

Abriska:  
Organisation Setup

User Guide

Ultima Risk Management Limited

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| Subject: Abriska User Guide  |               | Author: Matt Thomas         |
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**Abriska**

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## 1.0 Abriska

### 1.1 Layout

The main screen of Abriska is divided into 5 sections (see Figure 1 - Abriska Layout)

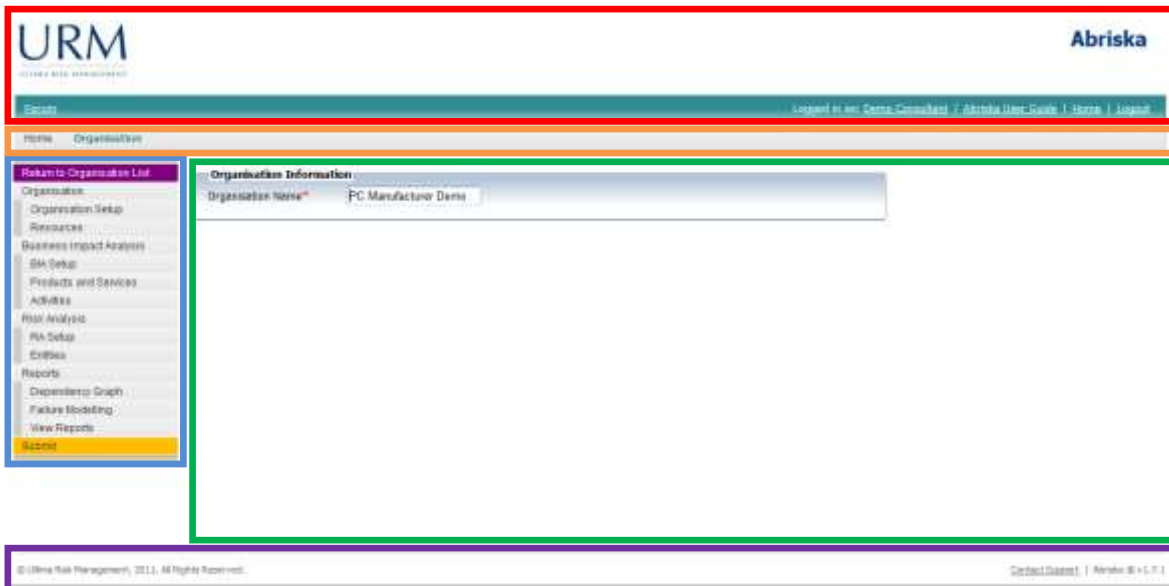
**Header** – this contains who is logged into the tool and also some quick links, including a link to this user guide and the user forum (Highlighted red in Figure 1 - Abriska Layout).

**Breadcrumbs** – this allows quick navigation between forms within Abriska (Highlighted orange in Figure 1 - Abriska Layout).

**Sidebar** – always contains a list of buttons that changes depending on where the user is in the tool (Highlighted blue in Figure 1 - Abriska Layout).

**Portal** – this is the main content of the tool. This could display a report or a form on which to enter data (Highlighted green in Figure 1 - Abriska Layout).

**Footer** - this contains the Abriska version number and the copyright information. The footer is fixed at the bottom of every page. (Highlighted purple in Figure 1 - Abriska Layout).

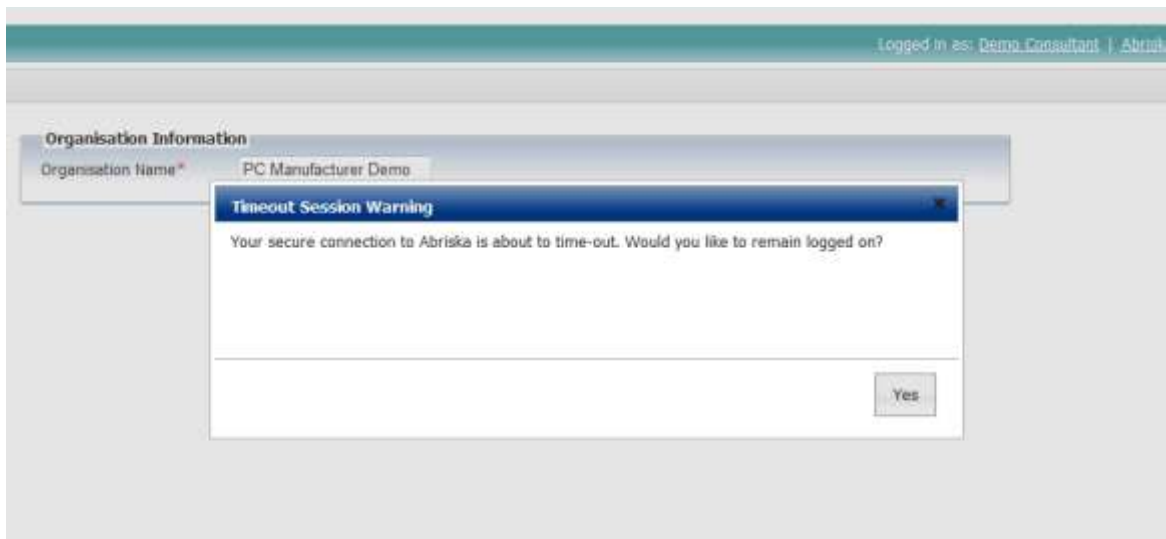


**Figure 1 - Abriska Layout**


### 1.2 Session Timeout

A user's session within Abriska is set to expire after 20 minutes. As the session is about to expire, a dialog will pop up prompting the user to extend the session (illustrated in Figure 2 - Abriska Session Timeout). If the user is inactive for more than 20 minutes and has not extended the session, then the user will be redirected to the login page.

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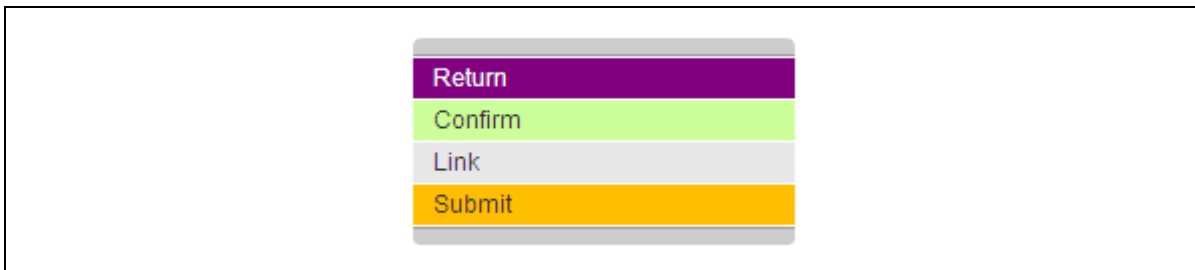


**Figure 2 - Abriska Session Timeout**

 **Warning:** If you do not extend your session and are redirected to the login page, any unsaved data will be lost.

### 1.3 Terminology

#### 1.3.1 Buttons



**Figure 3 - Types of Button**

**Return button** – This button returns you to the previous screen or list. All return buttons are purple, shown in Figure 3 - Types of Button.

**Confirm button** – This button performs an action that cannot be undone and a dialog follows prompting the user to confirm the action. All confirm buttons are green, shown in Figure 3 - Types of Button.

**Link button**- This button aids in navigation around the application. All link buttons are grey, shown in Figure 3 - Types of Button.

**Submit button** – This button saves the data in the currently viewable form. When any changes to a form are made, ensure that the 'Submit' button is pressed. If navigating away from a form without clicking the 'Submit' button, a dialog will display a warning that the data will be lost if the user continues. All submit buttons are coloured orange, shown in Figure 3 - Types of Button.

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**1.3.2 Lists and tables**

Most data within Abriska is navigated through a series of forms and lists.

**Forms** – These screens allow data to be added, modified or deleted. All forms require the ‘Submit’ button to be pressed after the data is modified in order to save.

**Lists** – To modify an individual element within a list, click on a hyperlink (highlighted red in Figure 4 - Navigating Lists and Tables). Some lists allow multiple data elements to be modified at the same time, for example shown in Figure 4 - Navigating Lists and Tables, multiple threats can be detached by selecting the checkboxes (highlighted blue in Figure 4 - Navigating Lists and Tables) and submitting the form. Some pages with tables as per Figure 4 - Navigating Lists and Tables have functionality to allow all items to be selected or unselected. To modify all components in a list, use the ‘tick all’, ‘un-tick all’ functionality (highlighted blue in Figure 4 - Navigating Lists and Tables).

| Ref              | Threat Name  | Attached                            | Justification |
|------------------|--|-------------------------------------|---------------|
| Business Related |  |                                     |               |
| BR1              | <a href="#">Loss of Business/ Revenue/ Customers</a> | <input checked="" type="checkbox"/> | N/A           |
| BR2              | <a href="#">Key Partner or Contractor Failure</a>    | <input checked="" type="checkbox"/> | N/A           |

**Figure 4 - Navigating Lists and Tables**

**1.3.3 Hierarchies**

Several of the information sets that are loaded into Abriska are hierarchical; which allows information to be stored in relational layers. For example, an organisation might be separated into different business units, then each business unit may be separated into divisions then finally a division might be made up of several departments. The best way to represent this data is via a ‘tree view’, commonly seen in Microsoft Windows Explorer. An example of a hierarchy is shown in Figure 5 - Navigating Hierarchies.

**Expanding the hierarchy** - To view child nodes under a specific parent, click on the ‘plus’ next to the node (highlighted red in Figure 5 - Navigating Hierarchies).

**Collapsing the hierarchy** - To hide the child nodes from view, click on the ‘minus’ next to the parent node (highlighted blue in Figure 5 - Navigating Hierarchies).

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**Figure 5 - Navigating Hierarchies**

### 1.4 Deleting Data

Although several of the forms within Abriska can delete data, there are options to be considered.

**‘End Date’ delete** – This marks the data as ‘hidden’ in the database. Therefore, it can be recovered at a later point in time if required.

**Firm delete** – This will permanently delete the data from the underlying database so cannot be recovered.

 **Warning:** If the hosted version of Abriska is being used then URM maintain a backup for business continuity situations (please refer to the SLA for backup schedule), however because this is a whole database backup recovering any individual data would be a time consuming exercise. This may, therefore, be outside of any normal technical support.

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## 2.0 Organisation

### 2.1 Introduction

Each organisation setup within Abriska provides an over-arching unit that links all products, activities, users and resources together.



**Figure 6 - Organisation Home**

When logging into Abriska, a list of organisations which the user has access to will be displayed. To continue, click on the organisation required. In the example of Figure 6 - Organisation Home, the organisation 'PC Manufacturer Demo' was selected. The user will be presented with a page illustrated in Figure 6 - Organisation Home.

### 2.2 Contacts

#### 2.2.1 What are contacts and teams?

To distribute the BIA or the risk assessments, individuals need access to Abriska and therefore must be set up as contacts. It is also possible that a contact may need to be set up to allocate ownership of a resource or an activity.

Abriska also allows an organisation to distribute BIA or risk assessments to a 'Team'. A 'Team' is essentially a group of Abriska contacts which allows the ownership of a resource or an activity to be added, amended or deleted by any user within the team of which a resource or activity is allocated.

#### 2.2.2 Viewing Contacts

To view the list of current contacts click on 'Organisation Setup' and then 'Contacts' from the home button (Figure 6 - Organisation Home); this will then display the list of current contacts (Figure 7 - Contact List).

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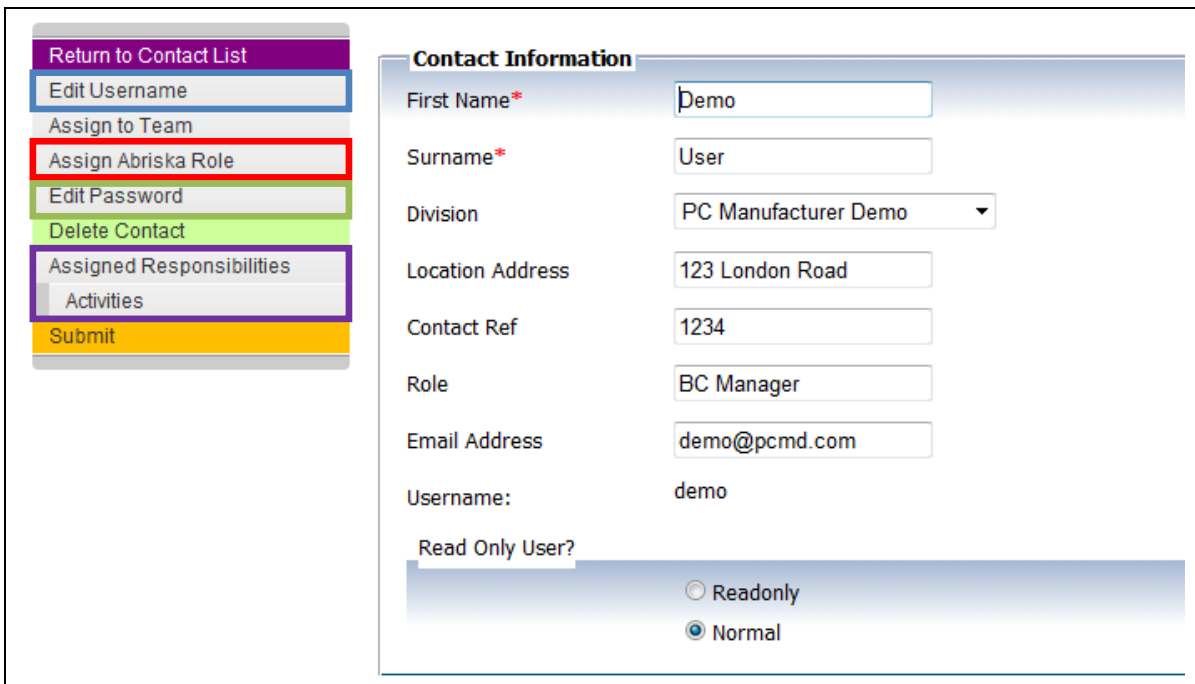




**Figure 7 - Contact List**

**2.2.3 Adding or amending a contact**

To add a new contact click 'Create a New Contact' (highlighted red in Figure 7 - Contact List). To amend the details of an existing contact, click on the 'Edit' link associated with that individual contact (highlighted blue in Figure 7 - Contact List). This will display the 'Contact form' (see Figure 8 – Add or Amend Contact Form). This form will be blank if creating a new contact, or contain a contact's profile information if an existing contact is being amended.



**Figure 8 – Add or Amend Contact Form**

The fields displayed within Figure 8 – Add or Amend Contact Form are the default field names within Abriska. Please note that depending on the user organisation's implementation, these values may vary.

**2.2.4 Adding or amending a team**


To add a new team click 'Create a New Team' (highlighted blue in Figure 7 - Contact List), give the team a name and choose which division it should be a part of. To amend the details of an existing team, click on the 'Teams' tab (highlighted green in Figure 7 - Contact List), and click on

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the edit button associated with that individual contact (highlighted blue in Figure 7 - Contact List).

### 2.2.5 Username

To limit access to Abriska, each user requires a unique username and password combination. The user cannot modify their username, but can modify their password at any time. When setting up a new contact, they must first be allocated a unique username. To assign a username click 'Edit Username' (highlighted blue in Figure 8 – Add or Amend Contact Form). The user will be presented with the 'Username form', shown in Figure 9 - Assign Username.

 **Note:** Usernames must be unique across the whole solution and can only be made up of characters, numbers and these punctuation characters “\_.”. This should allow usernames to be email addresses.

After a username has been configured, it will either be accepted and the application will return to the contact screen or it will return a warning message to the username form (highlighted red in Figure 9 - Assign Username).

**Contact Information**

**NOTE:** If this username is changed, the users permission level will be reset to "Basic User".

Usernames must only contain A-Z a-z 0-9 \_ . @

Contact Name Demo User 1


Username

Send user an email  containing username?

**Figure 9 - Assign Username**

### 2.2.6 Password

To enable a user to access Abriska, a password must be assigned. This is initially set by the administrator and can then be changed by the user. To assign a password, click 'Edit Password' (highlighted green in Figure 8 – Add or Amend Contact Form). The password form will then be displayed (shown in Figure 10 - Assign Password). When a user first logs onto the system, they will be prompted to change their password from the initial one configured.

 **Note:** Abriska does enforce strong passwords. This can be configured to reflect the organisation's existing corporate policy.

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**Figure 10 - Assign Password**

**2.2.7 Abriska Roles**

Users within Abriska can be allocated different responsibilities, or permission roles. Currently, there are two distinct roles to assign to contacts allowing them to operate different functionality within the application. These are described in Table 1 - User Roles.

| Role Name         | Description  |
|-------------------|--|
| Basic User        | This allows users to logon to Abriska and complete either a risk assessment that has been assigned to them or a BIA activity that has been assigned to them. The user does not have the ability to modify the base setup of Abriska. |
| Reports User      | This allows the user the same level as a basic user but can also view the reports that have already been run.  |
| Division Admin    | Is able to view the controls, resources and entities that are available within the contact’s divisions and sub-division.   |
| Org. Admin        | This allows the user full access to modify the base setup of the organisation and also full access to the reporting available.   |
| Parent Org. Admin | If multiple organisations have been created, this permission level allows the user full Org. Admin access over this organisation and any sub organisation.   |

**Table 1 - User Roles**


When a new user is created, the default role will be ‘Basic User’. Should this needs to be modified, click ‘Assign Abriska Role’ (highlighted red in Figure 8 – Add or Amend Contact Form). The assign role form is shown in Figure 11 - Assign Role Will be Displayed. To amend a role, choose the relevant role checkbox and press ‘Submit’ to save.

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**Assign role to Demo User**

| Role Name        | Role Description   | Selected                         |
|------------------|--|----------------------------------|
| Basic User       | Grants the permission to log on complete risk assessments, BIA and control assessments. Must be granted explicit access to each entity, resource, activity or control. | <input type="radio"/>            |
| Division Admin   | Grants the permission to setup a division and all sub-divisions within an organisation.  | <input type="radio"/>            |
| Org. Admin       | Grants the permission to log on and setup the organisation, complete Control, Risk and Resource assessments across the organisation.                                   | <input checked="" type="radio"/> |
| Parent Org Admin | Grants the permission to setup a parent organization and all sub-organisations.  | <input type="radio"/>            |
| Consultant       | Grants the permission to view all organisation.  | <input type="radio"/>            |

**Figure 11 - Assign Role**

 **Note:** Any change to a user role for a user who is currently logged onto Abriska will only be implemented once a user logs off and then on again.

**2.2.8 View contact entities, activities, resources and controls**

To view activities, controls, entities or resources that have been specifically assigned to an individual contact, click one of the links highlighted purple in Figure 8 – Add or Amend Contact Form.

**2.2.9 Deleting contacts**

Contacts cannot be fully deleted; they are only hidden from view. The reason for this is that all items stored within Abriska are associated to a contact by their ID and removing the contact fully will corrupt the application.

**2.3 Divisions**

**2.3.1 What are divisions?**

Abriska allows an organisation to create as many hierarchical levels as are required. This allows individual departments or business units to utilise different areas of the application, but still allows for reporting to be conducted against any, or all, of these levels.

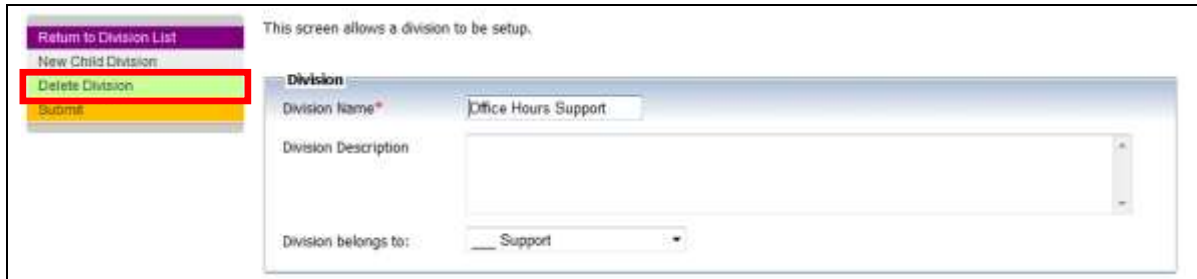
|  |   |
|--|---|
| <p>Return to Organisation</p> <p>Create New Division</p> | <p><b>PC Manufacturer Demo - Division Setup</b></p> <ul style="list-style-type: none"> <li>PC Manufacturer Demo             <ul style="list-style-type: none"> <li>Assembly</li> <li>Marketing</li> <li>Procurement</li> <li>Sales</li> <li>Support                 <ul style="list-style-type: none"> <li>24x7 Support</li> <li>Office Hours Support</li> </ul> </li> <li>Web Admin</li> </ul> </li> </ul> |
|--|---|

**Figure 12 - Division Hierarchy**

|                              |                |                             |
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**2.3.2 Adding new divisions**


To add a new division, click on the ‘Create New Division’ button (highlighted red in Figure 12 - Division Hierarchy). This will display the ‘New Division form’ (shown in Figure 13 - Add, Amend or Delete Division). Enter the division name, description and select the parent division from the drop down.



**Figure 13 - Add, Amend or Delete Division**

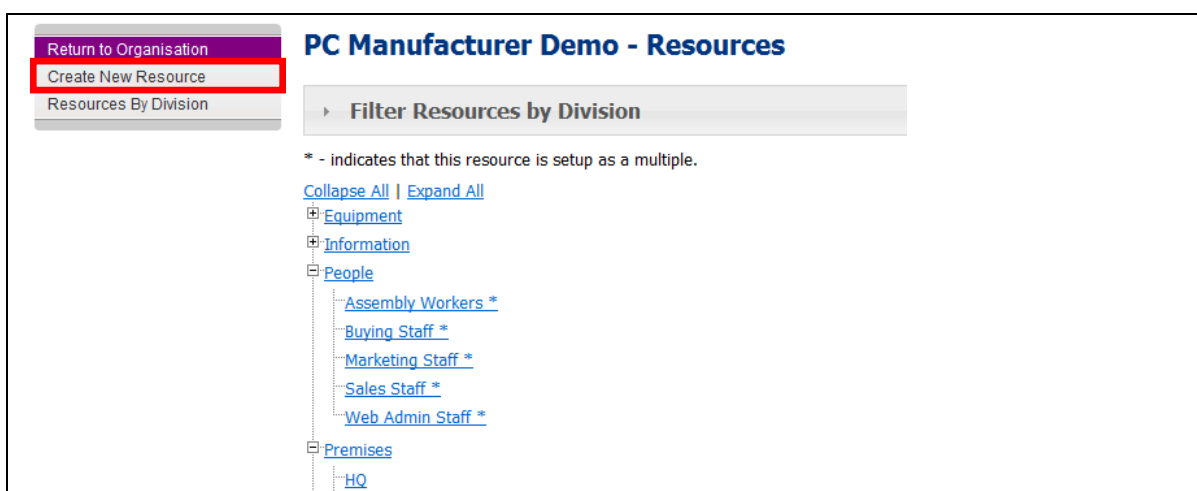
**2.3.3 Deleting divisions**

Divisions can only be deleted when there are no activities or resources attached to that division. If a division is able to be deleted then the ‘Delete Division’ button will be visible on the sidebar of the division form (highlighted red in Figure 13 - Add, Amend or Delete Division).

 **Warning:** As divisions can only be deleted when there are no activities or resources attached, this delete is a firm delete operation (see Section 1.4 Deleting Data).


**2.4 Resources**

Resources must be defined, and should follow a hierarchical classification scheme. The default categories are: Equipment, Information, Peoples, Premises, Suppliers and Technology. Each of these can then be further expanded on to allow resources to be grouped together e.g. ‘Technology’ could be split into ‘Hardware’ and ‘Software’.



**Figure 14 - Resource Hierarchy**

|                              |                |                             |
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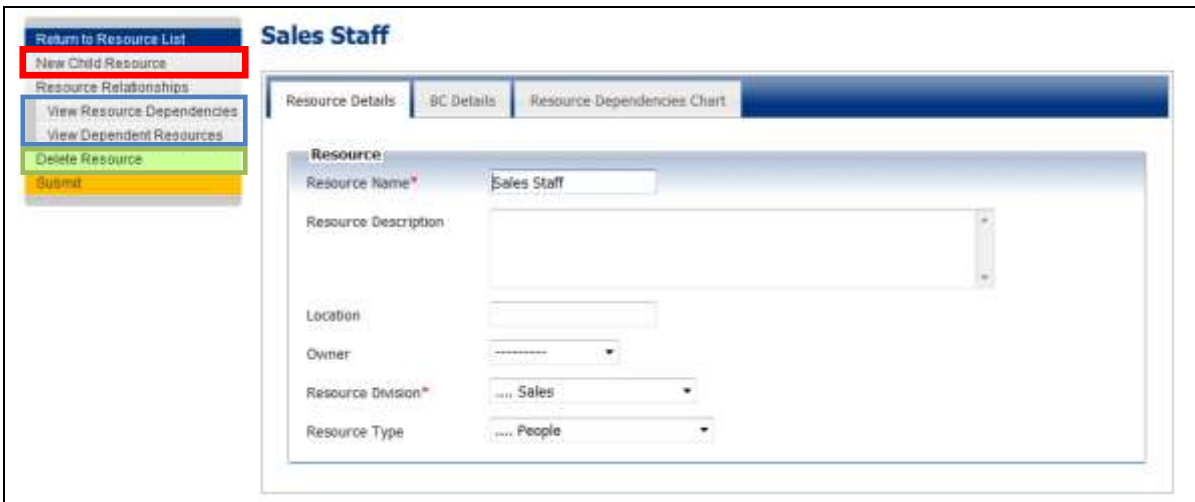
 **Note:** Resources should be defined before starting the BIA. This ensures that all activities pick resources from the same list. If a resource is initially missed, this can be added during the BIA. However, only an organisation administrator can add resources at this point.

**2.4.1 How to setup resources**

There are two ways to create a new resource. Either:

- Click ‘Create New Resource’ (highlighted red in Figure 14 - Resource Hierarchy)
- Navigate to the resource type then click ‘New Child Resource’ (highlighted red in Figure 15 – Add, Amend or Delete Resource Form) i.e. to create a new ‘People’ resource, click ‘People’ within the hierarchy and click ‘New Child Resource’.

Either approach will open the ‘Resource form’ shown in Figure 15 – Add, Amend or Delete Resource Form.



**Figure 15 – Add, Amend or Delete Resource Form**


As well as the Resource Name, Resource Description, Location, Owner, Resource Division and Resource Type fields shown in Figure 15 – Add, Amend or Delete Resource Form, there are other fields which need to be defined when an organisation is using the Abriska business continuity BIA module. Descriptions of each of these additional fields are provided in Table 2 - Resource Fields.

| Resource Field Name | Description   |
|---------------------|---|
| Multiple †          | <p>Selecting yes for this variable will mean that when activities specify that they use this resource, activities will need to indicate how many resources they use.</p> <p>When resources are flagged as ‘Multiple’ they will be highlighted with an asterisk on the hierarchy (see Figure 14 - Resource Hierarchy).</p> |

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|                  |   |
|------------------|---|
| Limited †        | If a resource is flagged as a 'Multiple', there will be an option to flag this resource as 'Limited'. This implies that there are a restricted number of these resources within the organisation and getting a replacement or adding to this number would be difficult. |
| Limited Number † | If 'Limited' is set to yes, this allows the number of resources owned by the organisation to be set.  |
| RPO †            | Recovery Point Objective – this indicates that the resource contains information and any activity using this resource needs to enter the RPO. This is used within the business continuity BIA.  |


**Table 2 - Resource Fields**

 **Note:** Changing a resource from multiple to singular or vice versa can lead to possible issues if the BIA has been started. Refer to the following to understand the implications.

**Multiple -> Singular:** If an activity has already indicated that this resource is used, then a number of resources will have been allocated to this activity. In making this modification, this multiple information will be lost.

**Singular -> Multiple:** Each activity which has indicated that this resource is used will have been allocated one resource. In making this modification, .....

When a resource not used by any activities, is linked to other resources, or used within a risk assessment, the 'Delete Resource' button will appear on the resource form (highlighted green in Figure 15 – Add, Amend or Delete Resource Form).

 **Warning:** As no linked data will exist for the resource, this delete is a firm delete operation (see Section 1.4 Deleting Data).

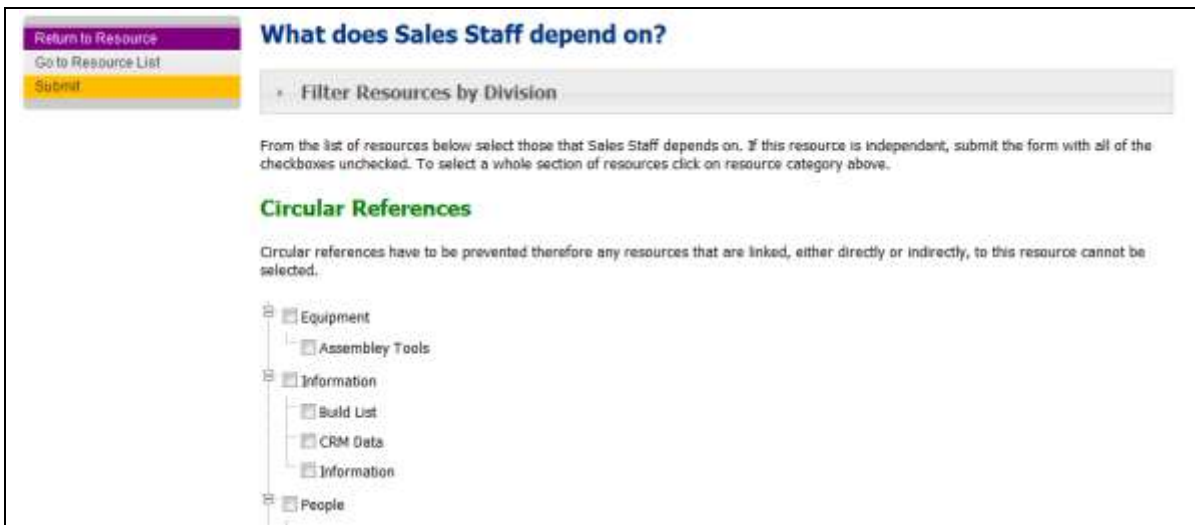
**2.4.2 Resource dependencies**

Abriska has been designed to model relationships between resources. If a resource requires another resource in order to be operationally functional, this relationship can be represented within Abriska.

As an example, if a web server relies on a database server, this relationship can be represented and risks that affect the dependent database server will be linked through to the web server. The relationship is one way therefore the user only selects what resources a particular resource requires. In the above example, the database server is independent of the web server and so would not be linked to these risks.


To add these relationships, click on 'View Resource Dependencies' on the resource form (highlighted blue in Figure 15 – Add, Amend or Delete Resource Form). This will display the 'Resource Hierarchy form' shown in Figure 16 - Resource Dependencies.

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**Figure 16 - Resource Dependencies**

The reverse of these relationships can be viewed by clicking on 'View Dependent Resources' (highlighted blue in Figure 15 – Add, Amend or Delete Resource Form). This will show all resources that are dependent on the select resource in order to be operationally functional.

 **Warning:** If a resource is unlinked from a resource, this relationship is deleted within the database.

**2.4.3 Resource attributes**

If Abriska is being used to conduct ISO 27001 compliant risk assessments, the option will be available to assess resource attributes. These attributes are used to 'value' a resource in terms of its 'Confidentiality, Integrity and Availability'. These values can be defined by clicking 'Resources' from the organisation homepage (shown in Figure 6 - Organisation Home) and then clicking 'View Attributes'.

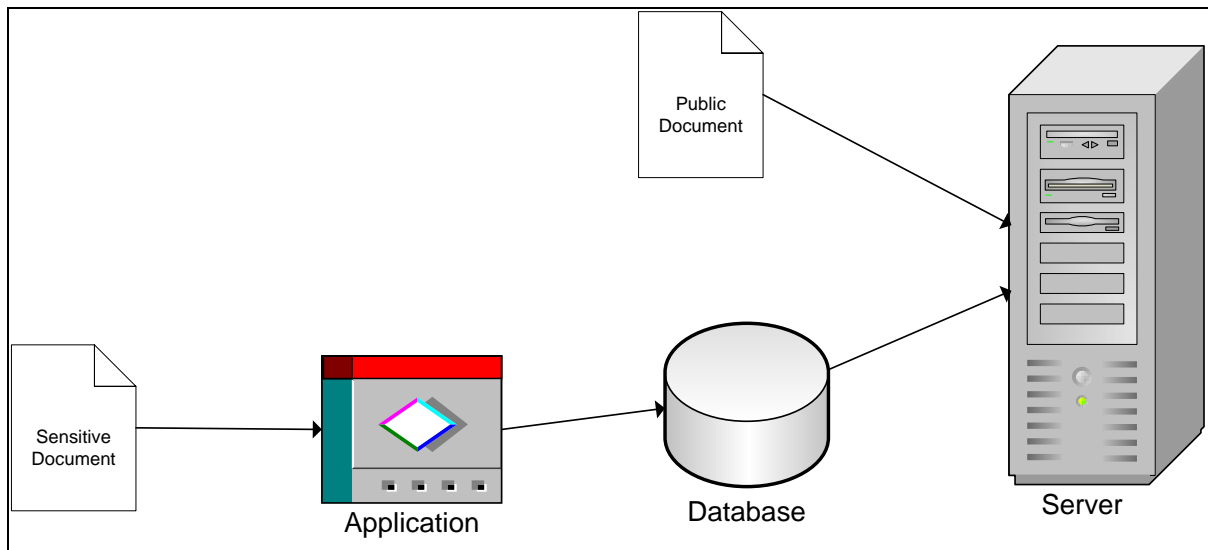


**Figure 17 - Resource Attributes**

For each attribute that is identified, a value must be defined for each resource that is loaded into Abriska. These values can either be defined directly against the resource, or can be inherited based on the relationships that have been setup within the resource structure (2.4.2 Resource dependencies).

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**Figure 18 - Resource Attribute Inheritance**

Within Figure 18 the ‘Sensitive Document’ depends on the ‘Application’, which depends on the ‘Database’. If a value is specified for Confidentiality, Integrity and Availability for the ‘Sensitive Document’, then the ‘Application, ‘Database’ and ‘Server’ will inherit these values.

To view a status of all of the resources within the organisation, click on “Resource Attribute Hierarchy” within the main resources list.

## 2.5 Documents

Document links can be created within Abriska to link individual BIA activities and organisational controls to a referenced support document stored within the organisations document management system or on a file share.

As an example, an organisation could create a referenced link to their Information Security policy (stored within their document management system) to demonstrate their implementation of control 5.1.1.



**Note:** Abriska is not a document management system. The links it stores are purely for referencing activities and controls to a support document.

To add, amend, or delete these documents, click “Organisation Setup” and then “Documents” from the organisation homepage to display the screen shown in Figure 19 - Org Documents. To create a new document, click on the “Create New Document” link (highlighted red in Figure 19 - Org Documents. To amend the details of an existing document, click on the “Edit” link associated with that individual document (highlighted blue in Figure 19 - Org Documents). To delete a document reference, or multiple document references, click on the checkboxes associated with individual document references and press “Submit” to remove.

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Figure 19 - Org Documents

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