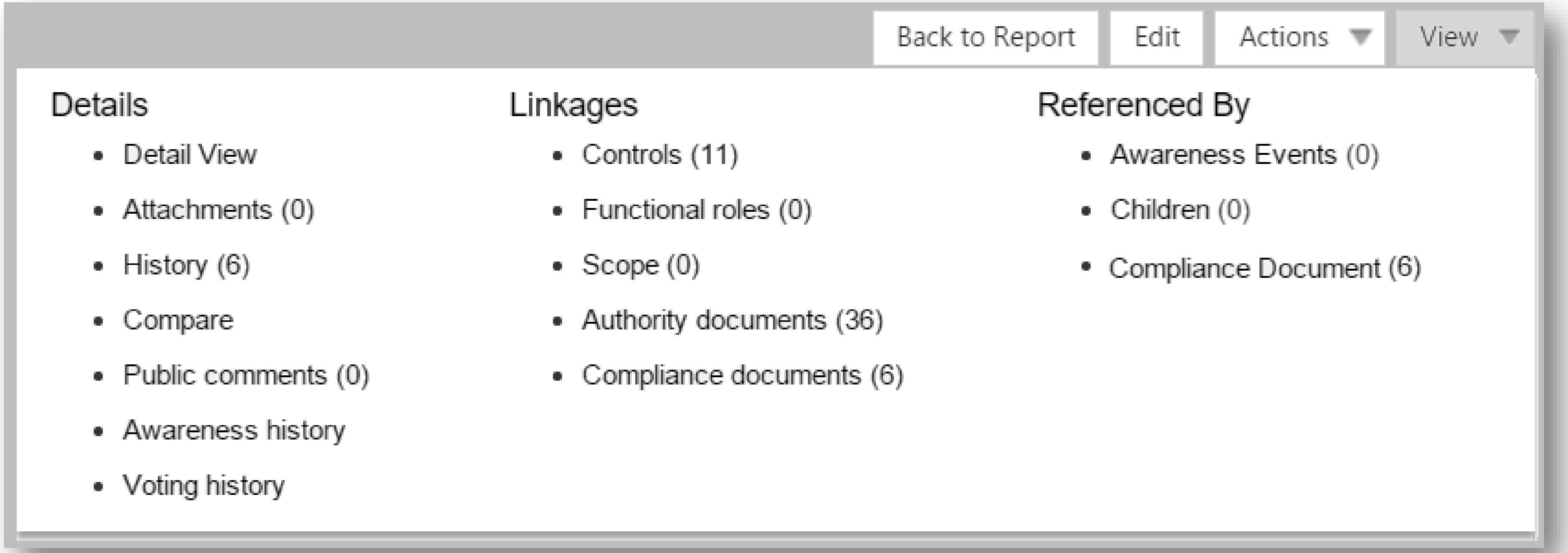
Actions menu

Workflow Owner Options



View menu

Contains the options for viewing the record detail, linkages, and related records.



Workflow notifications

noreply@lockpath.com>

New Policy in Content Authoring

keylightalerts-noreply@lockpath.com Wed, Mar 9

Dear Admin User,

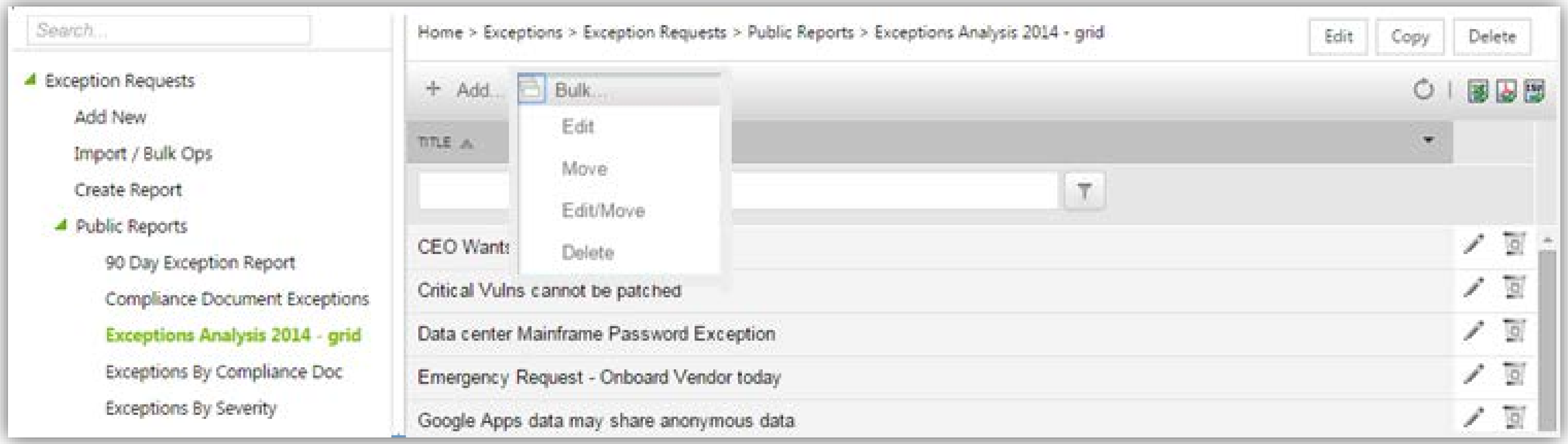
The New Policy Is ready for review.

Barnes, Betty

Bulk Operations

Bulk operations

Edit, move, edit/move, or delete multiple records simultaneously



Bulk operation rules

The security role must have General Access: Update and/or Delete plus the Import/Bulk permissions.

Permissions

Show: All Components

	General Access						Administrative Access			
Component	Create	Read	Update	Delete	Print/Export	Import/Bulk	Create	Read	Update	Delete
Devices	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Equipment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Exception Requests	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Exceptions							✓	✓	✓	✓
Facilities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Finding Remediation Stati	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Finding Stati	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Functional Roles	✓	✓	✓	✓	✓		✓	✓	✓	✓

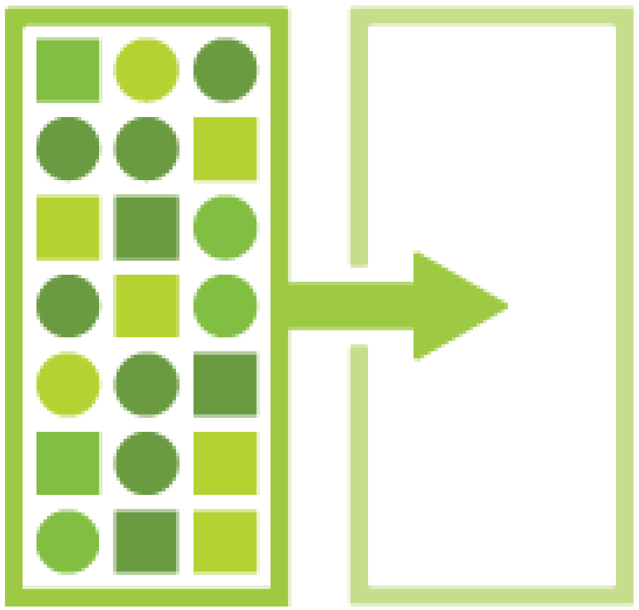
Bulk operations record queue

Queue

All records processed through bulk operations are queued for processing.

Queue History

Processed records appear in Queue History



Keylight® Fundamentals

Assessment Management

Purpose

Use assessments to:

- Measure the level of compliancy, policy awareness, and comprehension
- Determine the amount of risk, impact, and vulnerability

**The goal of an assessment is to gain understanding and formulate a recommendation to improve the outcome, or mediate a risk.*

Objectives

- Identify the assessment management process
- Understand the various assessment elements
- Become familiar with the question library
- Identify the purpose of email templates

Keywords

Term	Description
Answer set	The options available for a user to choose when responding to a question.
Assessment question library	A collection of user-defined questions that can be used globally, across assessments.
Assessment template	The design of the assessment, the questions to appear in the assessment, and any scoring options.
Cm Assessment category	Organize and control access to certain types of assessments.
Cm Assessment category owner	User or group who can issue assessments to users, and has full access to all assessments in that category.

Assessment Basics

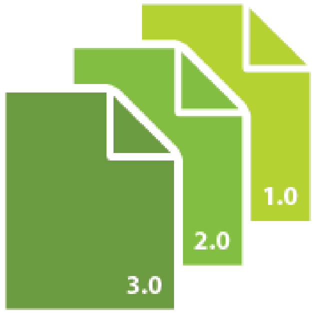
Assessment lifecycle

Assessment planning assists in reaching the intended goal for presenting the desired information.

Creation → Plan Assessments → Create Template

Issuance → Issue Assessment → Report Results

Planning



Planning is key to developing the assessments for your applications

Key things to consider:

- Intended purpose
- Assessment owner
- Versioning

Permissions

Assessment template creation is an administrative function.

Permissions

	General Access						Administrative Access			
Component	Create	Read	Update	Delete	Print/Export	Import/Bulk	Create	Read	Update	Delete
Assessment Question Library							✔	✔	✔	✔
Assessments (Platform)							✔	✔	✔	✔
Assessments (Cm)	✔	✔	✔	✔	✔		✔	✔	✔	✔
Audit Projects							✔	✔	✔	✔

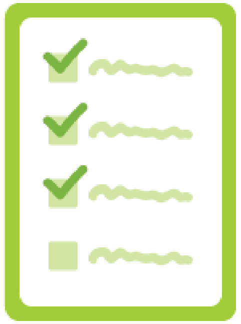
Recommended process

Answer Sets
- Options available to users
- Ratings, Yes/No, True/False

Templates
- Selection type, answer set, and scoring
- Accessibility, review requirements, control statements, and follow-up
- Sections for grouping questions

Email Templates
- Messages to send for issuance, submittal, output, and reopening
- Embedded links supply information about the assessment phase

Answer sets



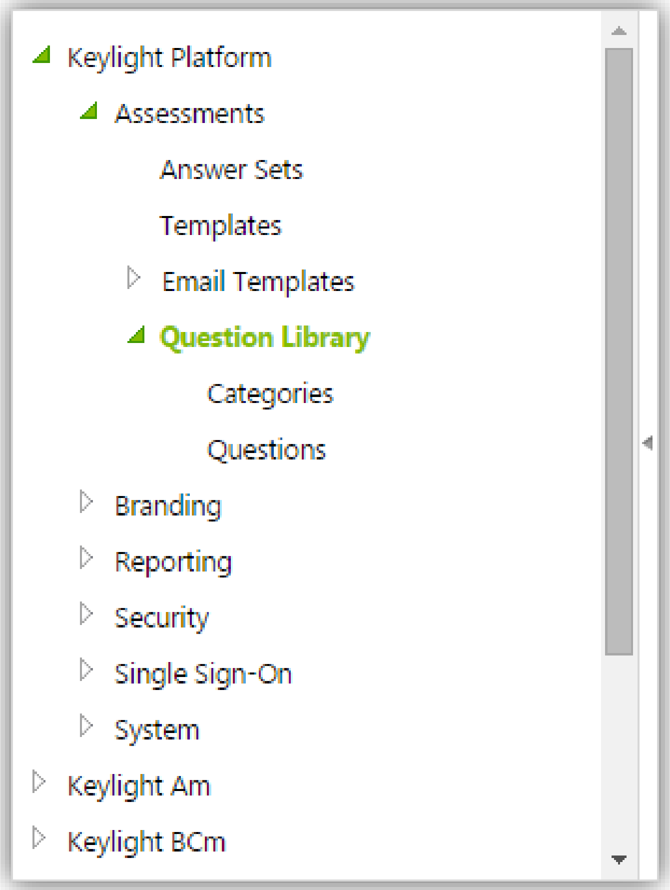
Available answers a user has to choose from, when responding to a question.

Answer set examples:

- Yes/No
- True/False
- Low/Medium/High
- Excellent/Average/Poor

Question library

- A reusable collection of questions across assessments.
- Library questions can be imported into an assessment.
- Categories organize questions.



Question library

The copy function copies the following items:

- Question text
- Guidance text
- Question type
- Selection type
- Answer set

Assessment Components

Templates

Templates contain the rules for the assessment.

Things to consider:

- Selection method
- Default answer set
- Scoring
- Supporting comments/attachments
- Accessibility
  - Templates
  - Assessments
- Question generation
- Output document linkages

Templates

Sections

- Group questions
- Hide and show sections based on answers
- Restrict access

Visibility

- Always: Section always appears.
- Only visible when: Section appears when a question is answered a particular way.

Select an answer

- Triggers the section to appear.

Restrict access to

- Unrestricted: Section appears to all users.
- Specified groups and users: Section only appears to specific users.

Templates > Sections

Headings

Creates headings for sections within the assessment.

Contents

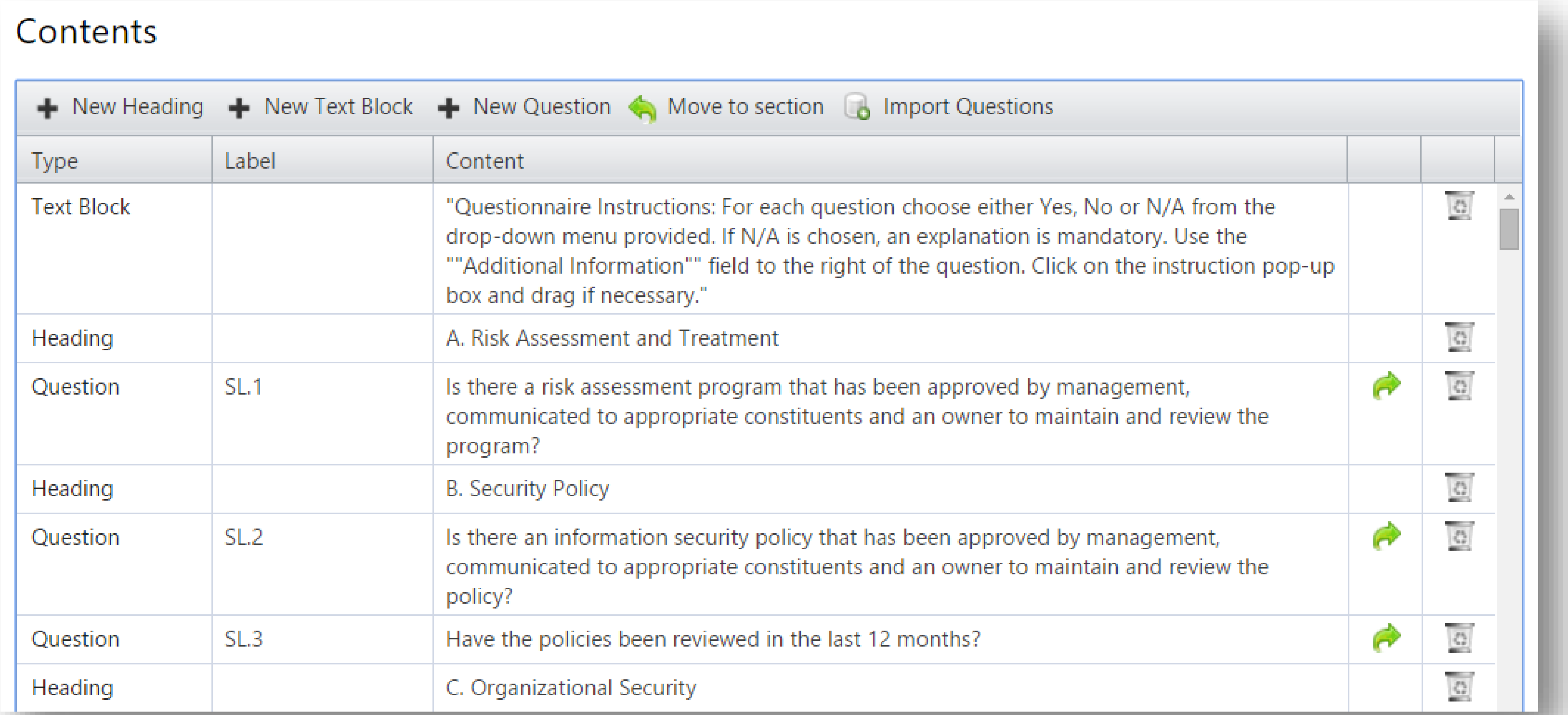
New Heading | New Text Block | New Question | Move to section | Import Questions

Type	Label	Content		
Text Block		"Questionnaire Instructions: For each question choose either Yes, No or N/A from the drop-down menu provided. If N/A is chosen, an explanation is mandatory. Use the ""Additional Information"" field to the right of the question. Click on the instruction pop-up box and drag if necessary."		
Heading		A. Risk Assessment and Treatment		
Question	SL.1	Is there a risk assessment program that has been approved by management, communicated to appropriate constituents and an owner to maintain and review the program?		
Heading		B. Security Policy		
Question	SL.2	Is there an information security policy that has been approved by management, communicated to appropriate constituents and an owner to maintain and review the policy?		
Question	SL.3	Have the policies been reviewed in the last 12 months?		
Heading		C. Organizational Security		

Templates > Sections

Text blocks

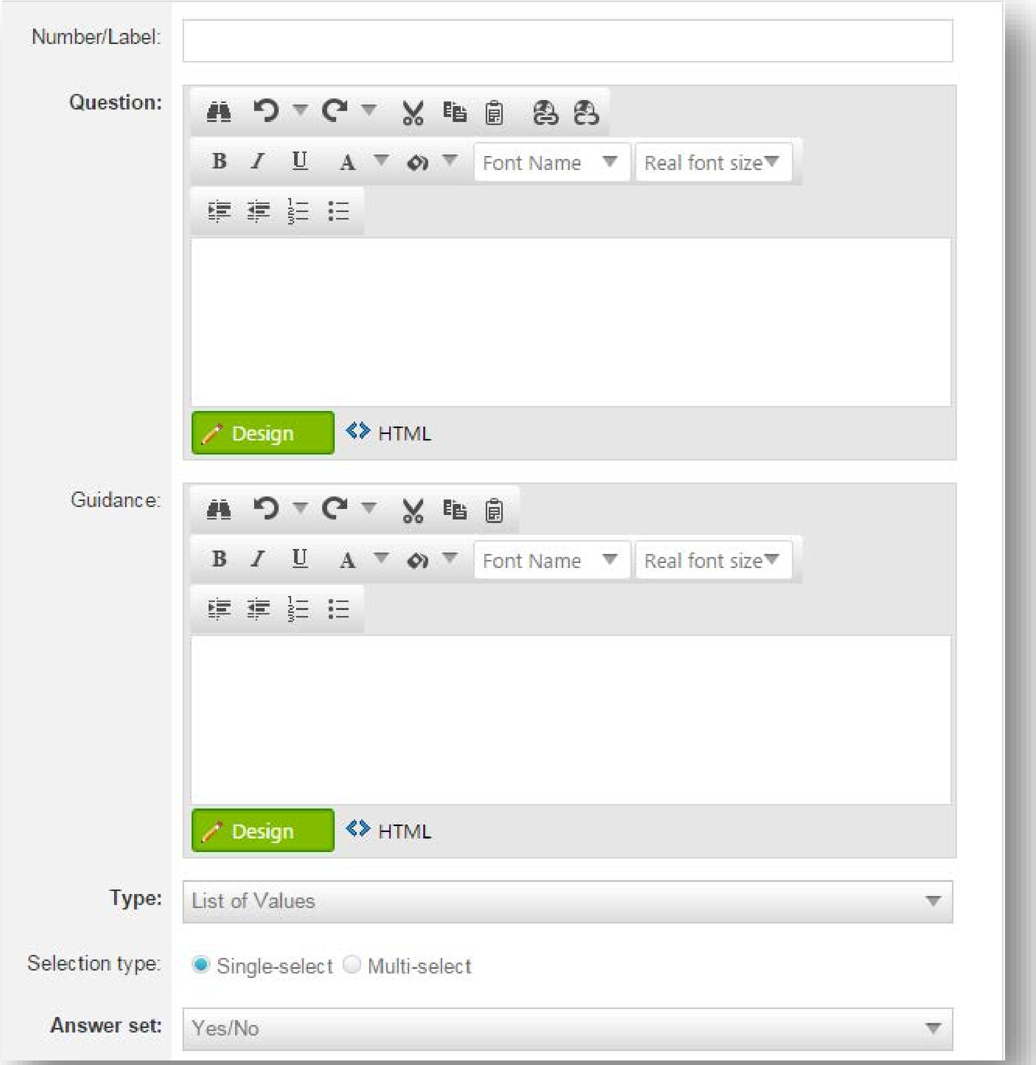
Creates text to provide explanation or guidance within the assessment.



Templates > Sections

Questions

Custom questions in addition to the auto-generated questions.



Templates > Sections > Questions

Generate findings

Create a record when answered a specific way.

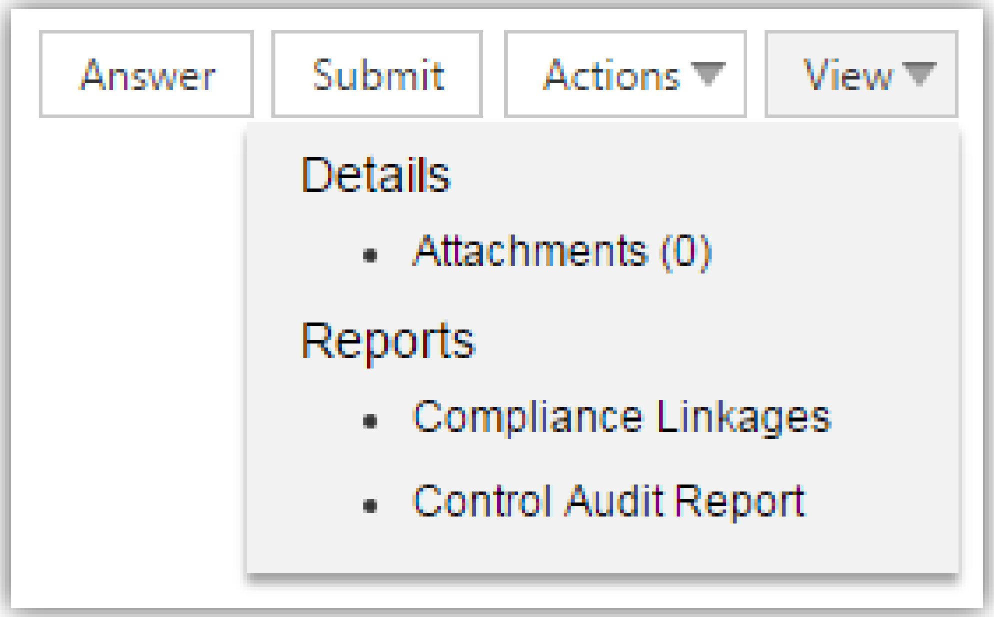
- ✓ Specify the table
- ✓ Select the answers to trigger record creation

Templates

Control statements

Include Link controls in the assessment reports

Only questions where the Type is set to
List of Values can have controls linked to them.

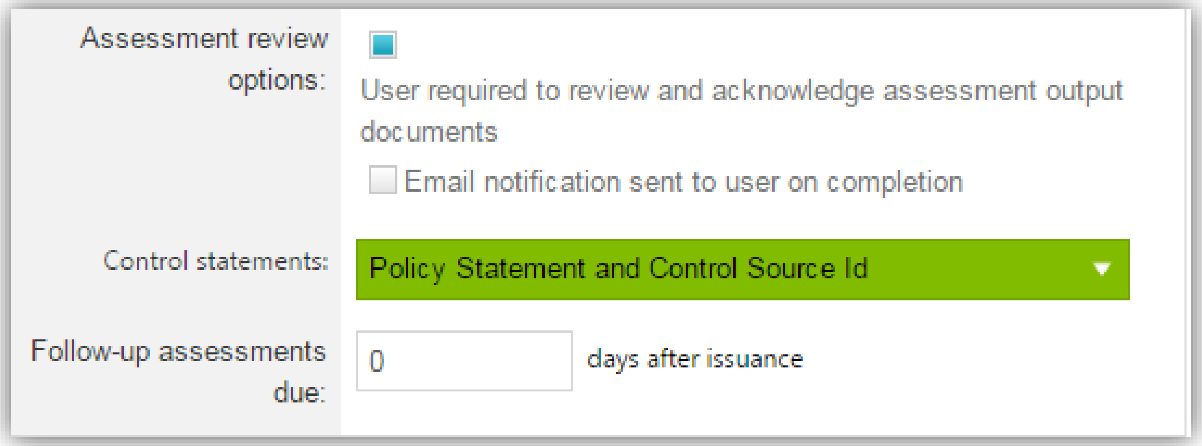


Templates

Output documents and assessments follow-up

Link output documents to assessment questions.

Issue follow-up assessment automatically based on answers provided.

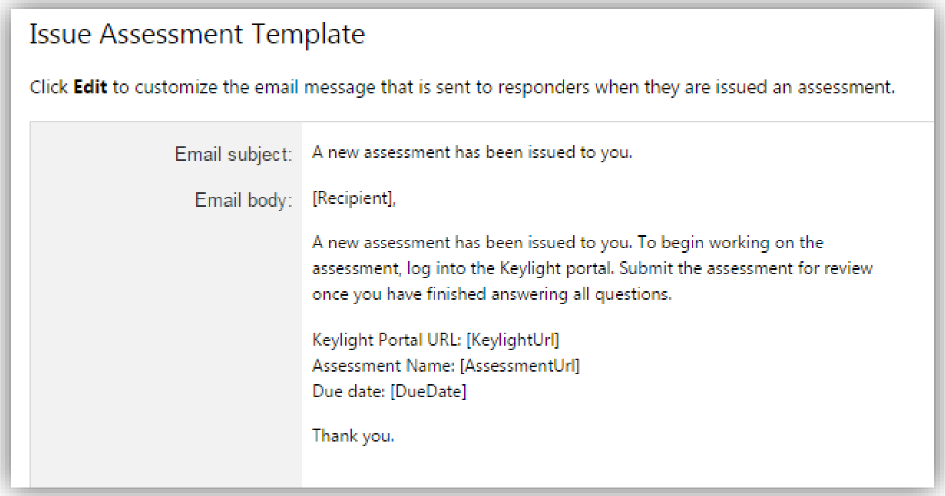

Assessment review options: User required to review and acknowledge assessment output documents
Email notification sent to user on completion
Control statements: Policy Statement and Control Source Id
Follow-up assessments due: 0 days after issuance

Assessment Email Templates

Create default messages to sent to recipients, regarding assessments.

Types of Email Templates

- **Issuance**: an assessment has been issued.
- **Submission**: an assessment has been completed and submitted.
- **Output**: must review and acknowledge attached documents.
- **Reopen**: a submitted assessment has been reopened.



Issue Assessment Template

Click **Edit** to customize the email message that is sent to responders when they are issued an assessment.

Email subject:	A new assessment has been issued to you.
Email body:	[Recipient], A new assessment has been issued to you. To begin working on the assessment, log into the Keylight portal. Submit the assessment for review once you have finished answering all questions. Keylight Portal URL: [KeylightUrl] Assessment Name: [AssessmentUrl] Due date: [DueDate] Thank you.

Keylight® Fundamentals

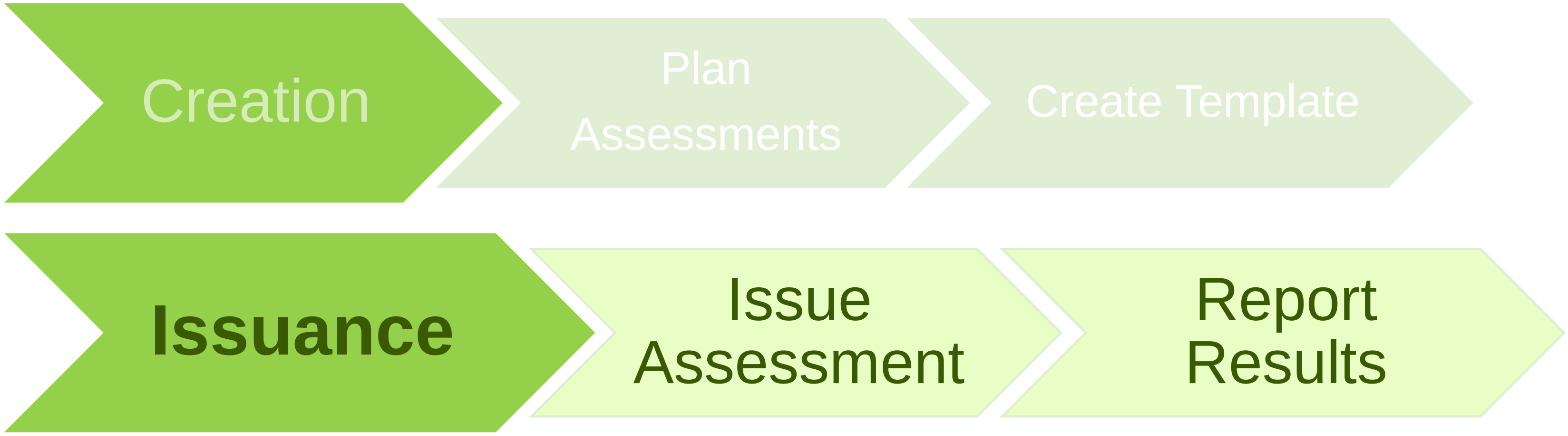
Assessment Issuance

Objectives

- Identify issuance assessment options
- Manage assessment issuance
- Understand results reporting options

Assessment lifecycle

We’ll now focus on issuing the assessment and reporting on its results.



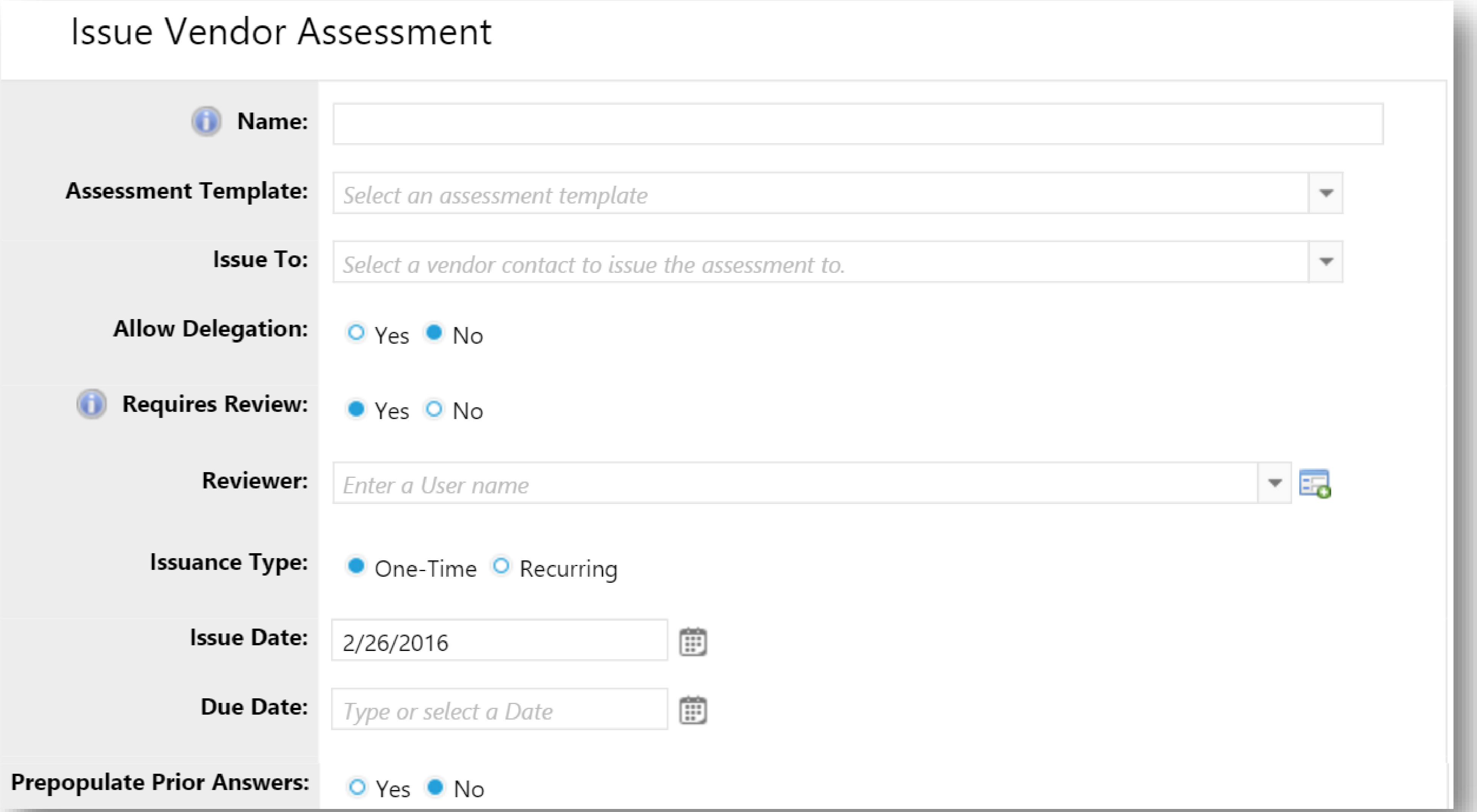
Issuance and reporting

Issuance options

- Self assessment
- Internal assessment
- Vendor assessment

** Bulk issuance is only available for vendor assessments*

Assessment Settings



Issue Vendor Assessment

Name:

Assessment Template: Select an assessment template

Issue To: Select a vendor contact to issue the assessment to.

Allow Delegation: Yes No

Requires Review: Yes No

Reviewer: Enter a User name

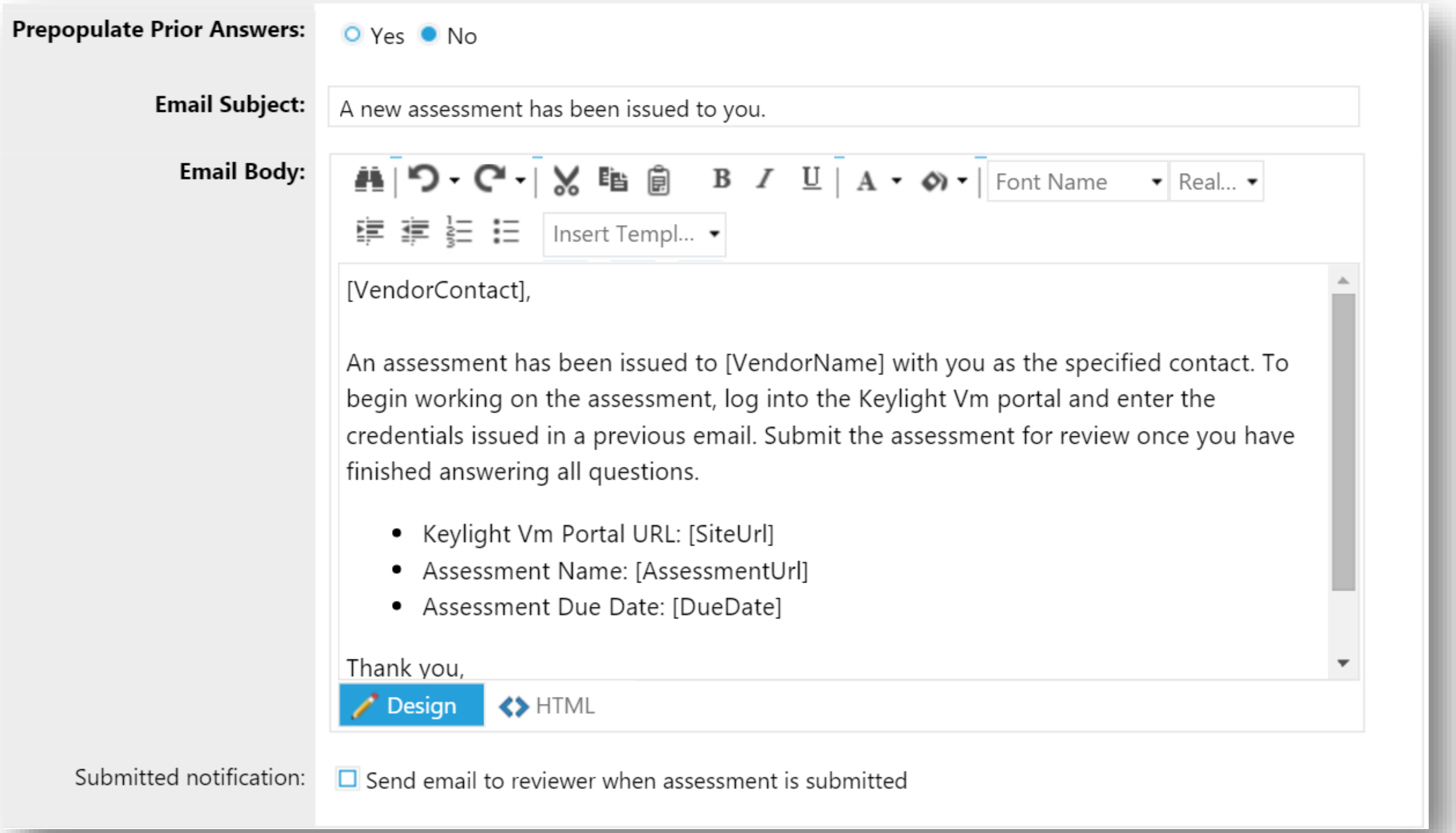
Issuance Type: One-Time Recurring

Issue Date: 2/26/2016

Due Date: Type or select a Date

Prepopulate Prior Answers: Yes No

Assessment Notification Settings



Email notification

- Notification of issuance

A new assessment has been issued to you.

keylightalerts-noreply@lockpath.com Wed, Mar 9, 201

Allen Anderson,

A new assessment has been issued to you. To begin working on the assessment, log into the Keylight portal. Submit the assessment for review once you have finished answering all questions.

Keylight Portal URL: https://training9.keylightgrc.com/
Assessment Name: JD New Hire On-boarding Assessment
Due date: 3/31/2016

Thank you.

Private and Confidential

Please note: This email is intended for the use of the individual addressee(s) named above and may contain information that is confidential, privileged or unsuitable for overly sensitive persons with low self-esteem, no sense of humor or irrational beliefs. If you are not the intended recipient, any dissemination, distribution or copying of this email is not authorized (either explicitly or implicitly) and constitutes an irritating social faux pas.

Email notification

- Notification of submission

An assessment has been submitted.

keylightalerts-noreply@lockpath.com Wed, Mar 9, 201

Betty Barnes,

An assessment has been submitted. To review the assessment, log into the Keylight portal.

Keylight Portal URL: https://training9.keylightgrc.com/
Assessment Name: JD New Hire On-boarding Assessment

Thank you.

Private and Confidential

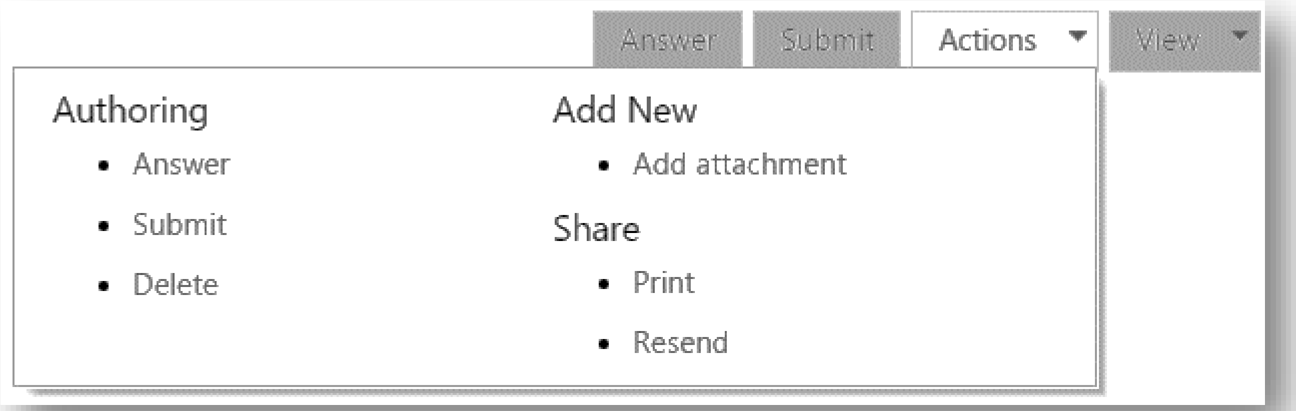
Please note: This email is intended for the use of the individual addressee(s) named above and may contain information that is confidential, privileged or unsuitable for overly sensitive persons with low self-esteem, no sense of humor or irrational beliefs. If you are not the intended recipient, any dissemination, distribution or copying of this email is not authorized (either explicitly or implicitly) and constitutes an irritating social faux pas.

Issuance Management

Managing assessments

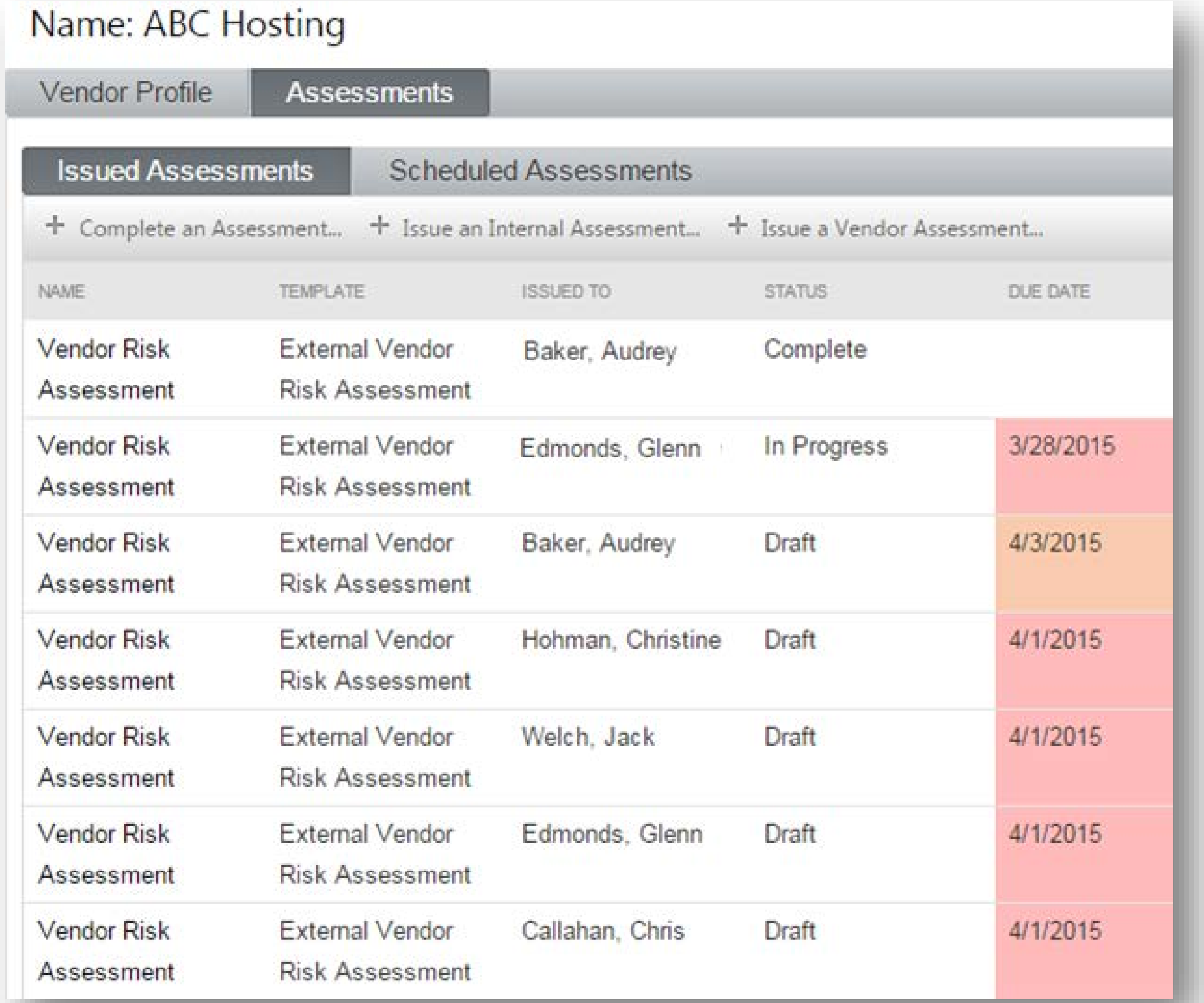
Manage assessments from the Actions menu

- Add an attachment to an assessment
- Delete assessments
- Print or export an assessment
- Resend notifications



Vendor assessment activity

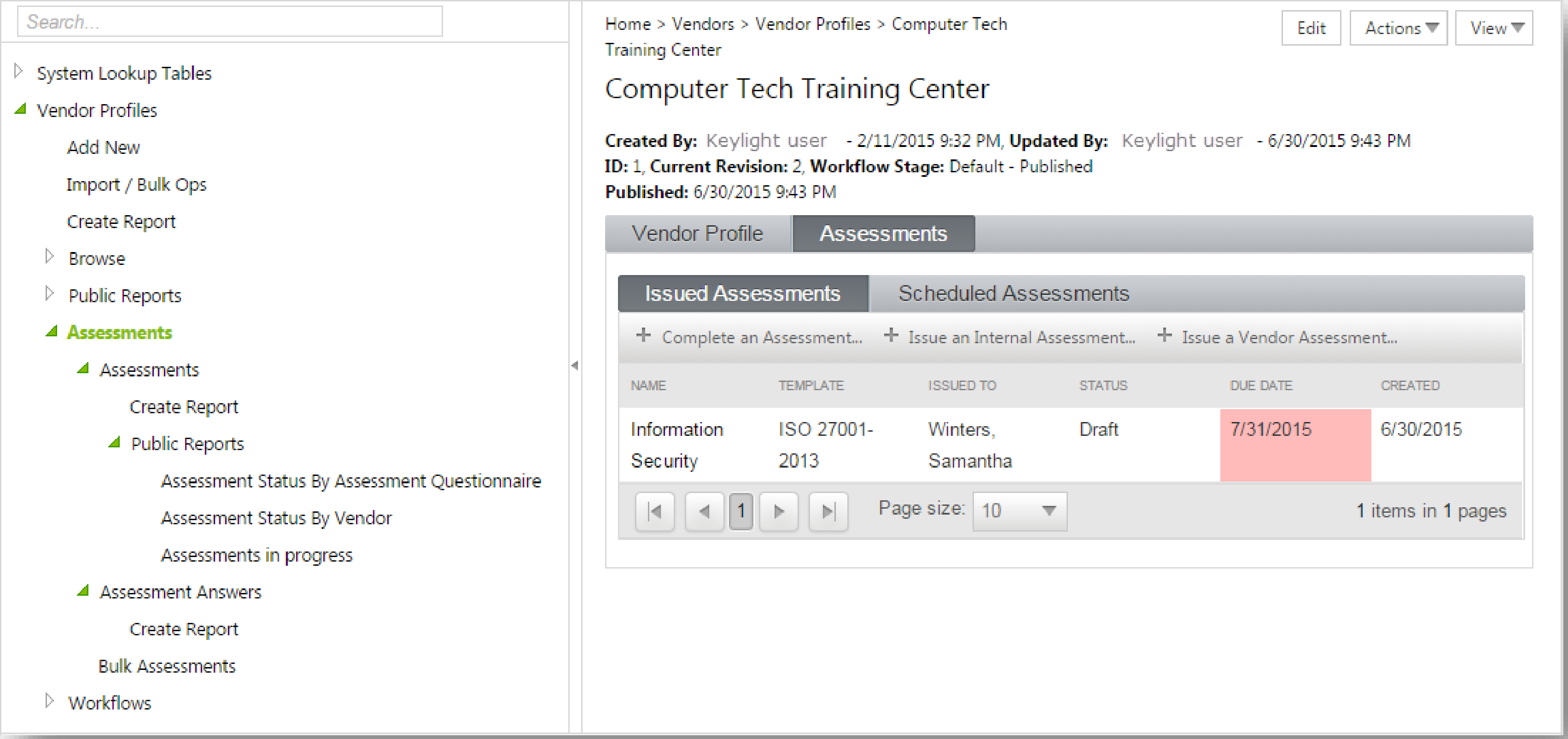
View the activity of issued and scheduled assessments for vendors



NAME	TEMPLATE	ISSUED TO	STATUS	DUE DATE
Vendor Risk Assessment	External Vendor Risk Assessment	Baker, Audrey	Complete	
Vendor Risk Assessment	External Vendor Risk Assessment	Edmonds, Glenn	In Progress	3/28/2015
Vendor Risk Assessment	External Vendor Risk Assessment	Baker, Audrey	Draft	4/3/2015
Vendor Risk Assessment	External Vendor Risk Assessment	Hohman, Christine	Draft	4/1/2015
Vendor Risk Assessment	External Vendor Risk Assessment	Welch, Jack	Draft	4/1/2015
Vendor Risk Assessment	External Vendor Risk Assessment	Edmonds, Glenn	Draft	4/1/2015
Vendor Risk Assessment	External Vendor Risk Assessment	Callahan, Chris	Draft	4/1/2015

Assessment reporting

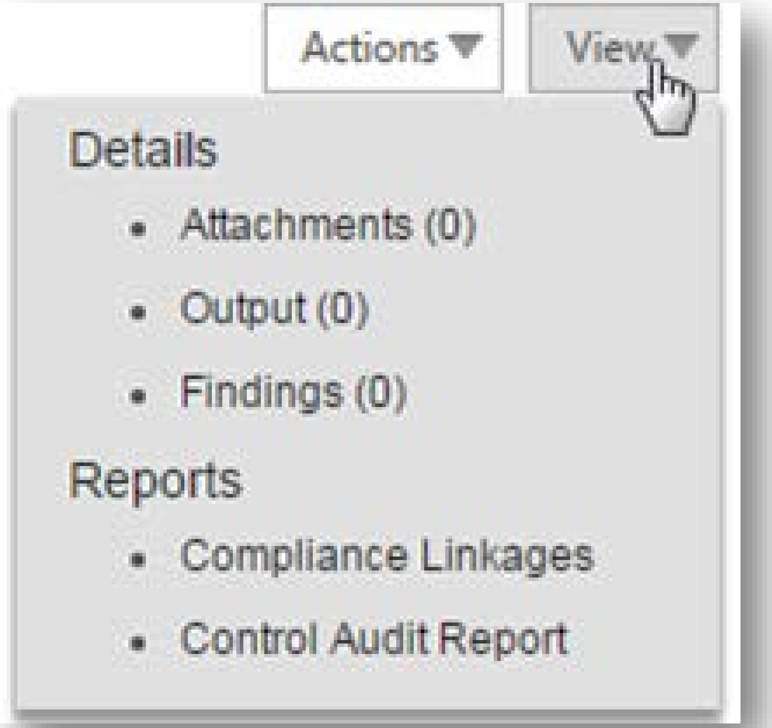
- View a report providing summary information for assessments
- View a report from the perspective of the answers



Assessment reporting

Section summary

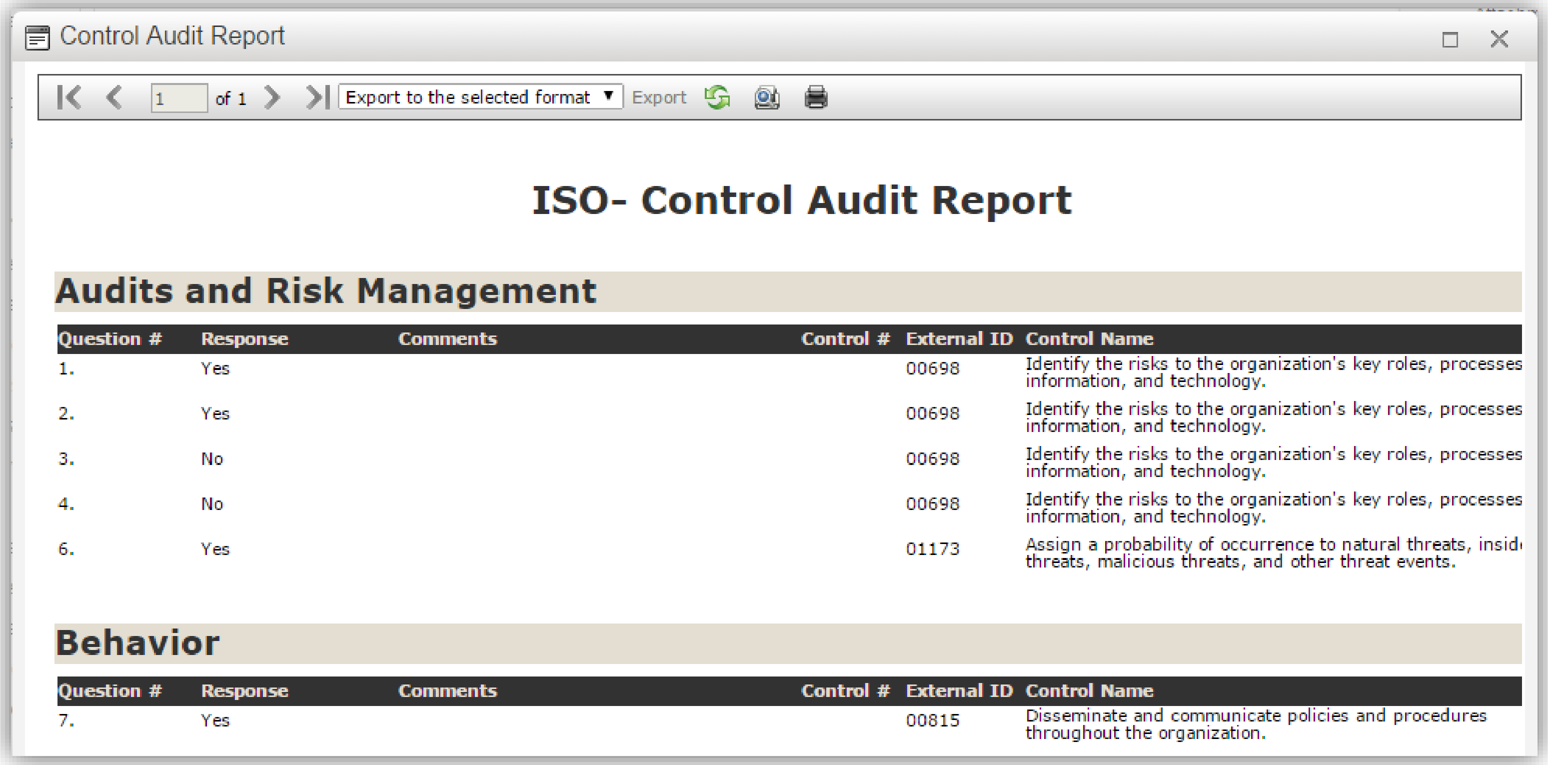
View record details and linkages from the View menu



Assessment reporting

System reports

- Project Summary Report
- Project Rollup Report
- Compliance Linkages
- Control Audit Report



ISO- Control Audit Report

Audits and Risk Management

Question #	Response	Comments	Control #	External ID	Control Name
1.	Yes			00698	Identify the risks to the organization's key roles, processes information, and technology.
2.	Yes			00698	Identify the risks to the organization's key roles, processes information, and technology.
3.	No			00698	Identify the risks to the organization's key roles, processes information, and technology.
4.	No			00698	Identify the risks to the organization's key roles, processes information, and technology.
6.	Yes			01173	Assign a probability of occurrence to natural threats, insid threats, malicious threats, and other threat events.

Behavior

Question #	Response	Comments	Control #	External ID	Control Name
7.	Yes			00815	Disseminate and communicate policies and procedures throughout the organization.

Keylight® Fundamentals

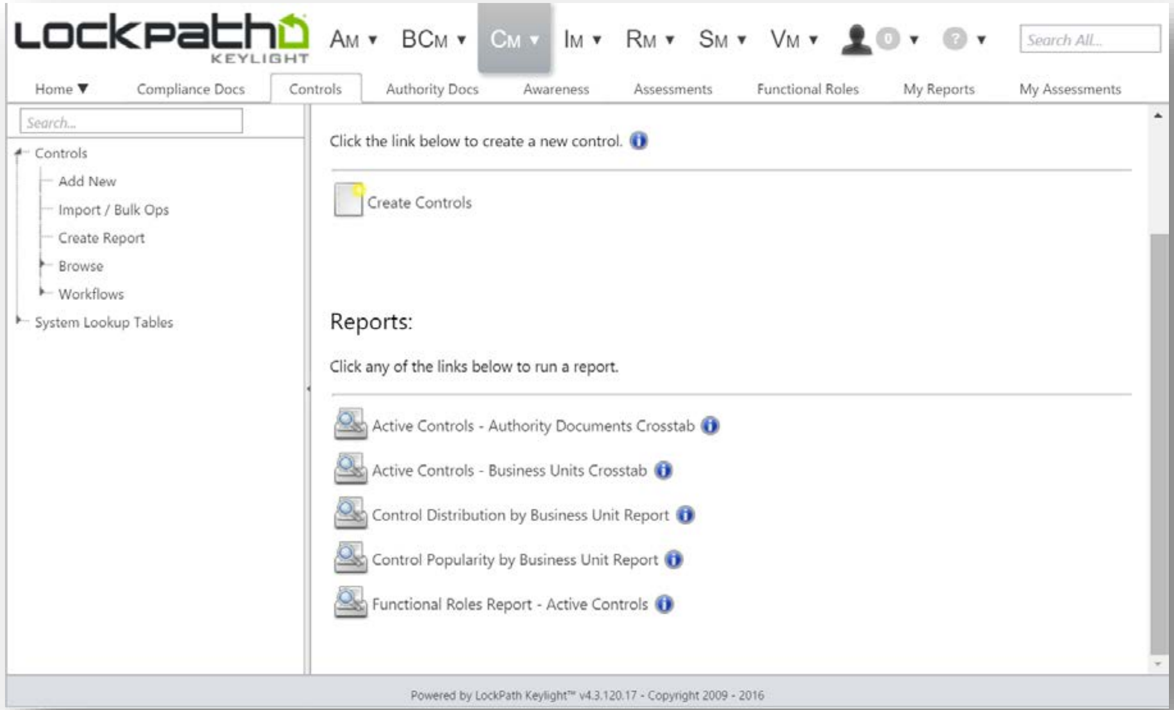
Reporting

Objectives

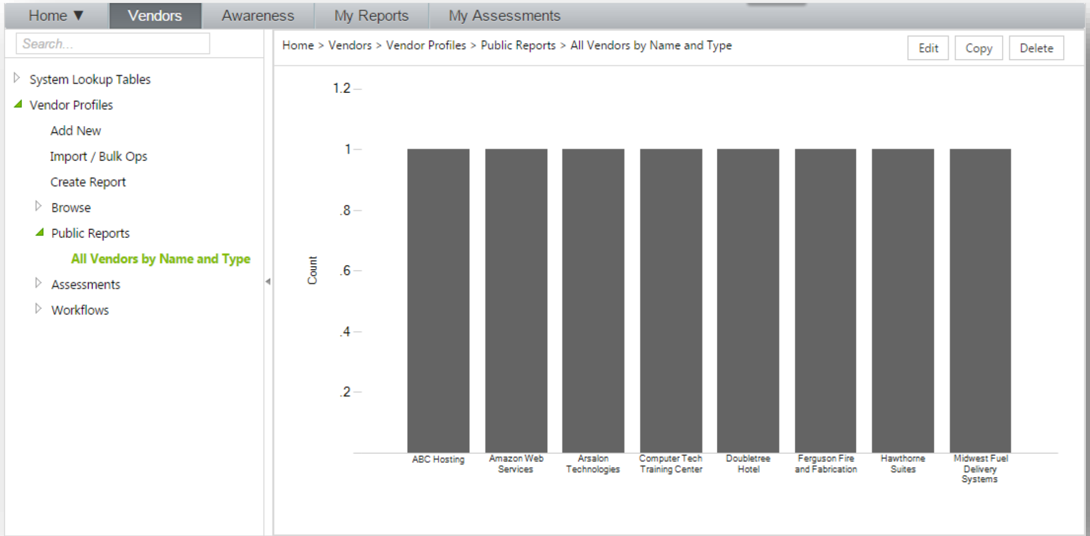
- Identify reporting options
- Create custom reports as personal and shared reports
- Modify existing reports
- Understand bulk operations with reporting

Report types

System Reports



Custom Reports



Getting around

Set default color schemes	Administrator	Platform > Reporting > Default Reporting Colors
Create Reports	Full users with security privileges	Application Home > Table or Assessment > Create Report
Run reports	Full users with security privileges	Application Home > Table > *Report*

**Full users can run system reports with the proper security privileges*

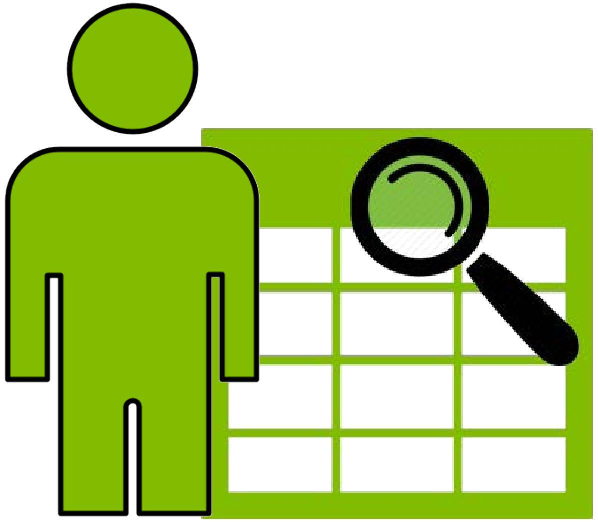
Reporting sources and creators

Reporting sources

- Tables
- Assessments
- Assessment answers

Report creators

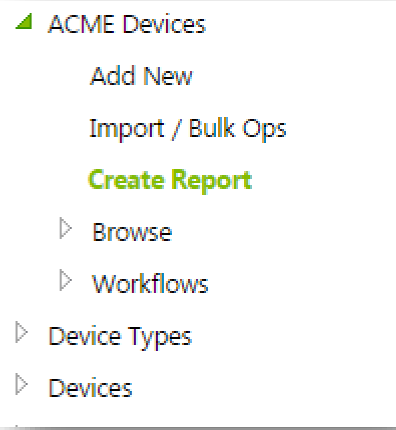
- A user can create personal reports
- An administrator can create personal and system reports

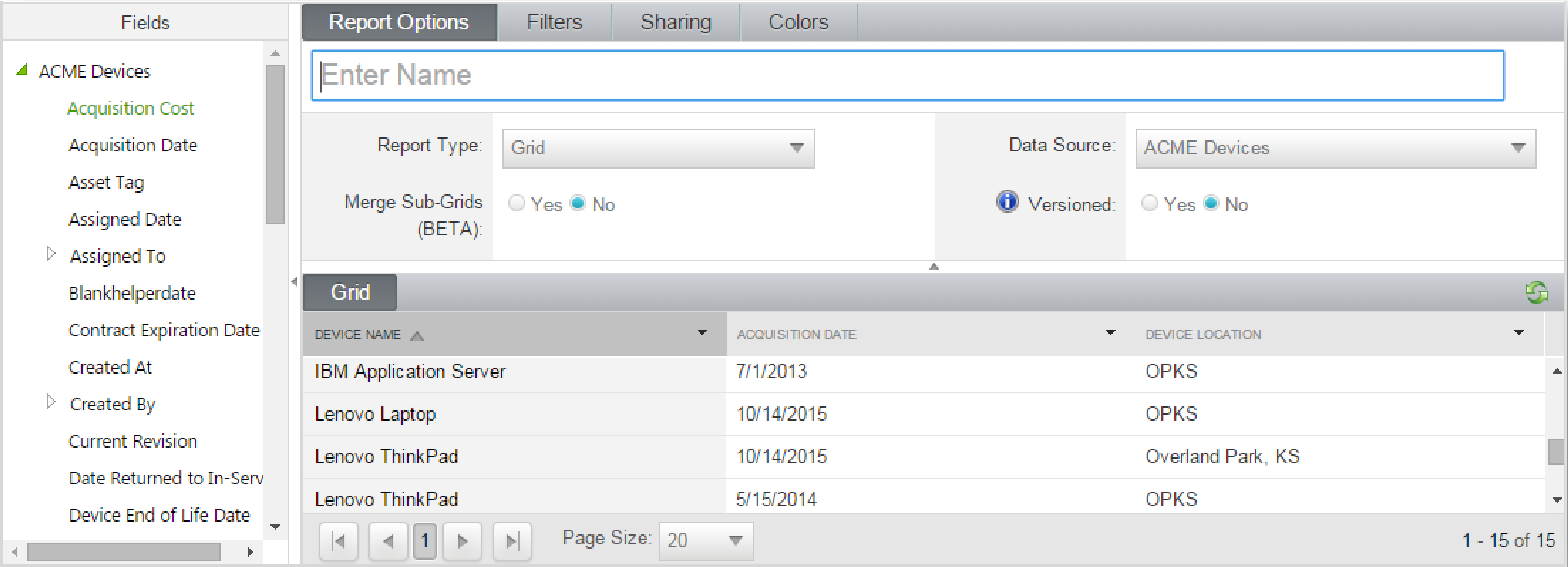


LOCKPATH

Reporting Creation

Creating custom reports

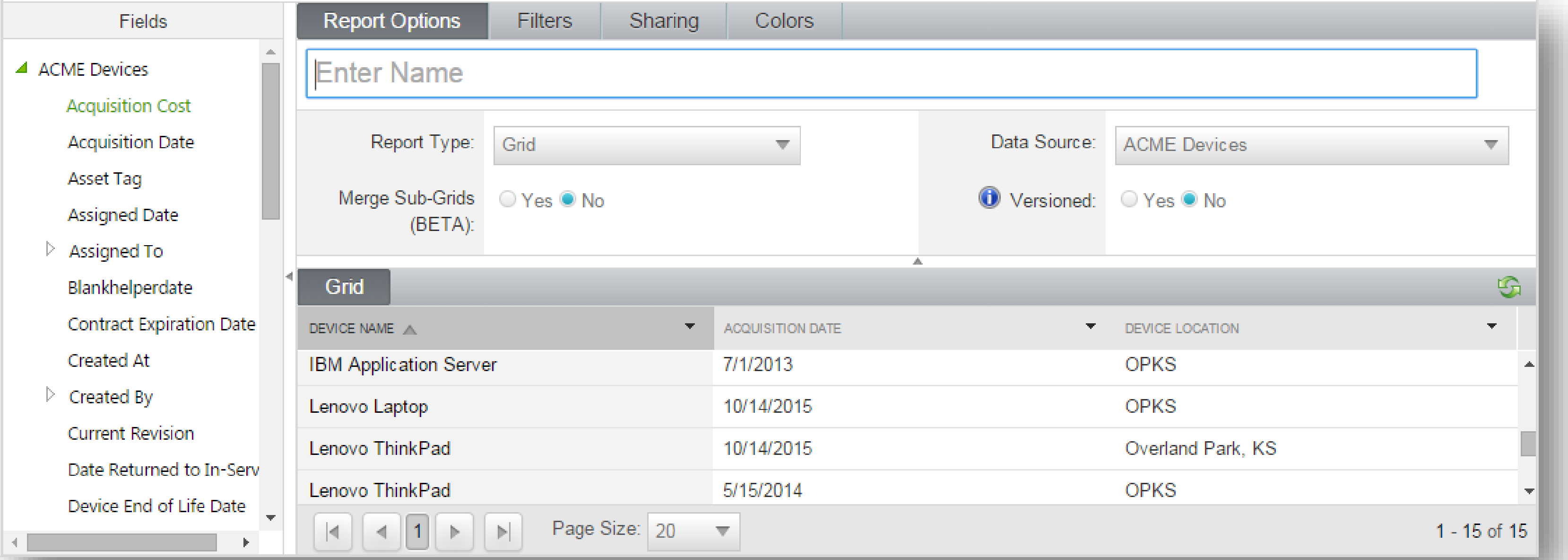




Creating reports

Report tabs for a Grid Report

- Available Fields
  - Including Related Tables
- Report Options
- Filters
- Sharing
- Colors

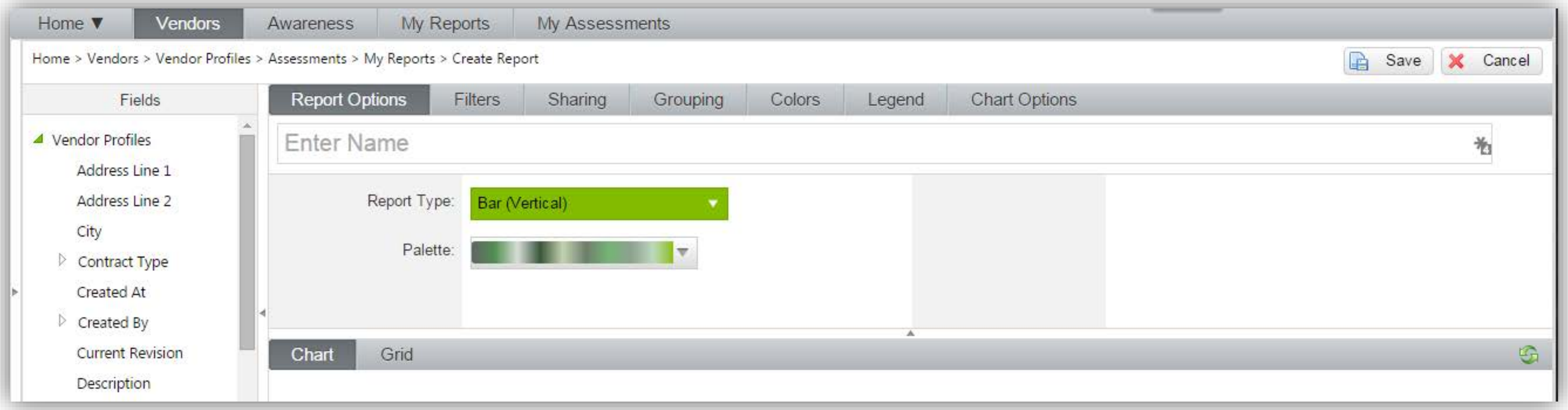


**When exporting a report, flatten the report (Merge Sub-Grids) so that all data is presented.*

Creating reports

Report tabs for a Chart Report

- Available Fields
  - Including Related Tables
- Report Options
- Filters
- Sharing
- **Grouping**
- Colors
- **Legend**
- **Chart Options**



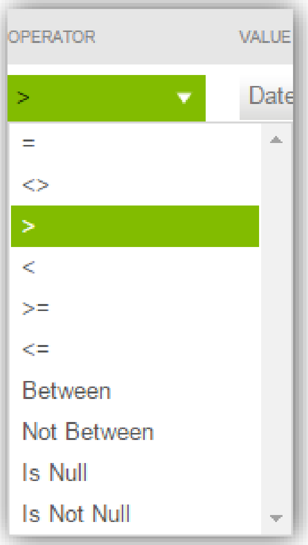
Filtering example

Filter for including only records created after a certain date:

Field = Created At

Operator = > (greater than)

Value = Desired date



Before applying filter

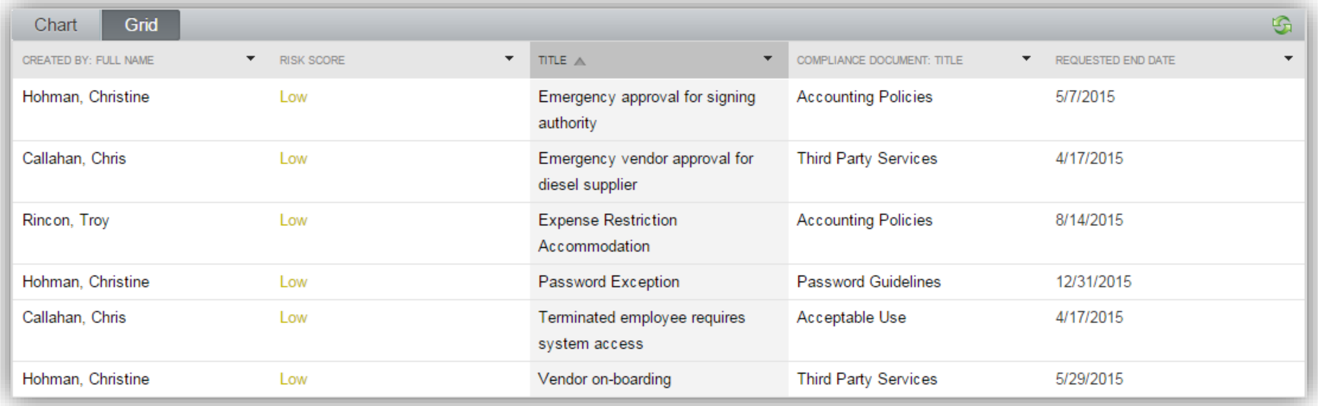
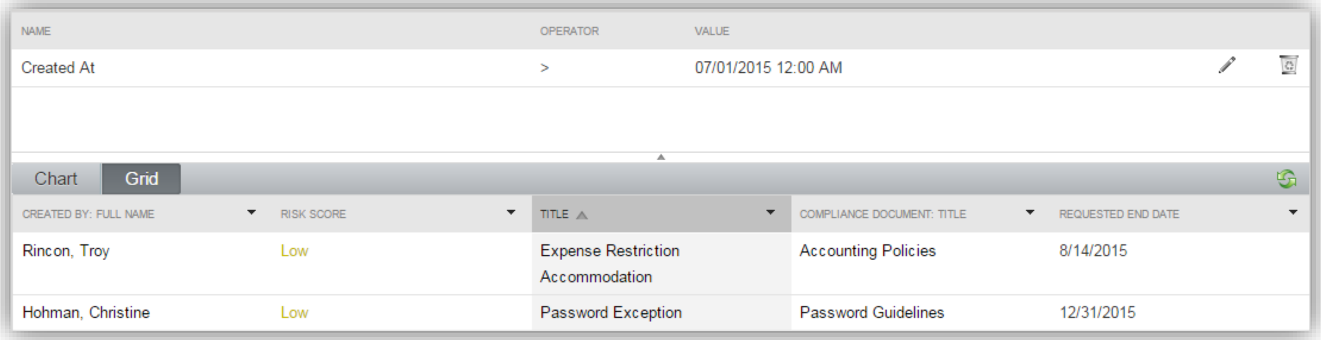


Chart Grid

CREATED BY: FULL NAME	RISK SCORE	TITLE	COMPLIANCE DOCUMENT: TITLE	REQUESTED END DATE
Hohman, Christine	Low	Emergency approval for signing authority	Accounting Policies	5/7/2015
Callahan, Chris	Low	Emergency vendor approval for diesel supplier	Third Party Services	4/17/2015
Rincon, Troy	Low	Expense Restriction Accommodation	Accounting Policies	8/14/2015
Hohman, Christine	Low	Password Exception	Password Guidelines	12/31/2015
Callahan, Chris	Low	Terminated employee requires system access	Acceptable Use	4/17/2015
Hohman, Christine	Low	Vendor on-boarding	Third Party Services	5/29/2015

After applying filter



NAME	OPERATOR	VALUE
Created At	>	07/01/2015 12:00 AM

Chart Grid

CREATED BY: FULL NAME	RISK SCORE	TITLE	COMPLIANCE DOCUMENT: TITLE	REQUESTED END DATE
Rincon, Troy	Low	Expense Restriction Accommodation	Accounting Policies	8/14/2015
Hohman, Christine	Low	Password Exception	Password Guidelines	12/31/2015

Reporting options

Sharing tab

General Access

- Personal
- Shared

Administrative Access

- Global
- Navigation Tree

LockPath

Reporting options

Colors tab

Grid Text and Chart Fill Color

Predefined

Label	Chart Fill Color	Grid Text Color
Critical		Critical
High		High
Medium		Medium
Low		Low
Informational		Informational

Color assignments: ◉ Predefined ○ Custom

Custom

+ Add

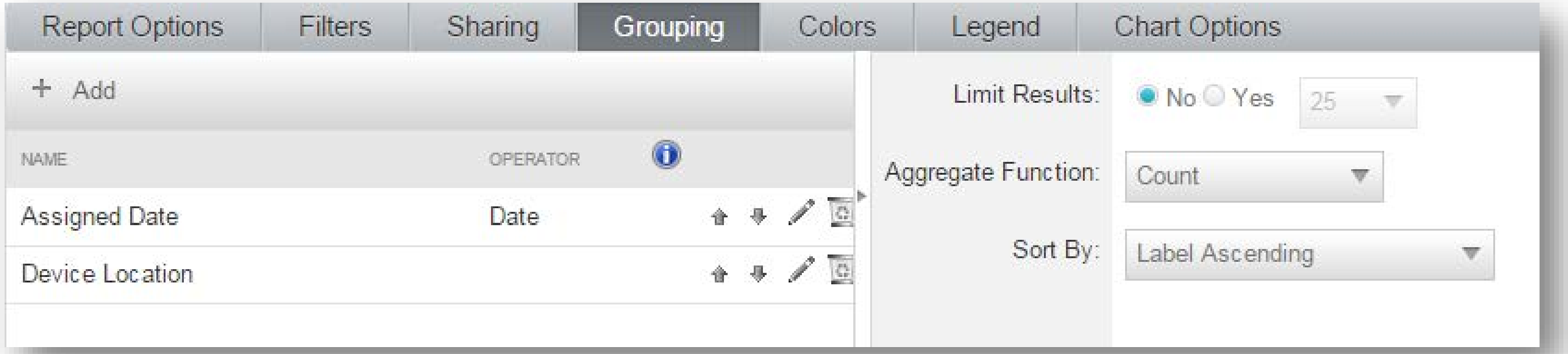
Label	Chart Fill Color	Grid Text Color		
CAAN-1		CAAN-1		
GAAT-1		GAAT-1		

Color assignments: ○ Predefined ◉ Custom

Reporting options

Grouping tab

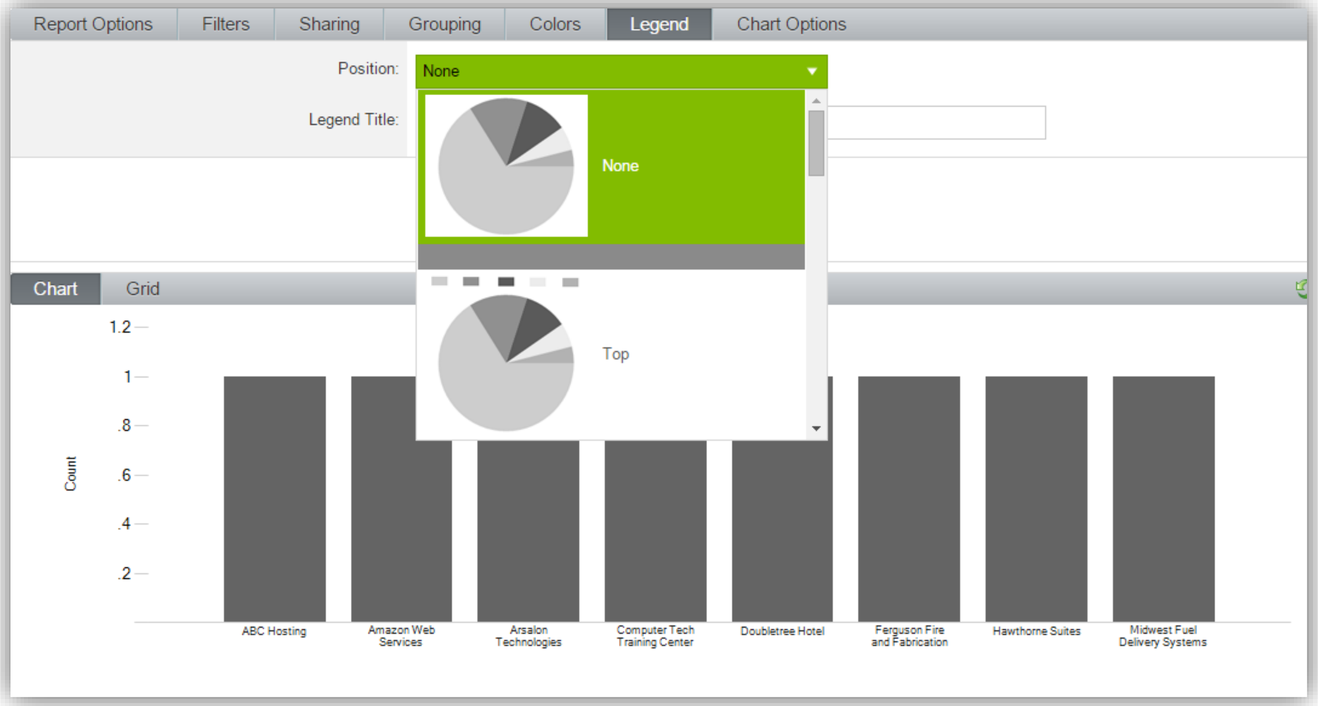
- Fields
- Limit Results
- Aggregate Function
- Sort By



Reporting options

Legend tab

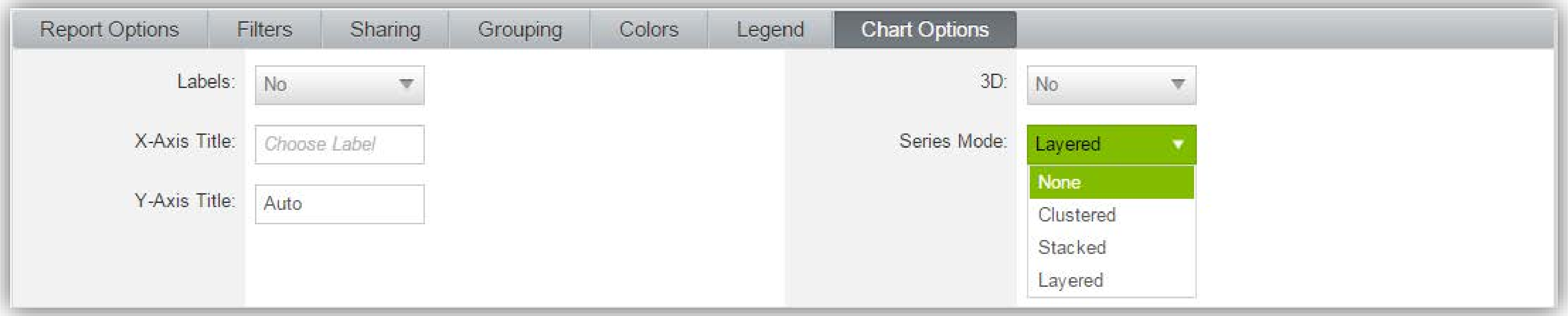
- Position
- Legend Title



Reporting options

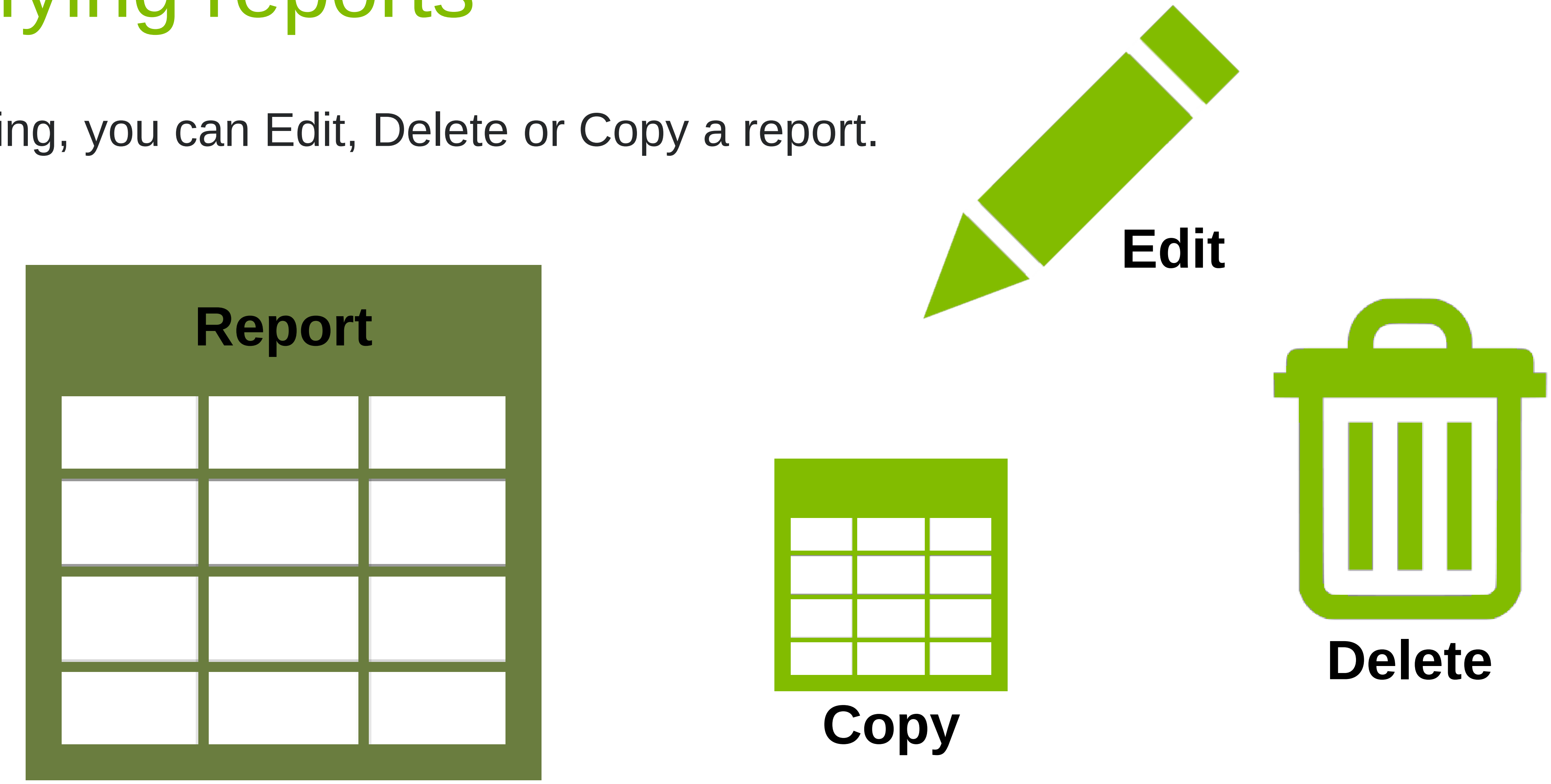
Chart Options tab

- Labels
- X-Axis Title
- Y-Axis Title
- 3D
- Series Mode



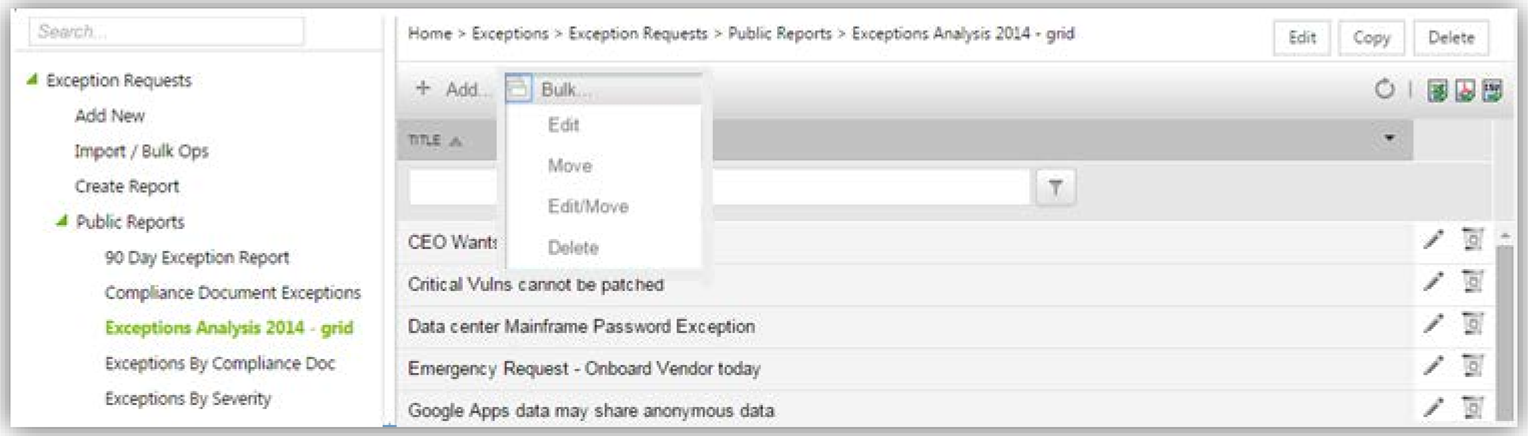
Modifying reports

After saving, you can Edit, Delete or Copy a report.



Bulk operations

Edit, move, edit and move, or delete multiple records at the same time



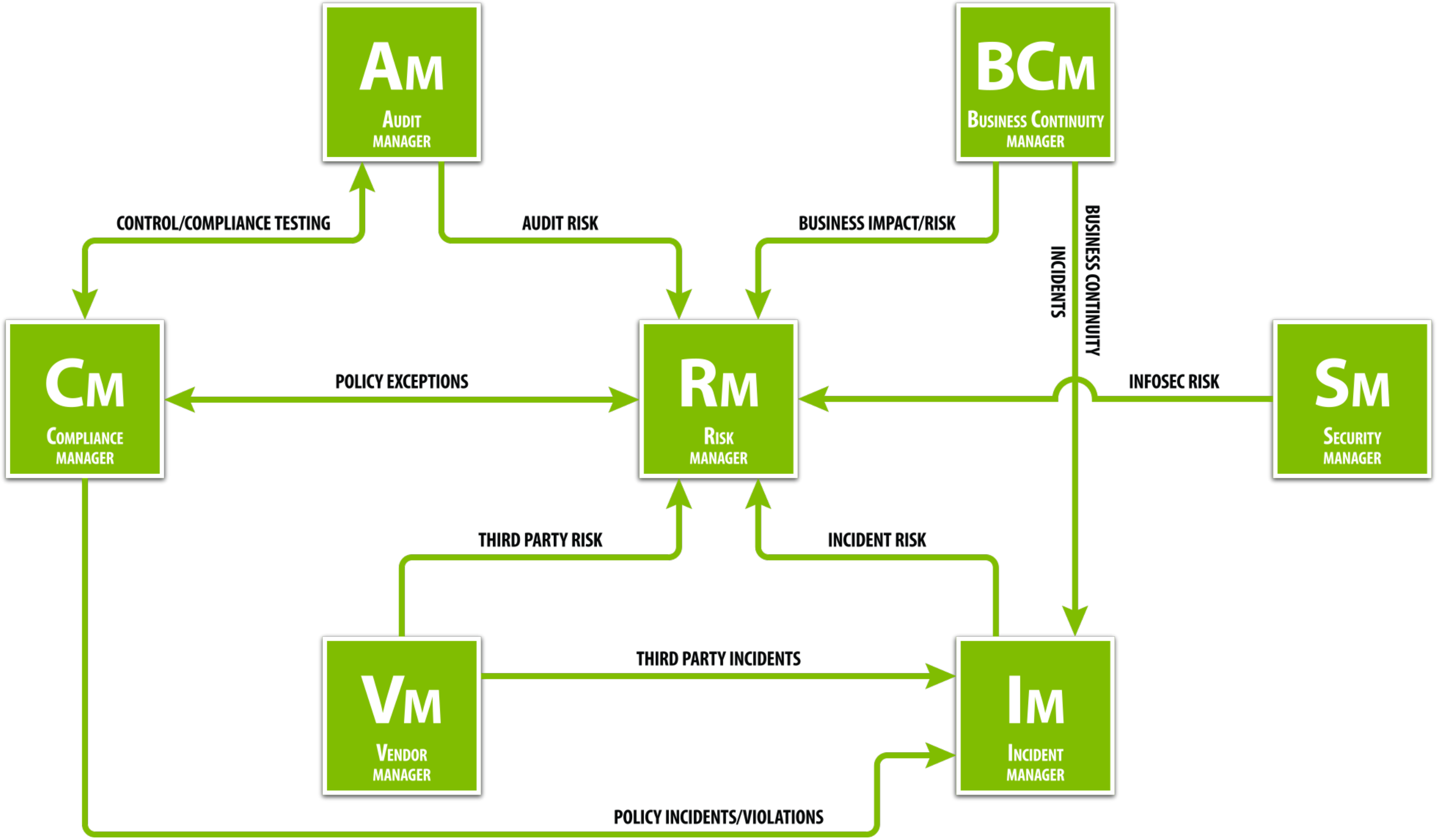
Keylight® Fundamentals

Dashboards

Objectives

- Present report data on a dashboard
- Identify dashboard and portlets types
- Create a personal and system dashboard

Keylight Ecosystem



Keywords

Term	Description
Portlet	An individual pane on a dashboard.
My Dashboard	A dashboard visible only to the user who created it.
System Dashboard	A universal dashboard visible to Full users in Keylight.

Dashboard Basics

Getting around

System Dashboards	Create system dashboards	Administrator	Application > Setup > System Dashboards
System Dashboards	View system dashboard	Full user	Application home > View dashboards
My Dashboard	Create portlets	All users	My Profile > Application > My Dashboard
My Dashboard	View personal dashboards	All users	User profile > Personal Settings

Dashboard types

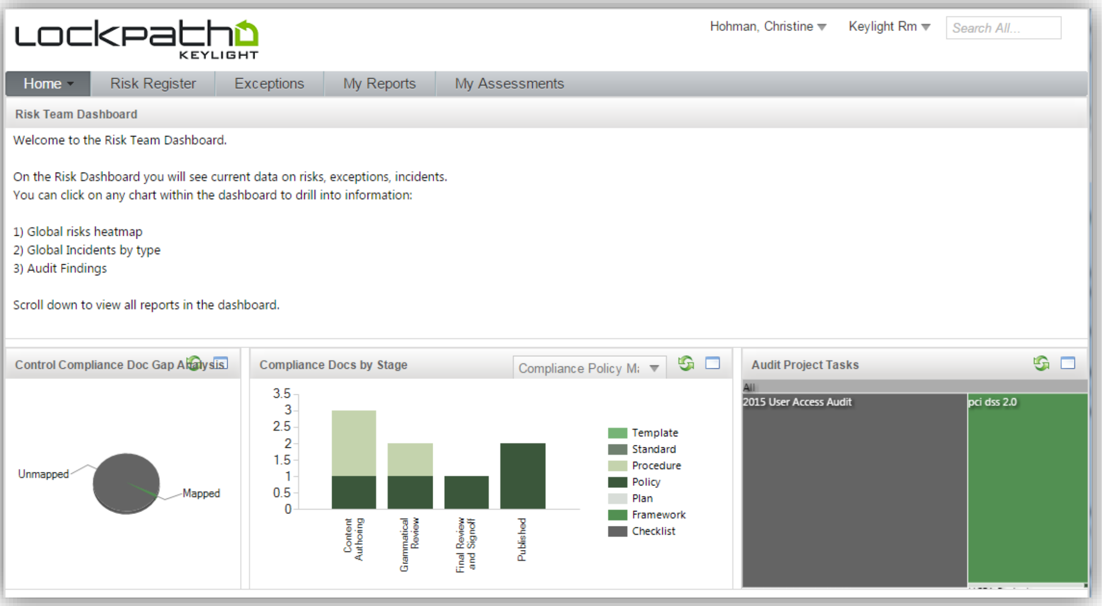
Every application has dashboards

- Dashboard types:
  - System
    - *Administrative users manage system dashboards*
  - Personal
    - *Users manage personal dashboards (My Dashboard)*

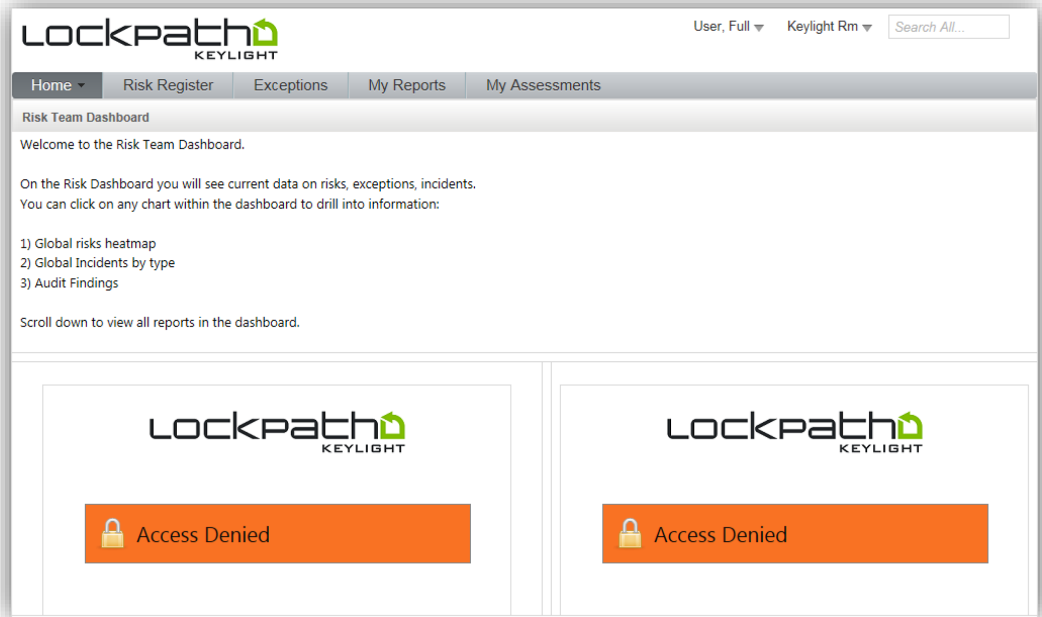
Permissions

You must have permissions at the security role and workflow stage

Proper permissions



Improper permissions

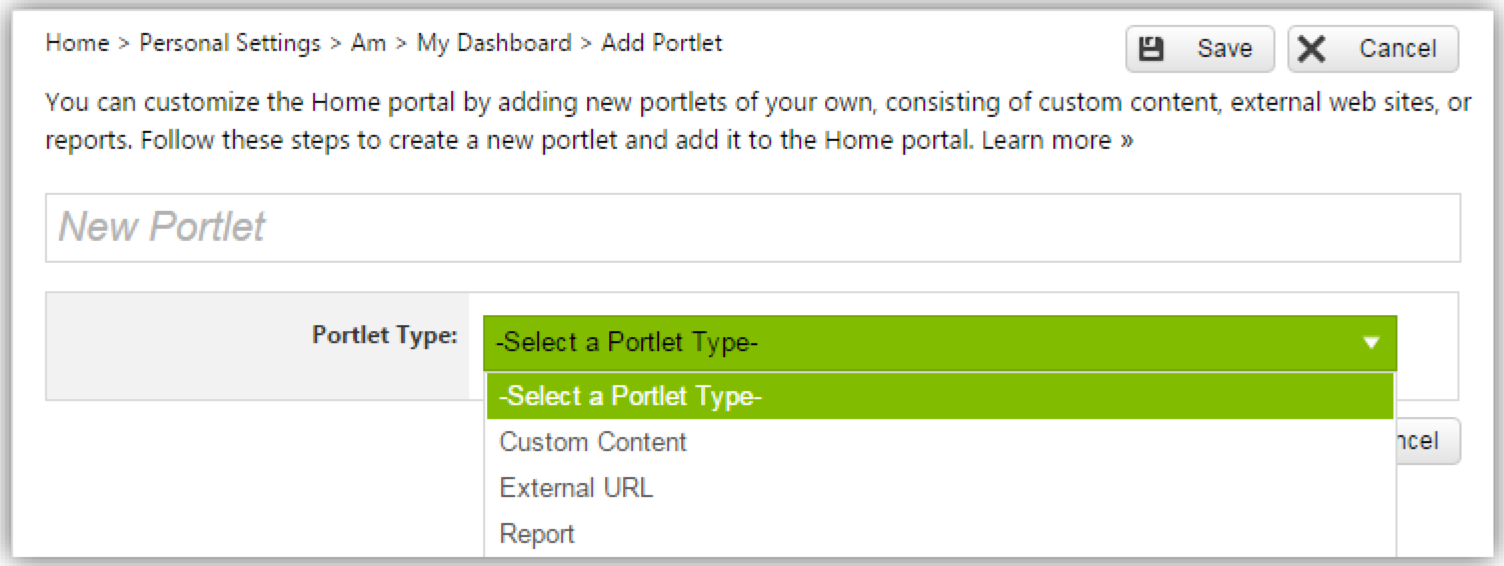


Custom dashboards

Customize a dashboard by adding new portlets:

Portlet types

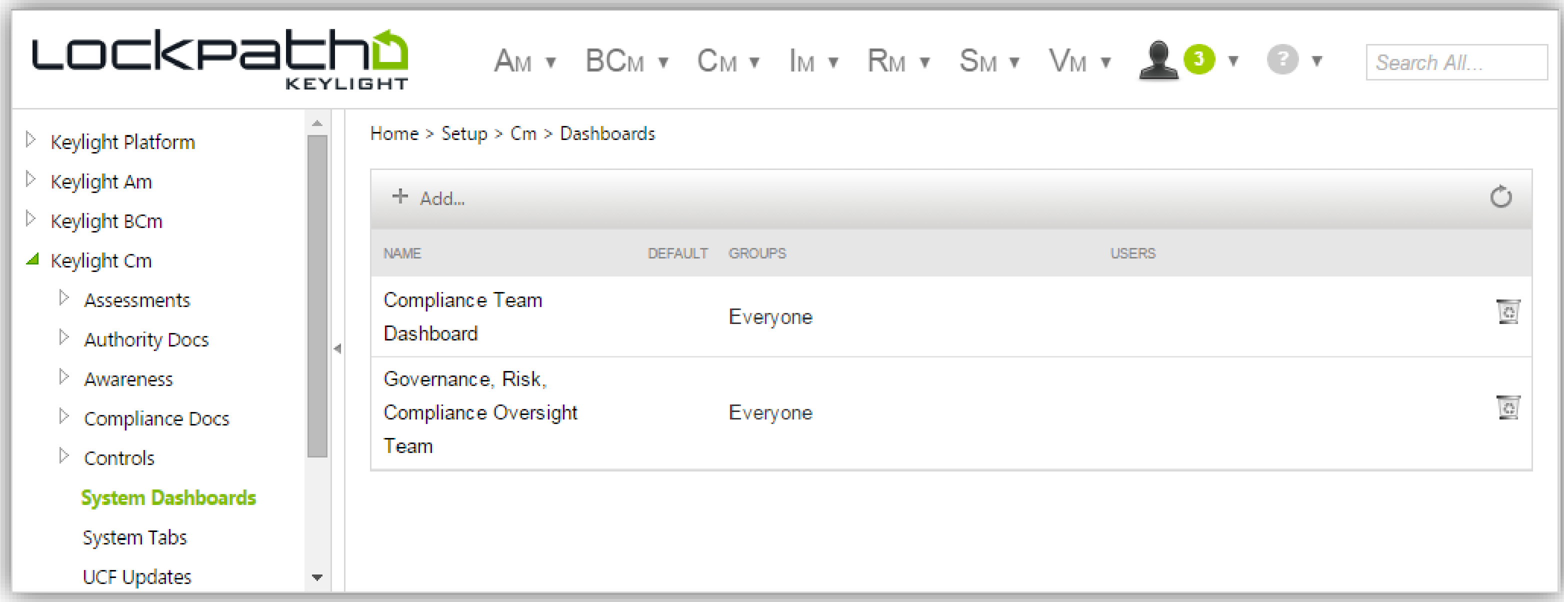
- Custom content
- External web sites
- Reports



System Dashboards

System dashboard setup

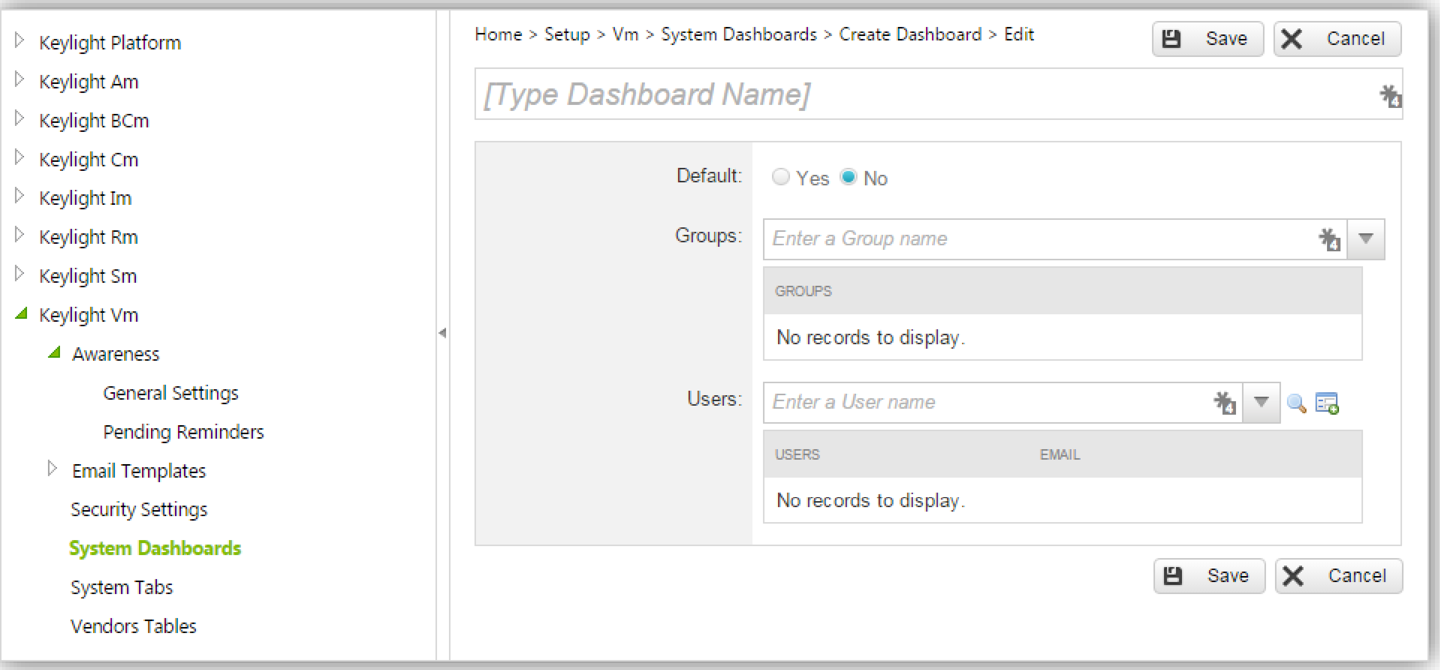
- System Dashboards option is available in all applications
- Permissions control access to each dashboard



You can create multiple system dashboards in each application

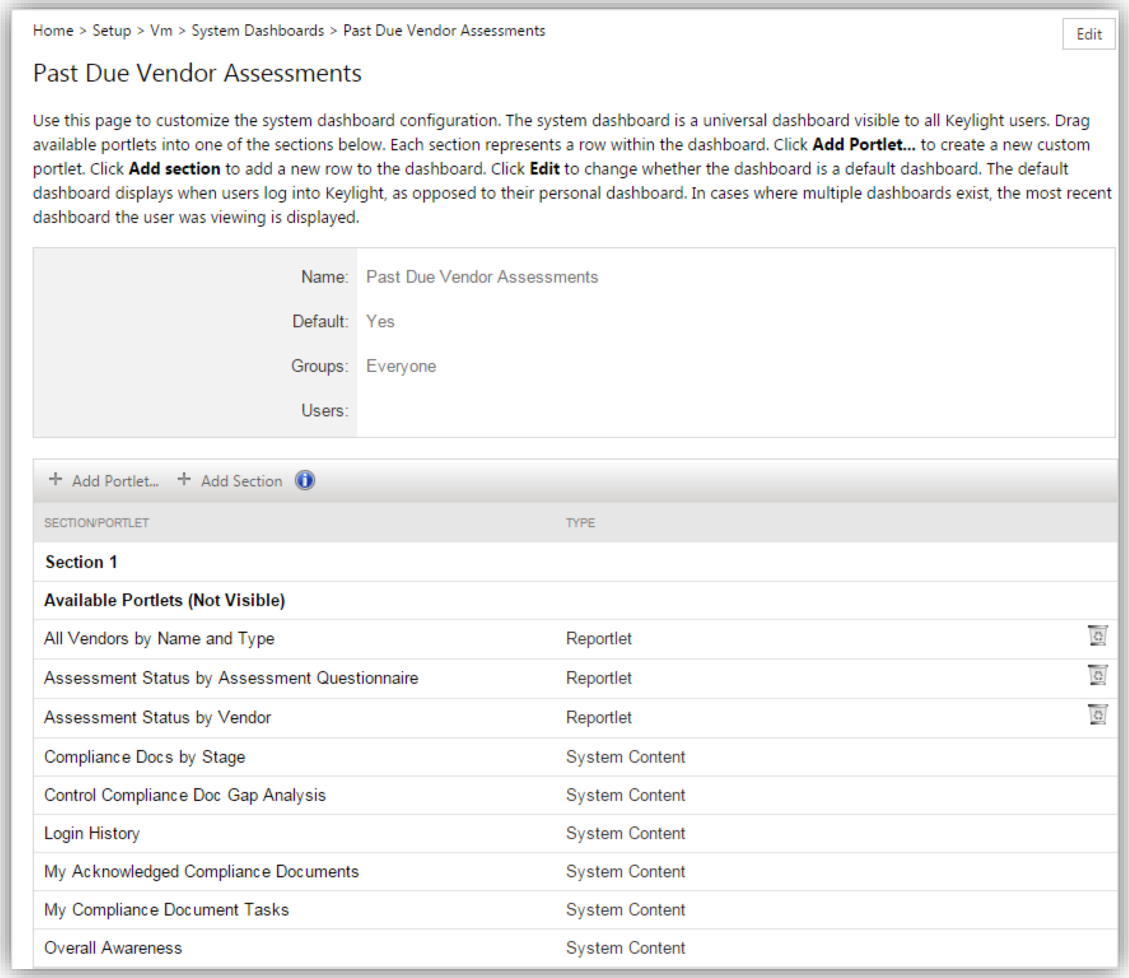
System dashboard creation

- A system dashboard can be set as the default dashboard
- Each dashboard has assigned groups and users



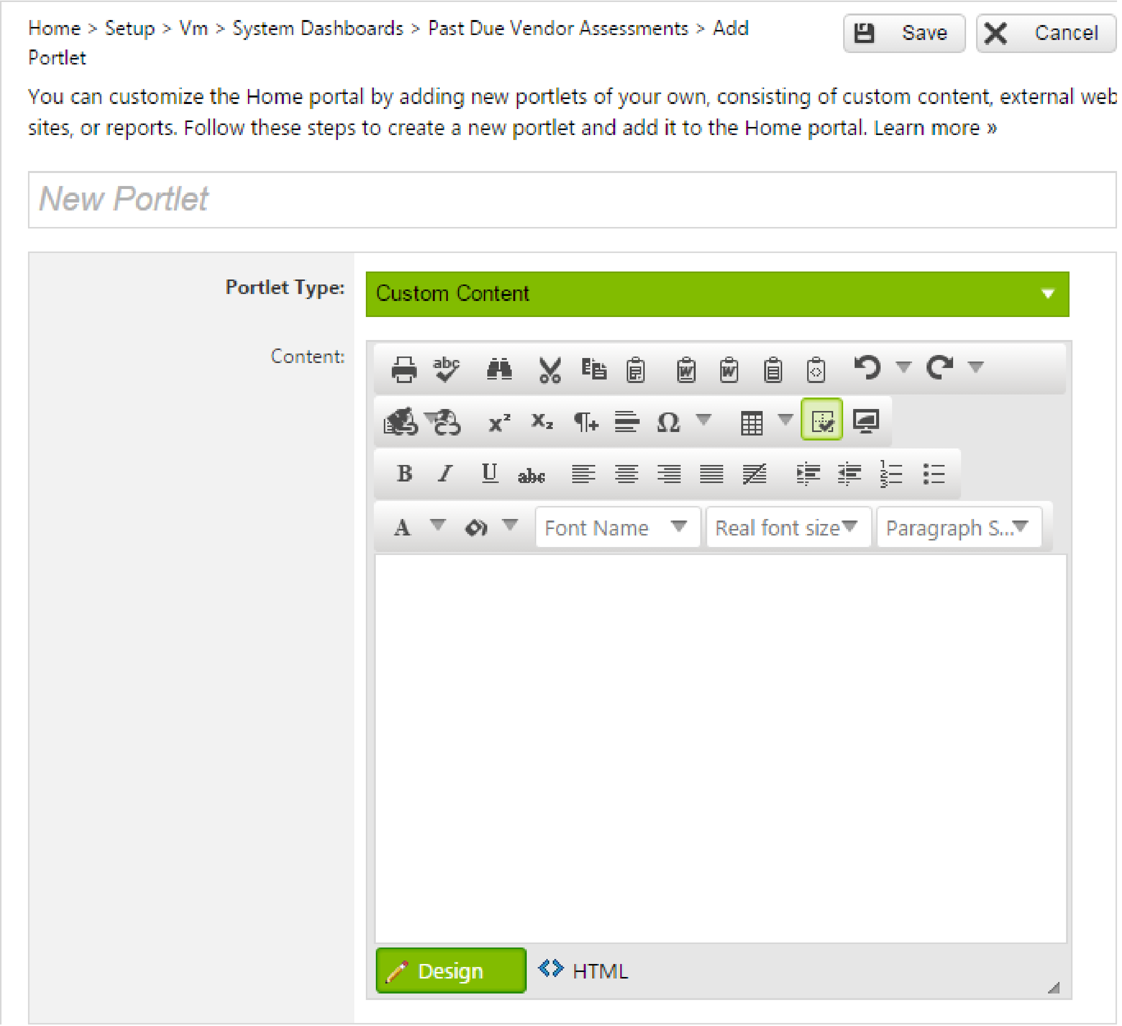
Portlets and sections

- Add Portlets
  - Custom Content
  - External URL
  - Report
- Add Sections
- Drag and Drop sections from Available Portlet (Not Visible) to arrange portlets in the dashboard



Custom Content portlet

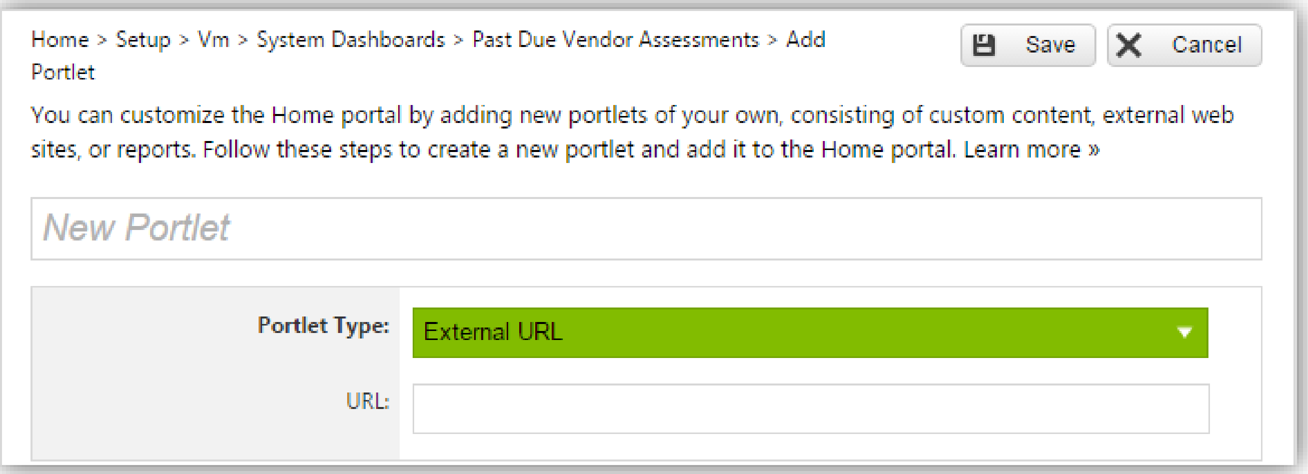
Enables you to create the content that you want to display in the portlet



External URL portlet

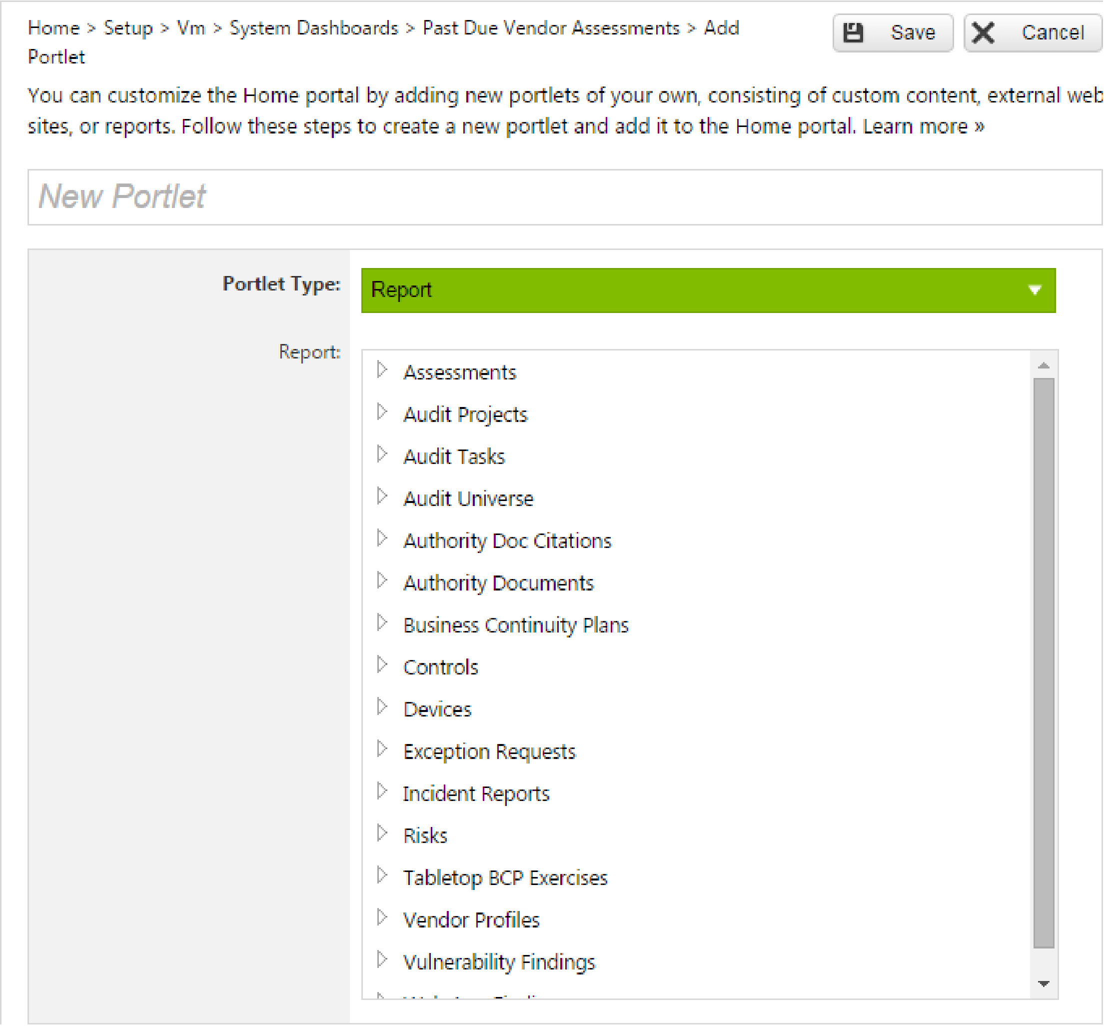
Type the **URL** for the web site you want to appear in the portlet.

Some web sites may not be able to be displayed in a portlet because of security specifications from the site.



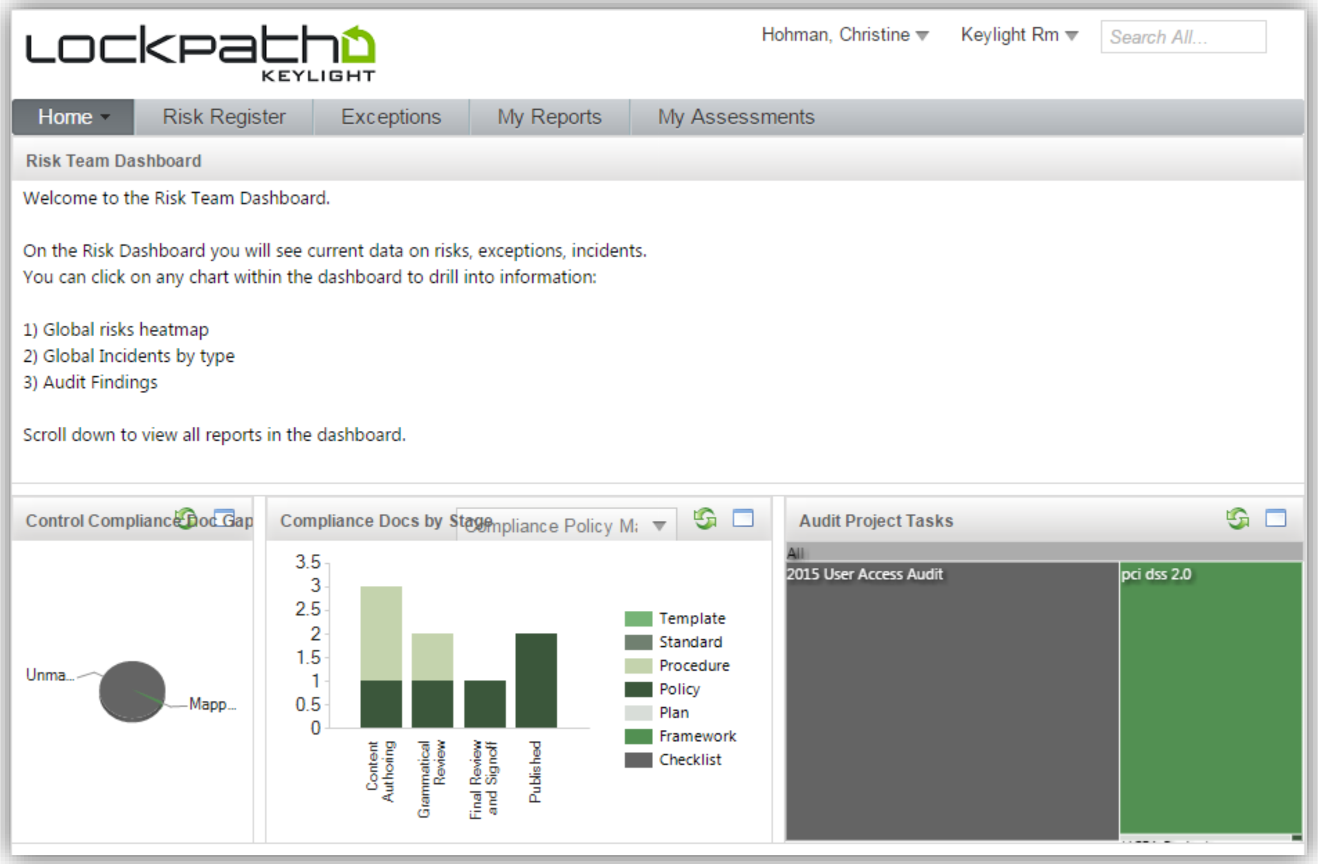
Report portlet

Only public reports and reports to which the user has permissions can be added to a report portlet



Dashboard example

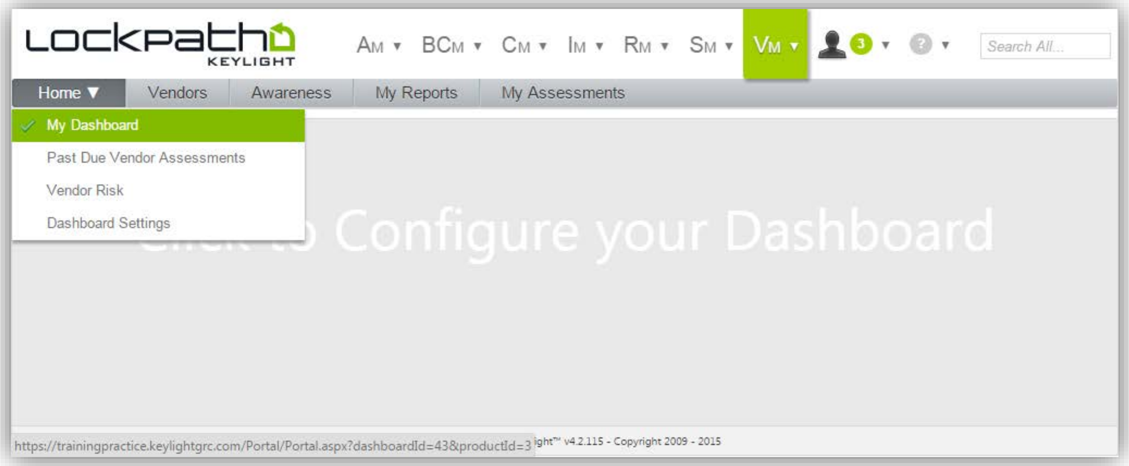
This dashboard contains a Custom Content portlet and various Report portlets



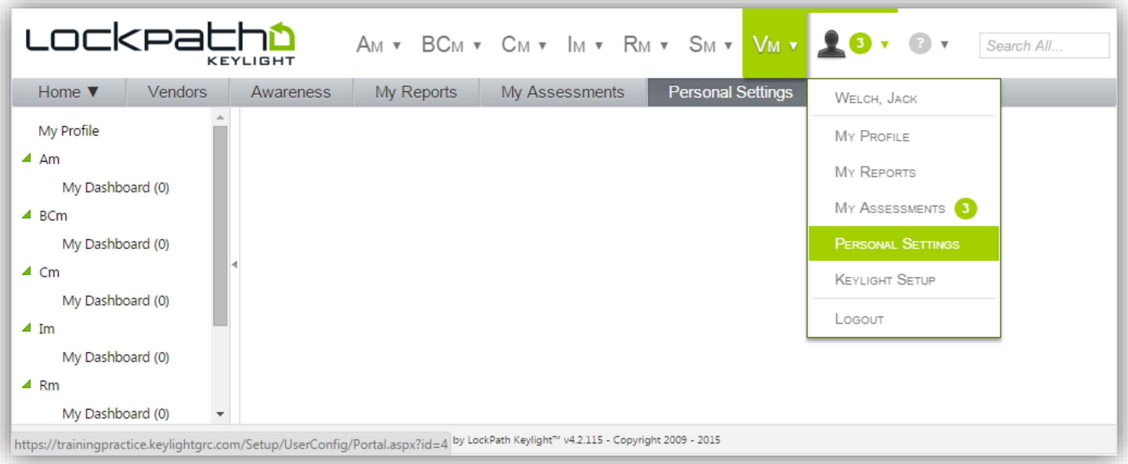
Personal Dashboards

My Dashboard setup

Access through Home tab of any application

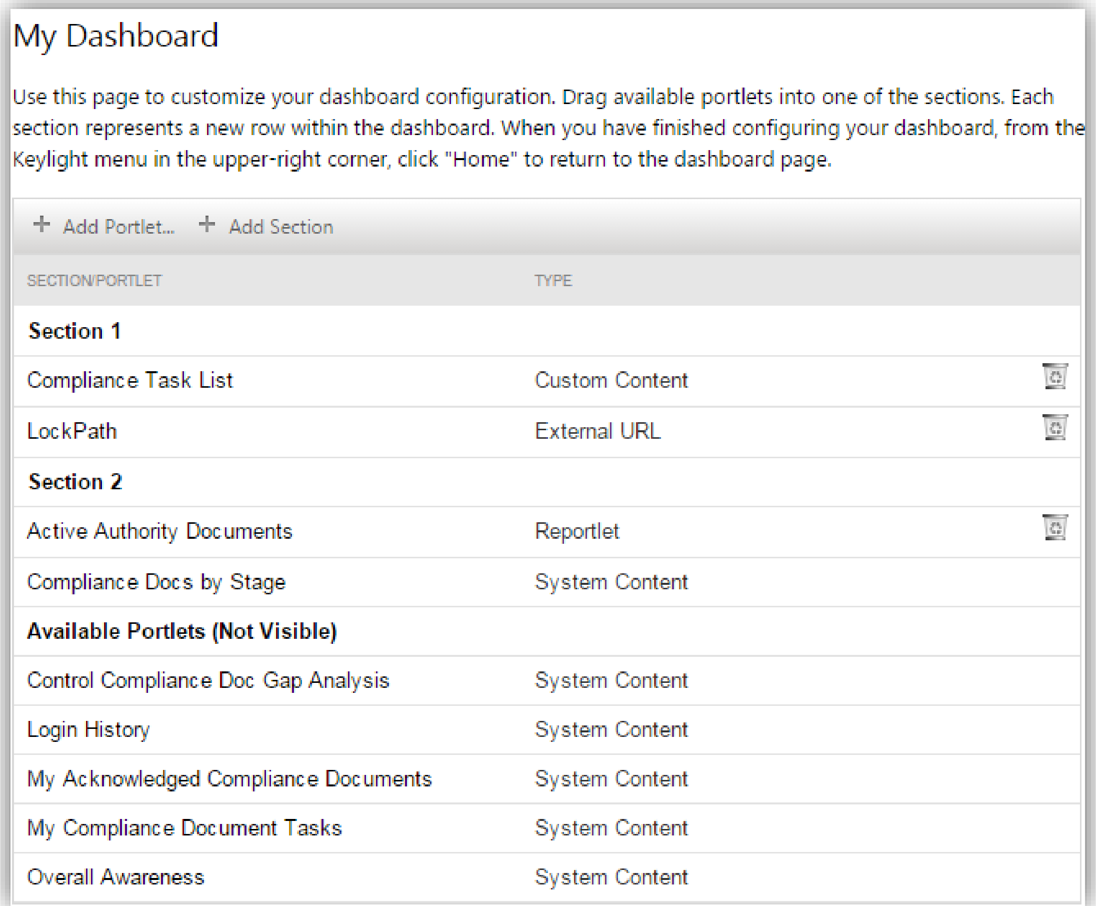


Access through Personal Settings



My Dashboard creation

- Add Portlet
  - Custom Content
  - External URL
  - Report
- Add Section
- Drag and Drop sections to arrange portlets


My Dashboard

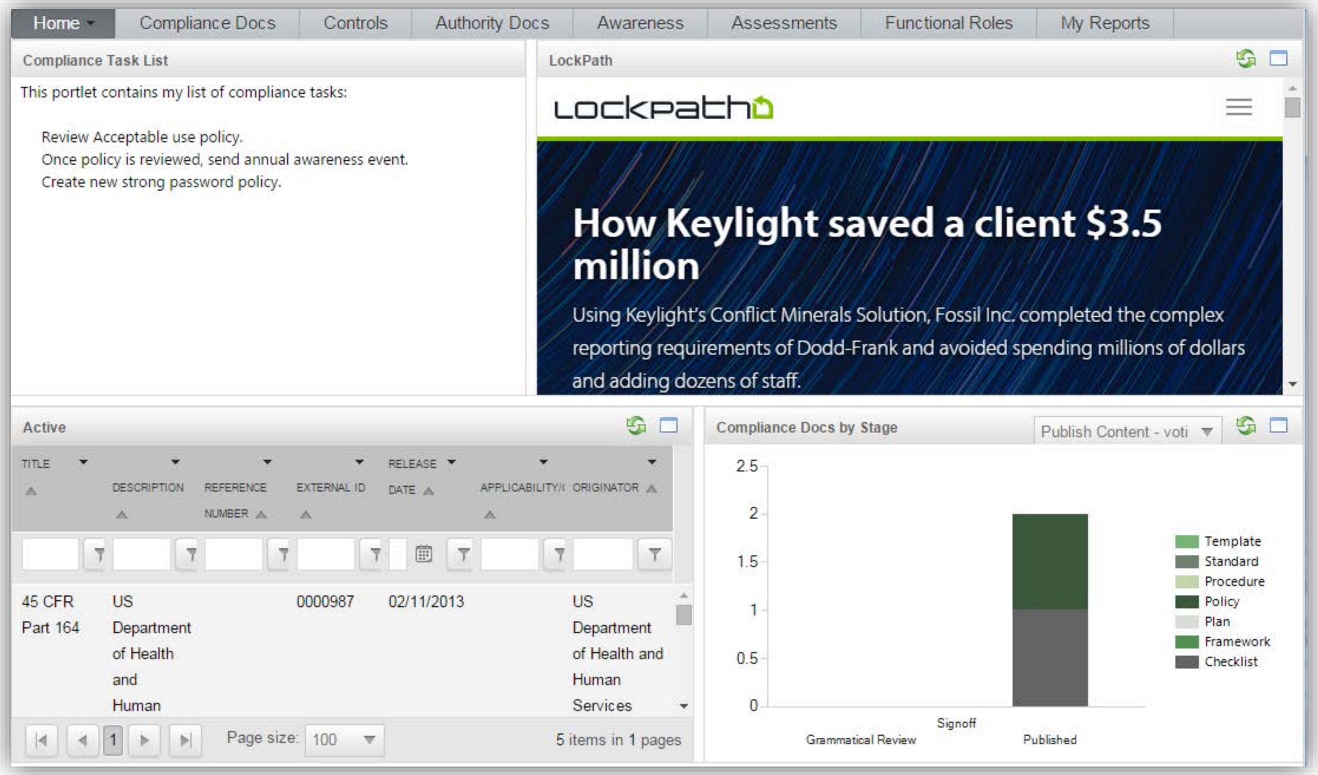
Use this page to customize your dashboard configuration. Drag available portlets into one of the sections. Each section represents a new row within the dashboard. When you have finished configuring your dashboard, from the Keylight menu in the upper-right corner, click "Home" to return to the dashboard page.

+ Add Portlet... + Add Section

SECTION/PORTLET	TYPE
Section 1	
Compliance Task List	Custom Content
LockPath	External URL
Section 2	
Active Authority Documents	Reportlet
Compliance Docs by Stage	System Content
Available Portlets (Not Visible)	
Control Compliance Doc Gap Analysis	System Content
Login History	System Content
My Acknowledged Compliance Documents	System Content
My Compliance Document Tasks	System Content
Overall Awareness	System Content

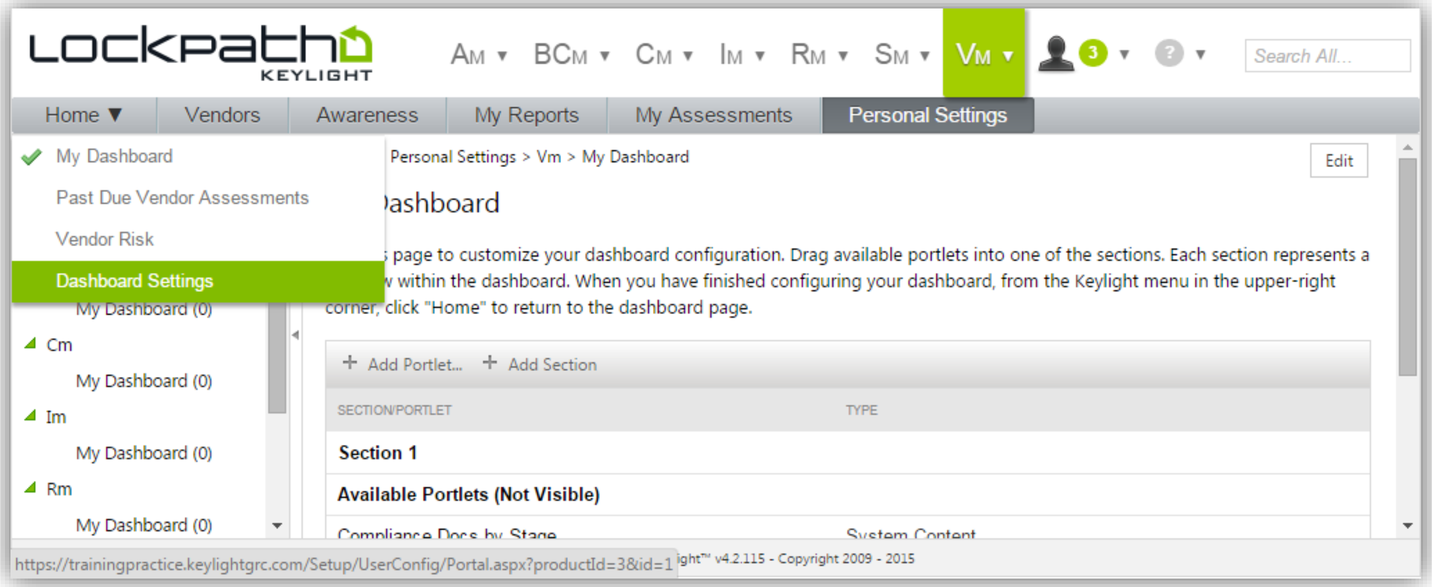
My Dashboard example

This personal dashboard shows a Custom Content portlet, a External URL portlet, and various Report portlets.



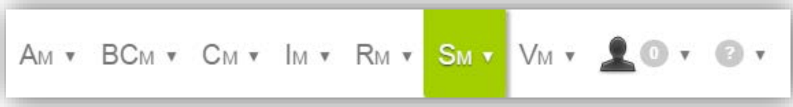
Modifying personal dashboards

Use the Dashboard Settings option from the Home tab to edit a personal dashboard.

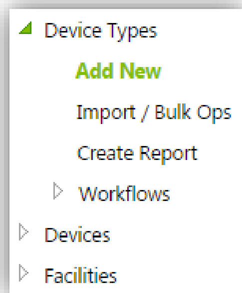


Create a Record

1. Hover over desired application and select an item from the menu.



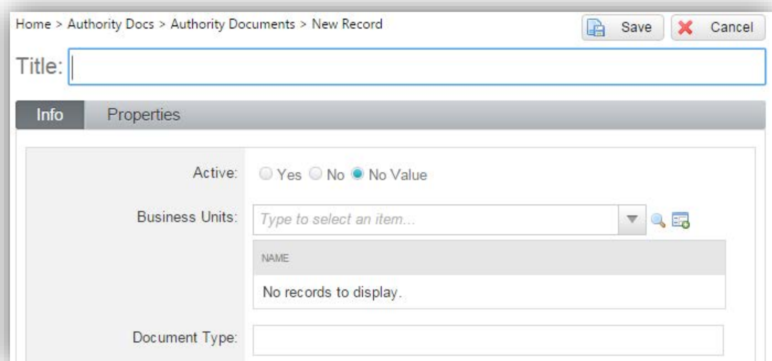
2. From the tree pane on the left, expand the application to which you want to create a new record.



3. Click Add New.

4. Complete the desired fields with data and click Save.

   - Bold titles are required fields.
   - Additional information is accessed by tabs that may appear across the top.

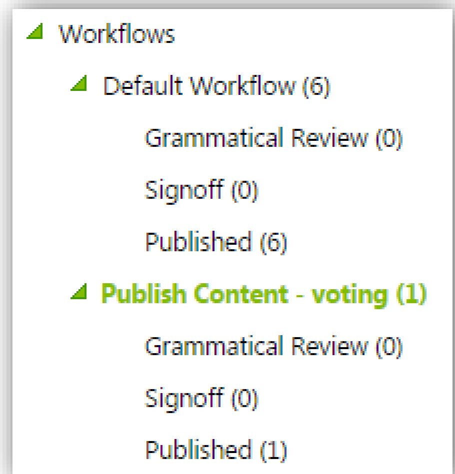


Access Workflow

1. Hover over desired application and select an item from the menu.

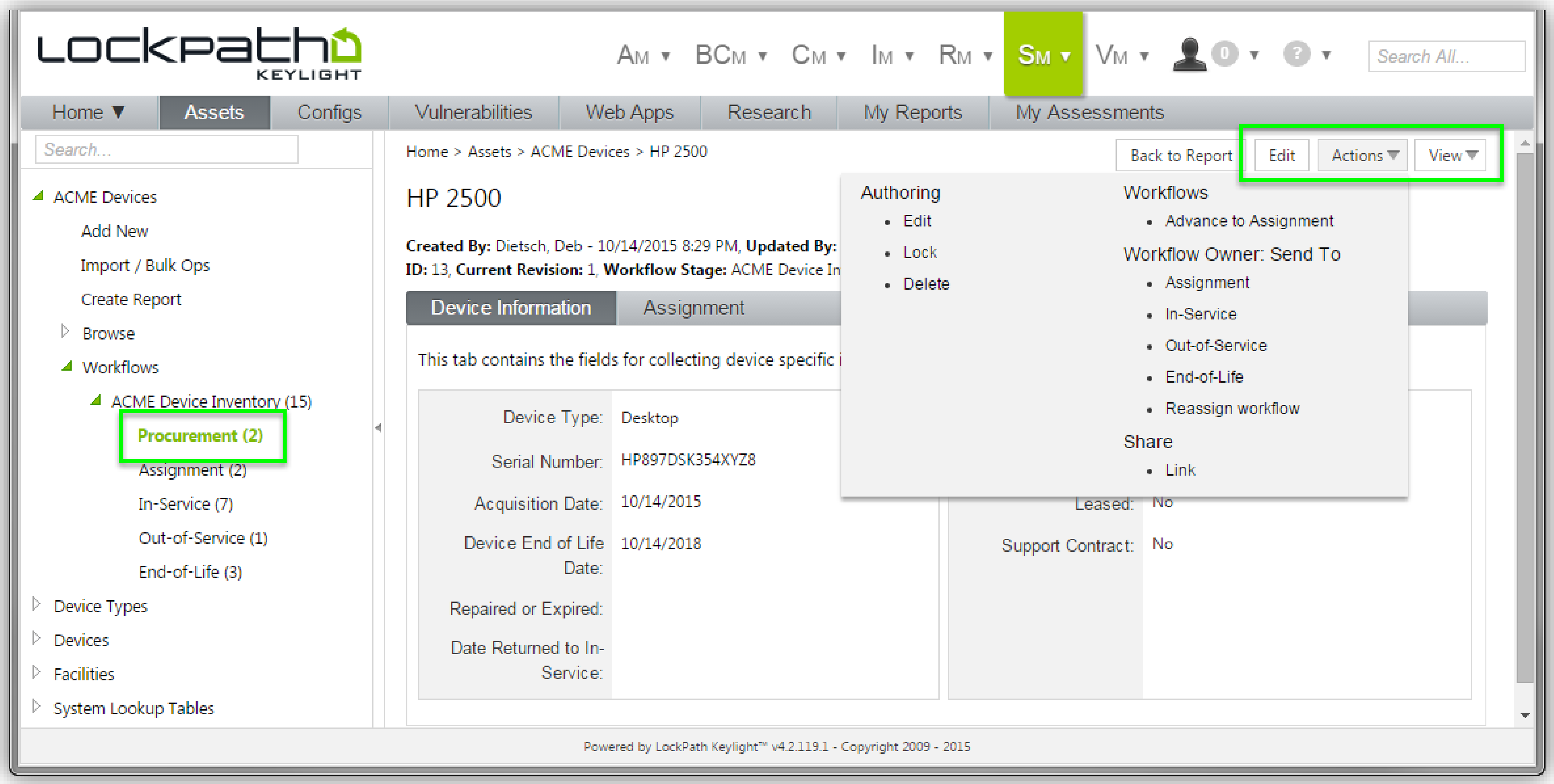
2. From the tree pane on the left, expand the table you want.

3. Expand the desired workflow.



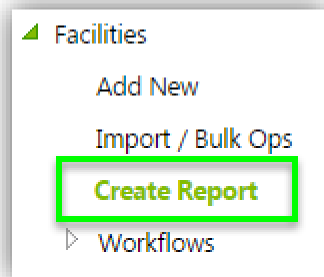
Edit Records

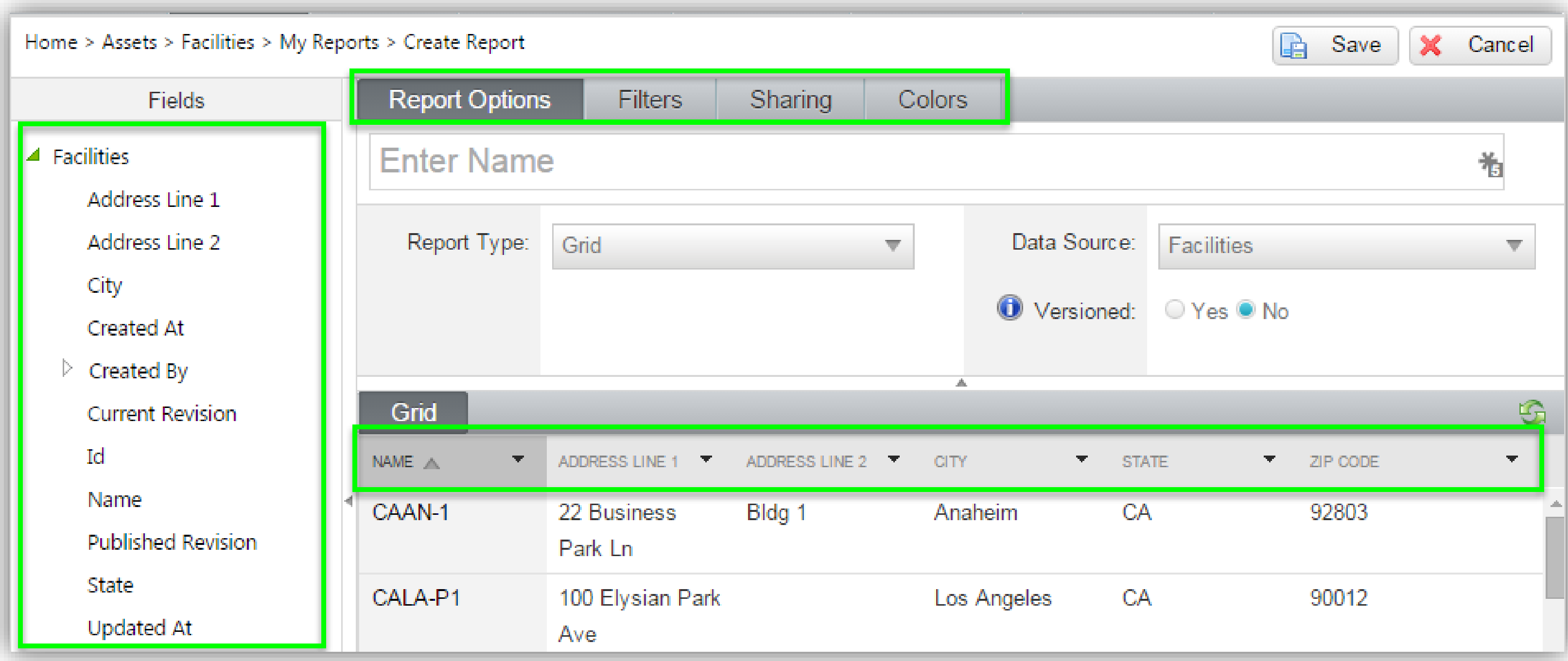
1. After you access a record, whether through workflow or a report, you can perform activities by using the buttons at the top right.
2. Do any of the following:
   - Click Edit to update the record.
   - Click Actions to advance the record to the next stage of the workflow.



Create a Grid Report

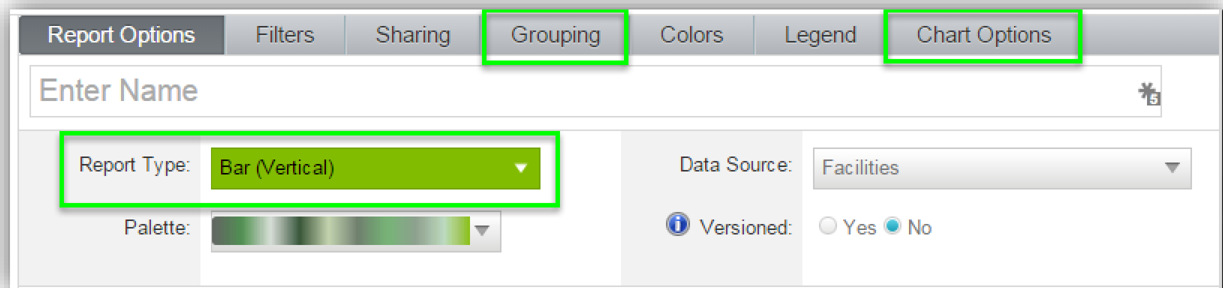
1. Select the application that contains the table on which you want to find data.
2. Click the table that contains the data and click Create Report.
3. To adjust a report, do the following:
   a. Name the report.
   b. From the Fields list, drag the fields that you want in the report.
   c. Click and drag Colum Headings to change the order in which data is presented. Each colum can also sort its results.
   d. Add filters, sharing options and colors from the tabs across the top.





Create a Chart Report

1. Start by creating a Grid report.
2. Change the Report Type.
3. Select Grouping.
4. Adjust Chart Options.



Grouping

1. Click Add.

- Click to add the grouping.
- Add multiple groups if desired. You can organize the grouping by dragging the desired fields up or down to prioritize them (primary or secondary).

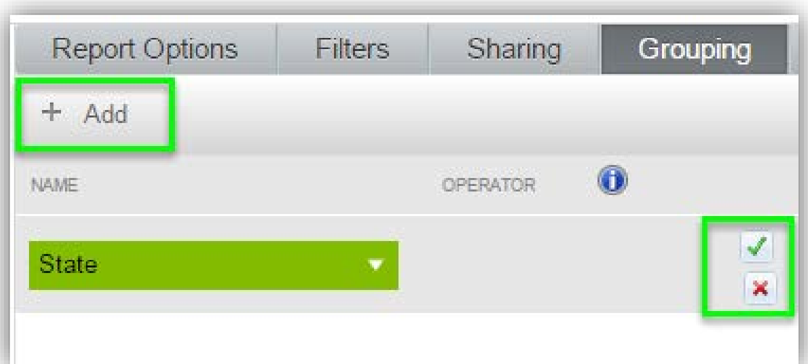
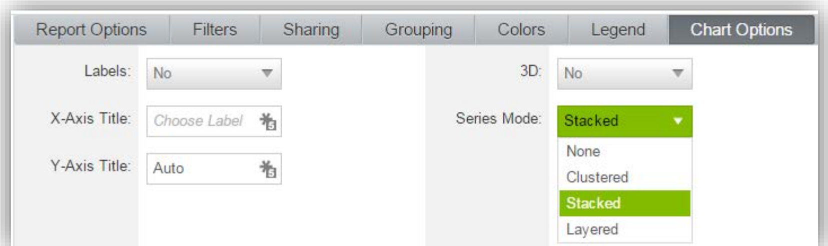


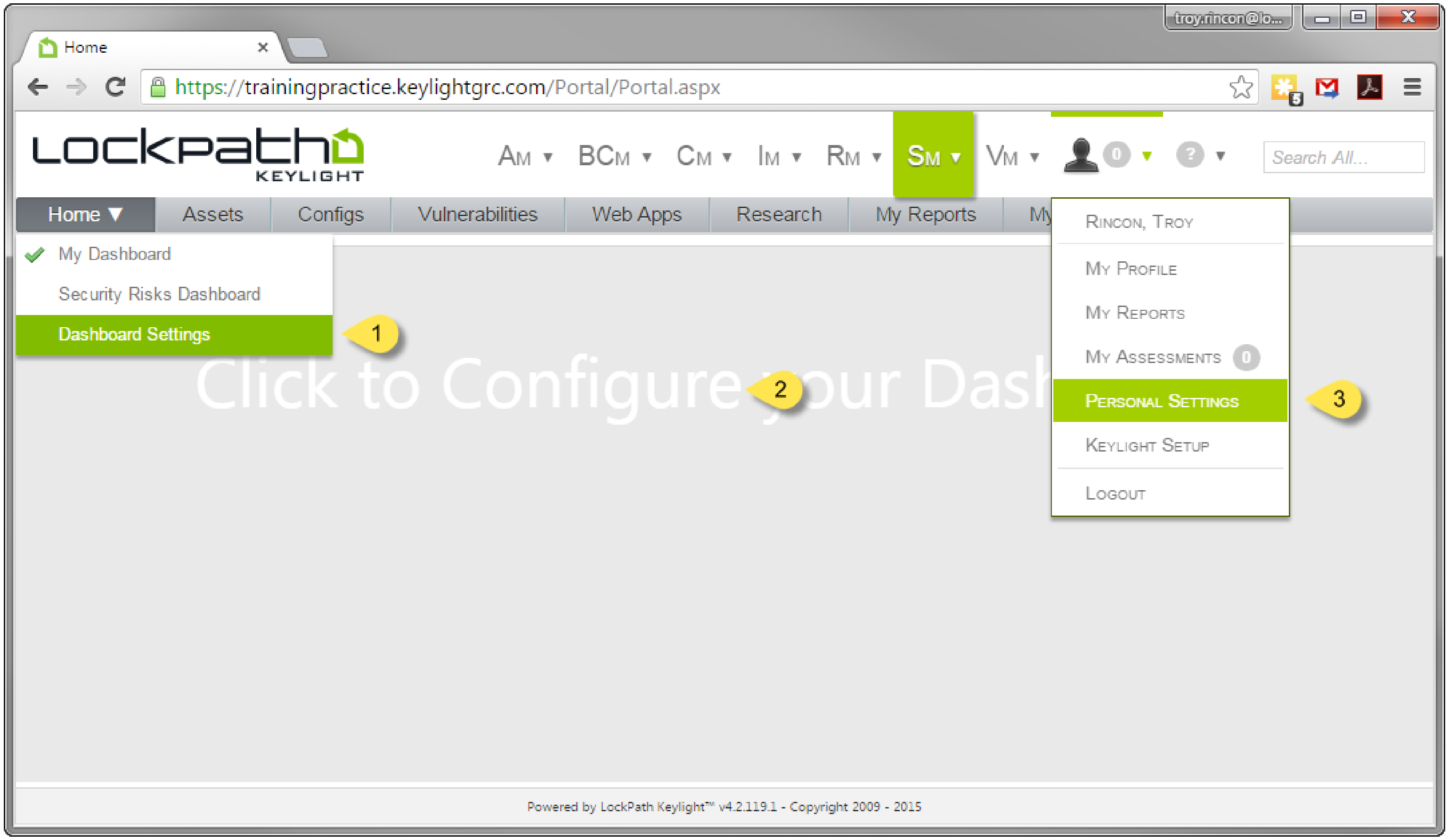
Chart Options

1. After grouping, add the desired chart options.
2. Set the Series Mode to adjust the visual layout of grouped items.



Dashboard Customization

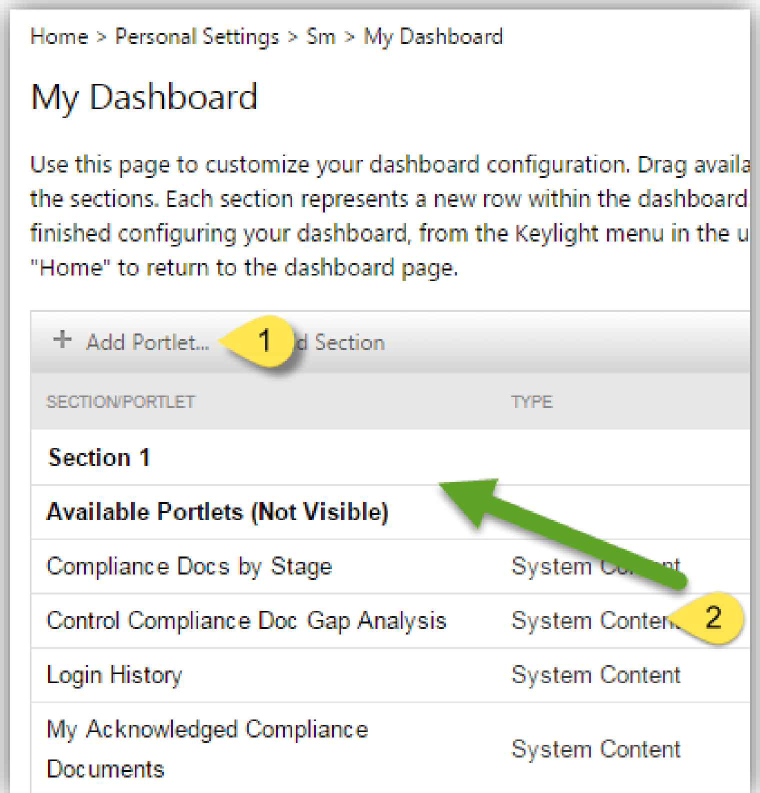
1. Customize your Dashboard from three areas.



Dashboard Customization

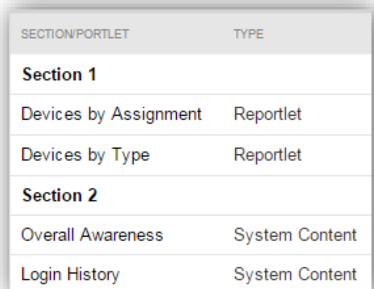
Setup Portlets

1. Drag Available Portlets to a Section or click Add Portlet



Align Portlet Layout

1. Portlets are displayed left to right
2. Sections are stacked vertically.



SECTION/PORTLET	TYPE
Section 1	
Devices by Assignment	Reportlet
Devices by Type	Reportlet
Section 2	
Overall Awareness	System Content
Login History	System Content