



The seamless integration between human creativity and machine efficiency.

Guide VerbNoun Portal Administrator March 8, 2018



VerbNoun Portal allows you to compare the modern technology tools of SDN, laaS and DevOps by the Business, Technical and Governance requirements and optimally select them for projects of Xentaurs.

VerbNoun Portal allows you to make this comparison in VerbNoun table, compiled in VN-Designer using data from Dictionaries.

Administrator can create, delete and edit VerbNoun's; can create, delete and edit items in the customers, groups, components, products and users dictionaries; view VerbNoun's in PDF, save to PDF, send the document to the customer (all customer belonging to the company for which VerbNoun was created for); download the manual and recover the password.

### Table of contents

Table of contents	2
1. Access the Portal	3
2. Portal menu	4
3. Create the document	5
4. Dictionaries management	12

Employee Guide Page 2 of 20

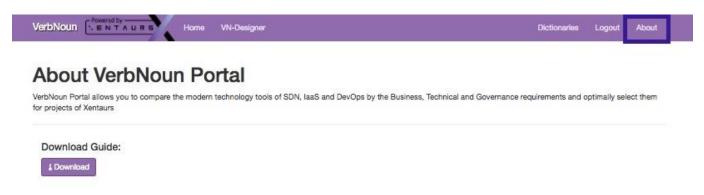


### 1. Access the Portal

1. Your account for the Xentaurs VerbNoun Portal has to be created by the already existing administrator. You will receive an e-mail with your credentials for the Portal.



- 2. Access the Xentaurs VerbNoun Portal located at <a href="https://verbnoun.xentaurs.com/">https://verbnoun.xentaurs.com/</a> and enter your username and password then select "Login" to enter the system.
- 3. Once you have successfully logged into the system you will see the VerbNoun documents.
- 4. You can download this manual from "About" menu section.



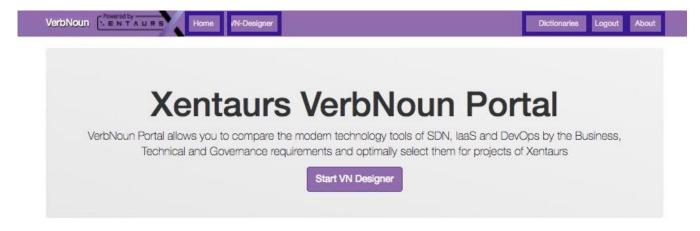
Employee Guide Page 3 of 20



### 2. Portal menu

Portal menu consists of the following links:

- a. "Home" returns you to the main page of the portal.
- b. "VN-Designer" returns you to VerbNoun List, where you can add a new VerbNoun or open, edit or delete already existing VerbNouns (go to article "3. Create the document").
- c. "Dictionaries" allows you to manage customers, groups, components, products and users dictionaries
- d. "Logout" allows you to exit the portal.
- e. "About" you can view the main information about the portal and download the manual.

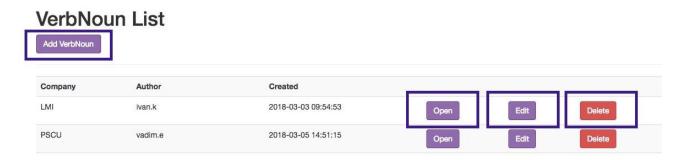


Employee Guide Page 4 of 20



### 3. Create the document

1. Once you have logged in the system you can "Open", "Edit", "Delete" the existing VerbNoun documents or create a new one by clicking on the "Add VerbNoun" button on VerbNoun List page. Also you can reach VerbNoun List via "VN-Designer" menu item.



2. In order to create a new document you have to:

### Step 1. Select customer

In this step you should choose the customer that will receive the document that you are about to create. You can choose the customer from the list or you can add a new one by typing the name of the customer in the following box. After you have selected the customer, click on the "Next" button.

Step 1. Select customer

Customer Customer 2 

Or add new one:

New Customer

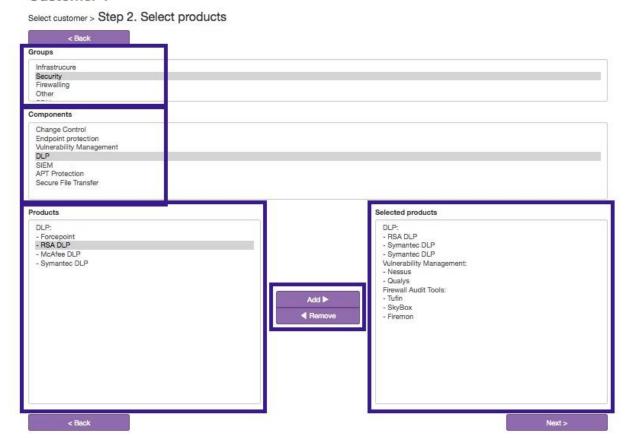
### Step 2. Select products

First of all you should choose one group or groups of products. VerbNoun products are grouped in components and components are grouped in groups. In order to select more than one group press the ctrl button and select the ones that you need. Then you should select component or components from the list the same way as the groups. After component or components are selected, you should add the products that are necessary for your VerbNoun document. You should choose one or several products from the list on the left and click on the "Add" button in the middle. Products that you have selected will appear in the list on the right. If you want to remove the product from the right list, you should select the product and click on the "Remove" button. When you have selected the required products press on the "Next" button. You can always go to the previous steps by clicking on the "Back" button at the top of the page right under the name of the step.

Employee Guide Page 5 of 20



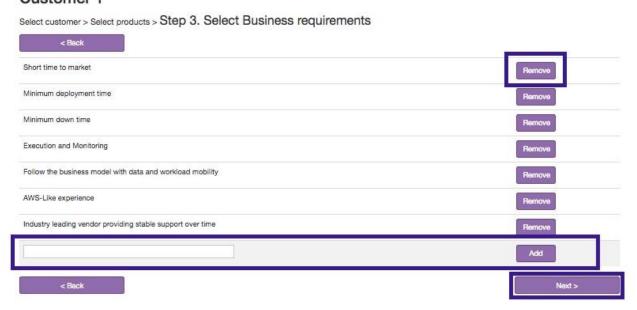
### Customer 1



### Step 3. Select Business requirements

On the page you will see the list of the requirements. If you don't need any of them you should click on the "Remove" button next to the name of the requirement. If you don't see the requirement that you need, you can add a new one by typing it in the white box at the bottom of the page and clicking "Add" button. Clicking on the box will show you the list of preset requirements that you can choose from Click the "Next" button when you are finished. You can always go to the previous steps by clicking on the "Back" button at the top of the page right under the name of the step.

### **Customer 1**

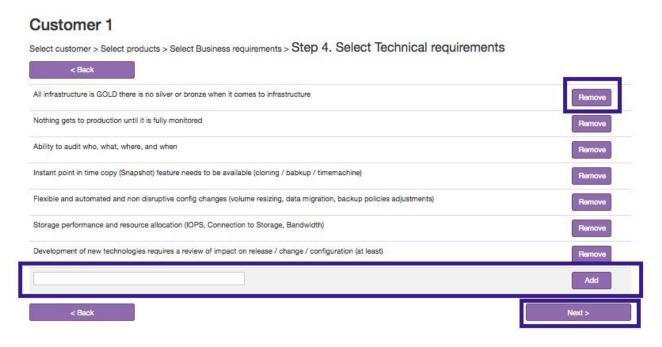


Employee Guide Page 6 of 20



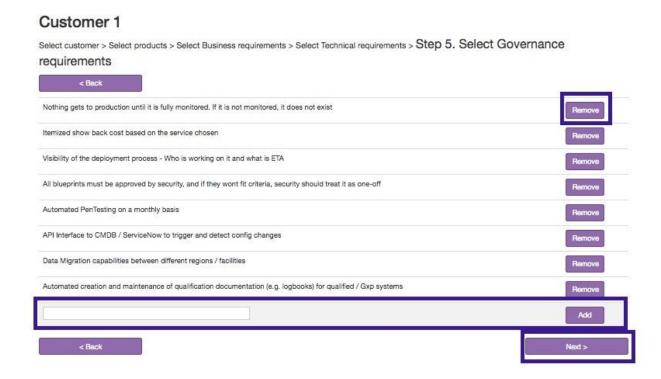
### Step 4. Select Technical requirements

In this step you have to choose technical requirements. Follow the same procedure as in the Step 3. Then click the "Next" button.



### Step 5. Select Governance requirements

In this step you should choose governance requirements. Follow the same steps as in the Step 3. Then click the "Next" button.

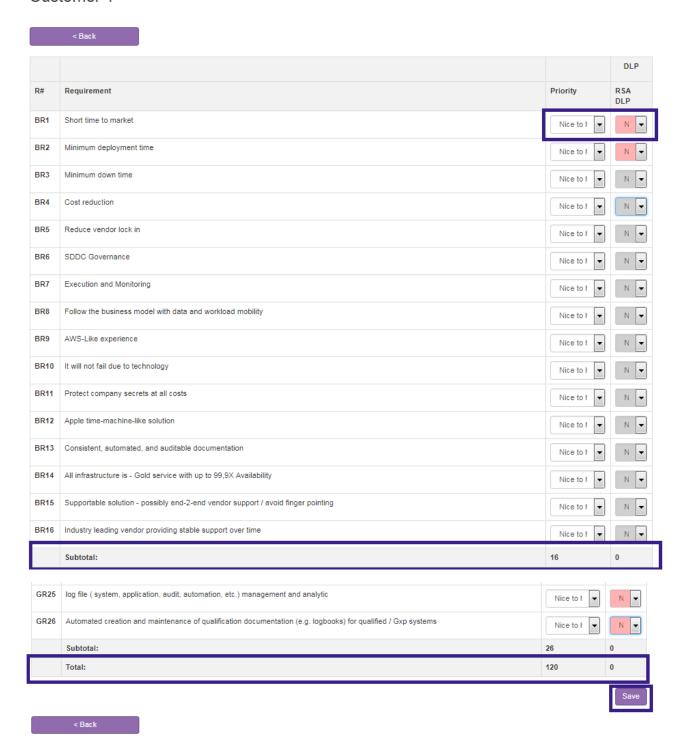


Employee Guide Page 7 of 20



On the next page you will see the list of the requirements that you have selected in the previous steps. For each of the requirement you should choose the priority from the drop-down list (Nice to have, Whish list, Based on policy, Best Practice or Must Have). Also, you have to define how each product will be used (No, Partial, Yes). Weights are calculated automatically under each group of requirements. Total weights are also calculated automatically in the bottom of the page. Click the «Save» button after you are finished.

### Customer 1



Employee Guide Page 8 of 20



### Note:

Weights for the groups of requirements are calculated on the following way:

Priority indicates how critical a requirement is and the weight indicates in which way a product is used to fulfill a requirement.

In columns, after the name of the requirement, the priority column is the multiplying factor for weights in the same row:

- Nice to have 1
- Whish list 2
- Based on policy 3
- Best Practice 4
- Must Have 5

Values of the weights are the following:

- N/A o
- No o
- Partical 0.5
- Yes 1

Intermediate result appears for groups of requirements (Business, Technical, Governance) In the subtotal row. For all requirements in the weights are indicated in the total row at the bottom of the page.

You have now created the VerbNoun document, which has all requirements that you have chosen in the previous steps with the corresponding weights.

You can click on the "Open PDF" button to view the document in your browser, download it by clicking the "Download PDF" button or send directly to the customer that you have selected in the Step 1 by clicking "Send to Customer" button at the top of the page.

When you click the "Send to Customer" button you will see the pop-up window indicating the list of the clients your VerbNoun will be sent to. If no clients were found, you will see the notification that no addresses were found.

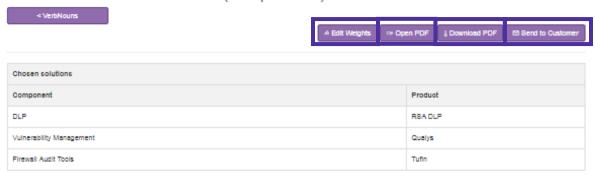
You can edit weights by clicking on the "Edit Weights" button. When you click on this button, you will be able to go one step back and change the weights that you have selected for each requirement.

Employee Guide Page 9 of 20



### Customer 1

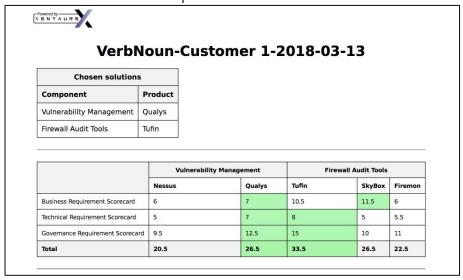
VerbNoun 2018-03-20 11:24:02 (Europe/Berlin)



Product Comparisons		DLP	Vulnerability	Firewall Audit Tools				
	R8A DLP	8ymanteo DLP	8ymanteo DLP	Nessus	Qualys	Tufin	8kyBox	Firemon
Business Requirement Scorecard	а	0	0	6	7	10.5	11.5	6
Technical Requirement Scorecard	0 0	0	0	5 7	7	8	5	5.5
Governance Requirement Scorecard	а	0	0	9.5	12.5	15	10	11
Total Soore	0	0	0	20.6	28.6	88.6	28.6	22.5

			DLP			Vulnerability Management		Firewall Audit Tools		
R#	Requirement	Priority	R8A DLP	Symanteo DLP	Symanteo DLP	Nessus	Qualys	Tufin	8kyBox	Firemon
BR1	Short time to market	Based on Polloy	N/A	N/A	N/A	Yes	No	Yes	Yes	No
BR2	Minimum deployment time	Based on Polloy	N/A	N/A	N/A	Partial	Partial	No	Yes	Partial
BRS	Minimum down time	Nice to	N/A	N/A	N/A	Yes	Yes	No	Partial	Yes

Your PDF document will look like on the picture:



Employee Guide Page 10 of 20

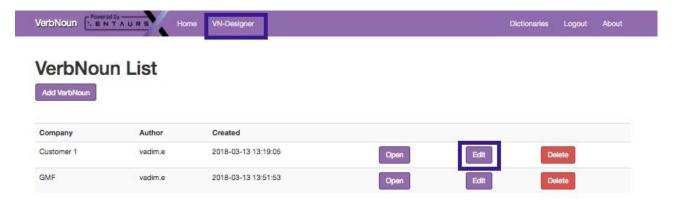


To leave to VerbNoun List click "Close" button.



3. In order to edit an existing document you have to click on the edit button on the "VN-Designer" page.

Once you have clicked on the "Edit" button you will be able to go through the same steps as for document creation and make any corrections.



### Note:

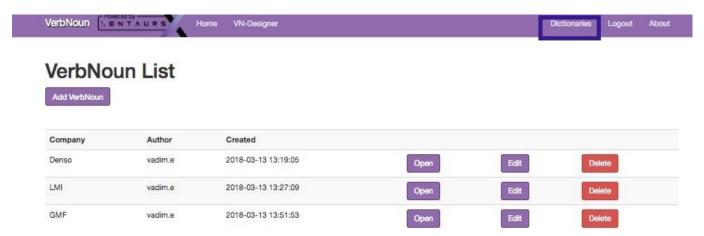
Until you start creating a new VerbNoun or editing an already existing one, all current results will be saved, even if you shut down your computer.

Employee Guide Page 11 of 20



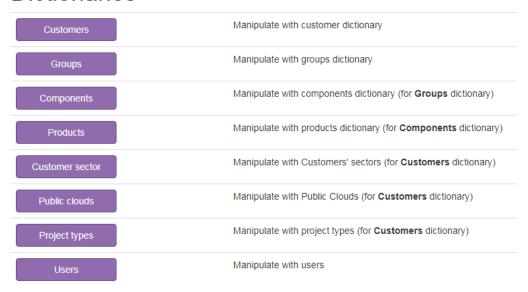
### 4. Dictionaries management

You can manage dictionaries by clicking on the "Dictionaries" button at the top of the page.



You will see 8 dictionaries that you can manipulate with: customers, groups, components, products, customer sector, public clouds, project types and users.

### **Dictionaries**

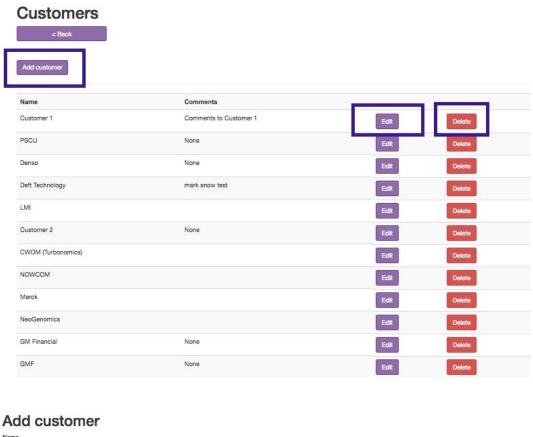


Employee Guide Page 12 of 20



### Editing "Customers" dictionary

Click on the first purple box with the word "Customers" on it. You will see the list of the existing customers. You can add a new customer by clicking on the "Add customer" button and typing in the name and any comments for the customer and clicking on the "Create" button. You can edit or delete existing customer by clicking the corresponding buttons near the name of the customer.



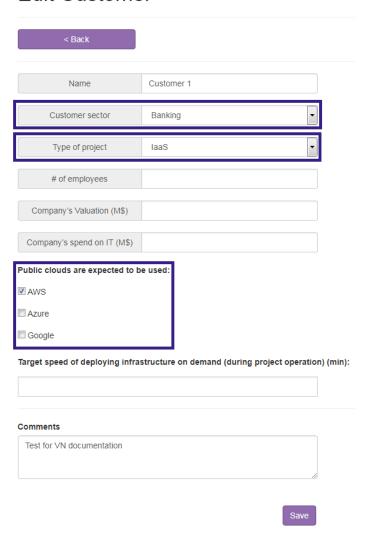
### Add customer Name Customer 15 Comments Boston

Employee Guide Page 13 of 20



Click on the "Edit" button to add properties to an existing customer.

### **Edit Customer**



Note: You can add or delete customer sectors, project types or public clouds within their respective dictionaries (see steps 7, 8, 9).

Employee Guide Page 14 of 20



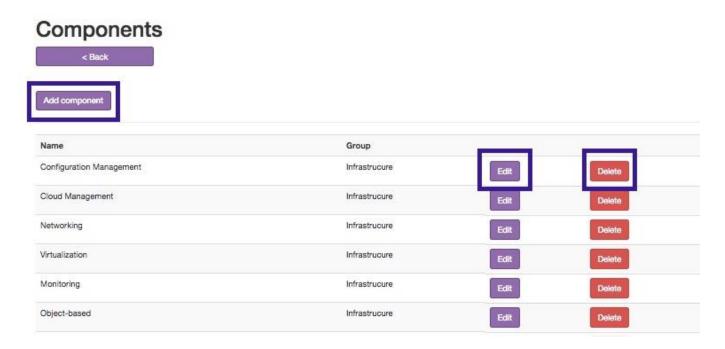
### Editing "Groups" dictionary

Click on the second purple box with the word "Groups" on it. You will see the list of the existing groups. You can add a new group by typing in the name of the group in the white box in the bottom of the page and clicking on the "Add" button afterwards. You can edit or delete existing group by clicking the corresponding buttons near the name of the group.

## Name Infrastrucure Security Edit Delete Firewalling Cther Edit Delete Edit Delete Edit Delete Edit Delete Edit Delete

### Editing "Components" dictionary

Click on the third purple box with the word "Components" on it (on "Dictionaries" page). You will see the list of the existing components (VerbNoun Products are grouped in Components and Components are grouped in Groups). You can add a new component by clicking on the "Add component" button and typing its name and selecting the group from the drop-down menu and clicking on the "Save" button on "Edit Component" page. You can edit or delete existing component by clicking the corresponding buttons near the name of the component. When you delete a component, all its products will be deleted.

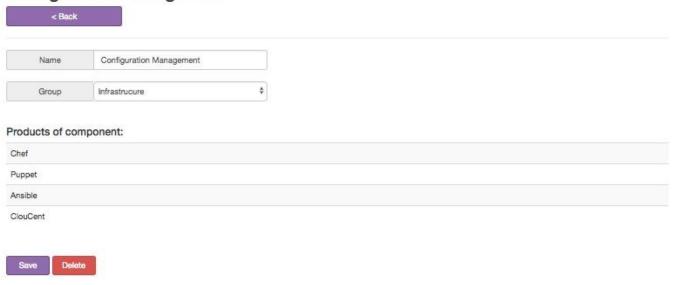


Employee Guide Page 15 of 20



### **Edit Component**

### Configuration Management

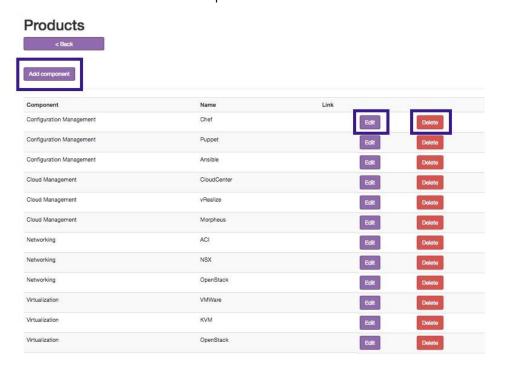


Employee Guide Page 16 of 20



### Editing "Products" dictionary

Click on the fourth purple button with the word "Products" on it (on "Dictionaries" page). You will see the list of the existing products (VerbNoun Products are grouped in Components and Components are grouped in Groups). You can add a new product by clicking on the "Add product" button and selecting the group from the drop-down menu, component from the drop-down menu, typing in the name of the product, adding the link and clicking on the "Save" button on "Edit Products" page. You can edit or delete existing product by clicking the corresponding buttons near the name of the component.



### **Edit product**

# Chef Group Infrastrucure Component Configuration Management Product Name Chef Link Delete Component

Employee Guide Page 17 of 20



### Editing "Customer sector" dictionary

Click on the fifth purple box with the word "Customer sector" on it. You will see the list of the existing products. You can add a new customer sector by typing in the name of the group in the white box in the bottom of the page and clicking on the "Add" button afterwards. You can delete existing group by clicking the corresponding button near the name of the group.

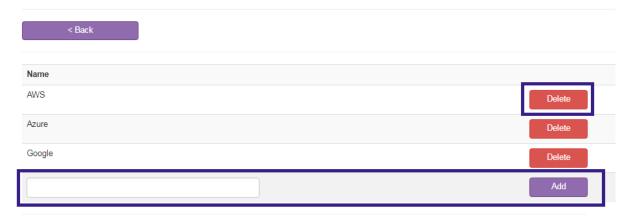
### Customer sector



### Editing "Public clouds" dictionary

Click on the sixth purple box with the word "Public clouds" on it. You will see the list of the existing public clouds. You can add a new public cloud by typing in the name of the group in the white box in the bottom of the page and clicking on the "Add" button afterwards. You can delete existing public cloud by clicking the corresponding button near the name of the public cloud.

### Public clouds



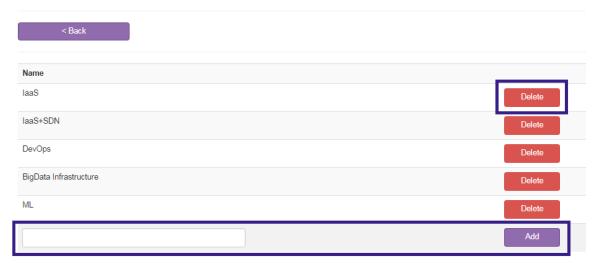
Employee Guide Page 18 of 20



### Editing "Project types" dictionary

Click on the seventh purple box with the word "Project types" on it. You will see the list of the existing products. You can add a new project type by typing in the name of the group in the white box in the bottom of the page and clicking on the "Add" button afterwards. You can delete existing project type by clicking the corresponding button near the name of the project type.

### Project types

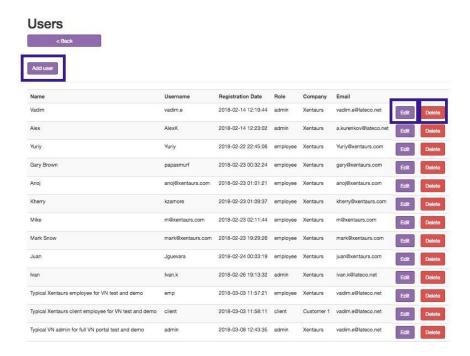


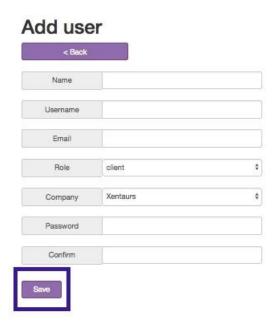
Employee Guide Page 19 of 20



### Editing "Users" dictionary

Click on the eighth purple button with the word "Users" on it (on "Dictionaries" page). You will see the list of the existing users. You can add a new user by clicking on the "Add user" button and typing in the Name, Username, Email Password and Confirmation of the password. Also you have to select from the drop-down menu the Role (client, employee or admin) and the Company for the new user. When you have completed all required fields click on the "Save" button. You can edit or delete existing users by clicking the corresponding buttons near the name of the user.





Employee Guide Page 20 of 20