



# Policy Management User Guide



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## Overview

This User Guide outlines the steps to conduct a campaign and produce reports. The steps go through the process of creating an asset within the business hierarchy and associating questions to conduct a campaign which results in an assessment report. The experience of completing the steps in this User Guide will enable the administrator to tailor complex campaigns for each organization.

### What we do!

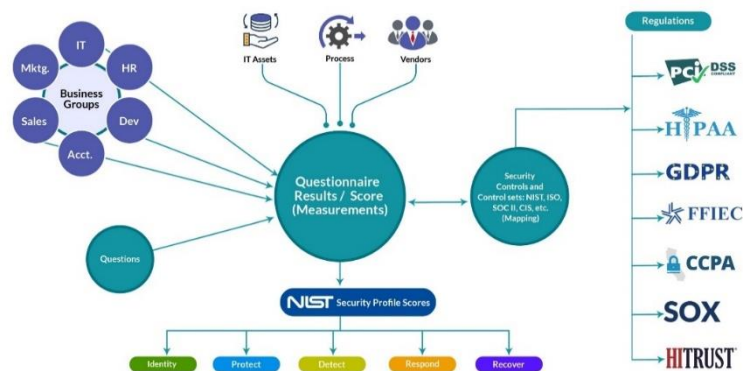
Securends GRC is an accessible SaaS solution that helps achieve a reliable enterprise security score through a simple interface. It can be managed quarterly or annually, even by those who lack experience with managing security or compliance controls. The Securends GRC method of completing risk assessments includes flexible scoring and configuration of the questions, answers, and measurements with a choice of templates for quick implementation.

Assessments are applied to operational activities and security control requirements. Each assessment adds to the enterprise posture score for security and privacy. The current profile is automatically updated and compared with the master target profile to show maturity progress. Participants interact with the questionnaire for measure responses or utilize the capability to re-assign when delegation or additional expertise is required. The participant(s) can add evidence and comments for review before it is presented to audit.

### Why Securends GRC?

Achieve a reliable Enterprise Security Posture that is resilient in a dynamic infrastructure and regulated environment

The Securends GRC application develops an overall enterprise score which is comprised of a questionnaire based on risk management, remediation of compliance and audit requirements. The questionnaires are associated with assets, control sets and business units, supplying a multi-view measurement perspective. Encompassing all areas of an organization, external vendors, or external assessments; the aggregation leads to an enterprise security posture score that goes beyond a two-dimensional spreadsheet.



Product Version	Document Revision	Date
Securends GRC Policy Management User Guide 1.0	1.0	April 4, 2022

# 1 Policy Management

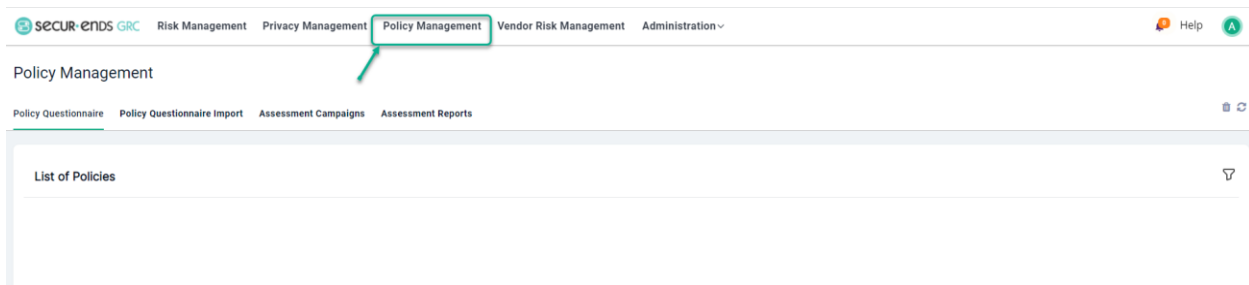


A single platform to bring policies that are critical to the organization which establish boundaries of behavior for individuals, processes, relationships, and transactions into a process that drives compliance. Out of the box features to manage and integrate policies across your assessments.

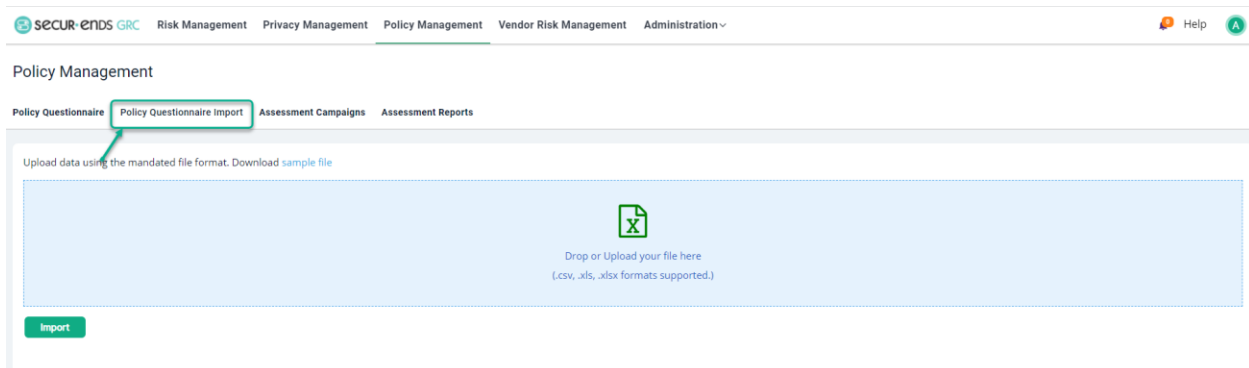
- Policy Questionnaire
- Policy Questionnaire Import
- Assessment Campaigns
- Assessment Reports
- Maturity Progress

## 1.1 Policy Questionnaire Import

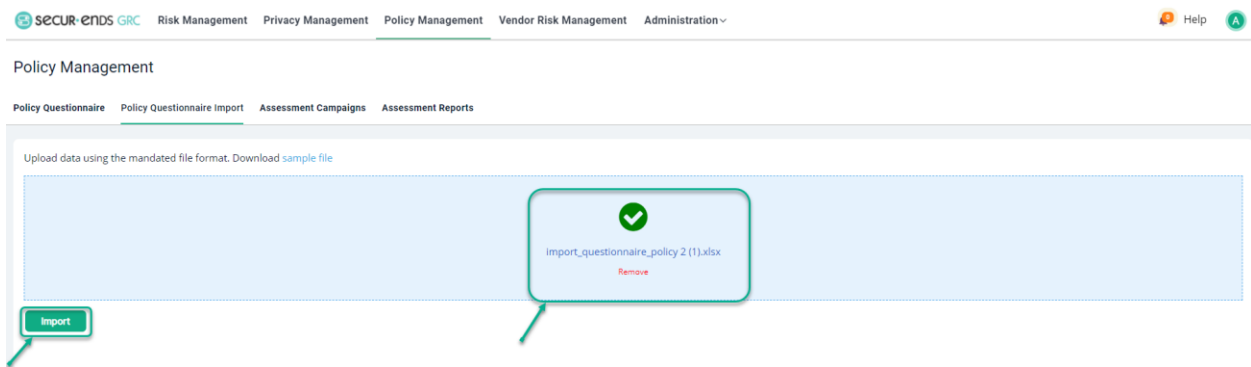
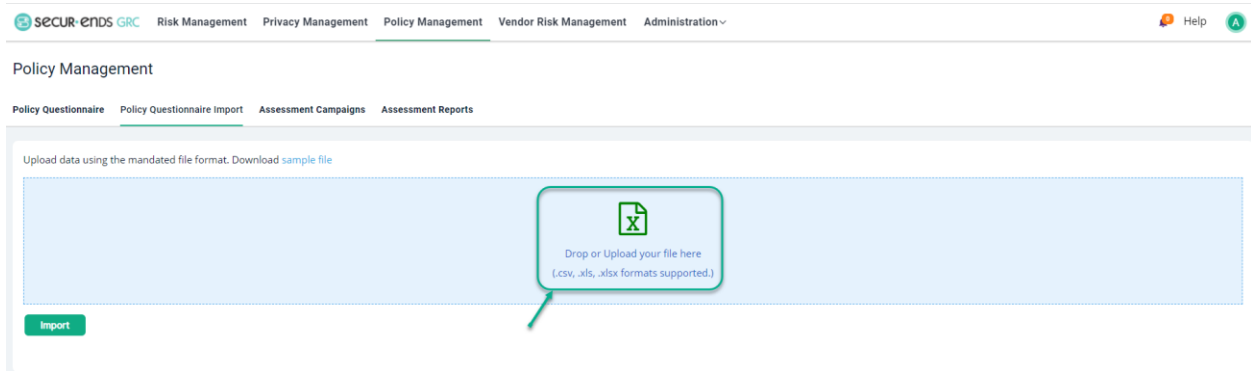
Select **Policy Management** in the Main menu.



Select **Policy Questionnaire Import**.

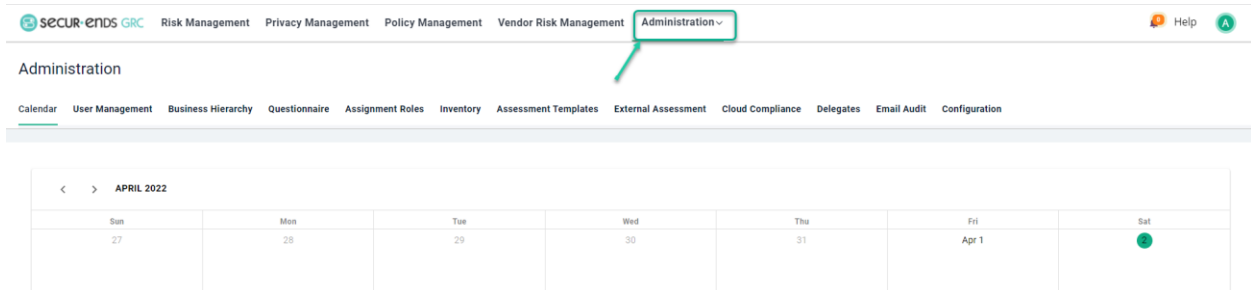


Drop or Upload Policy Questionnaire file and click the **Import** button.

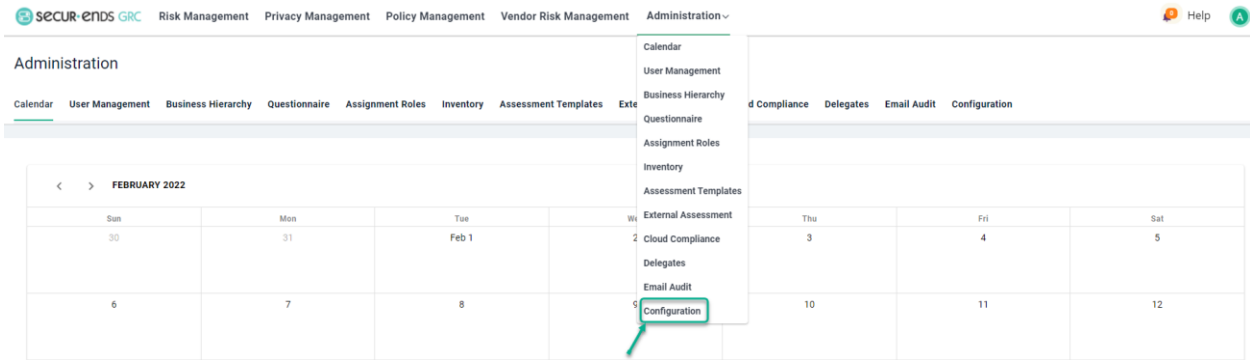


## Step 1: Setup Policy Classification

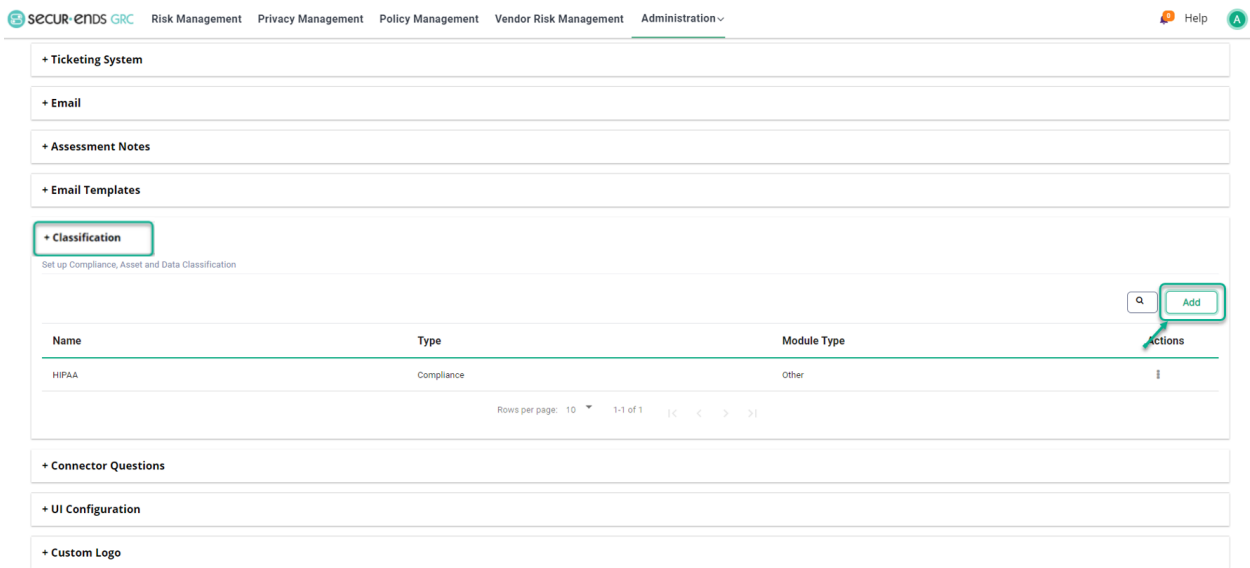
Select the **Administration** on the main menu.



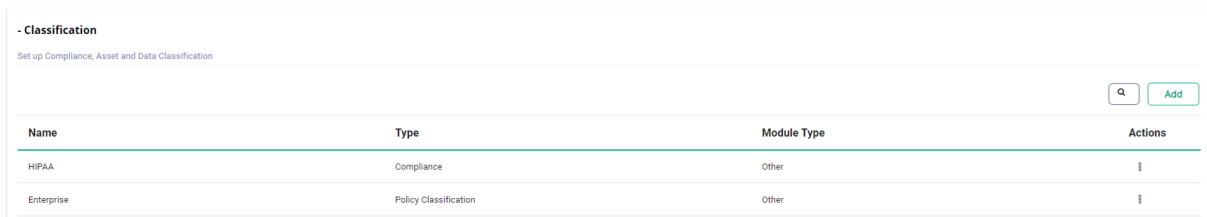
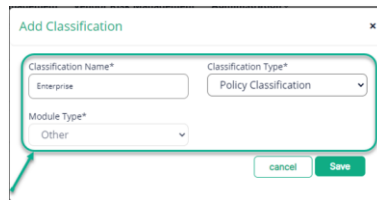
Select **Configuration** on the drop-down menu.



Select **Classification** option. Click the **Add** button.

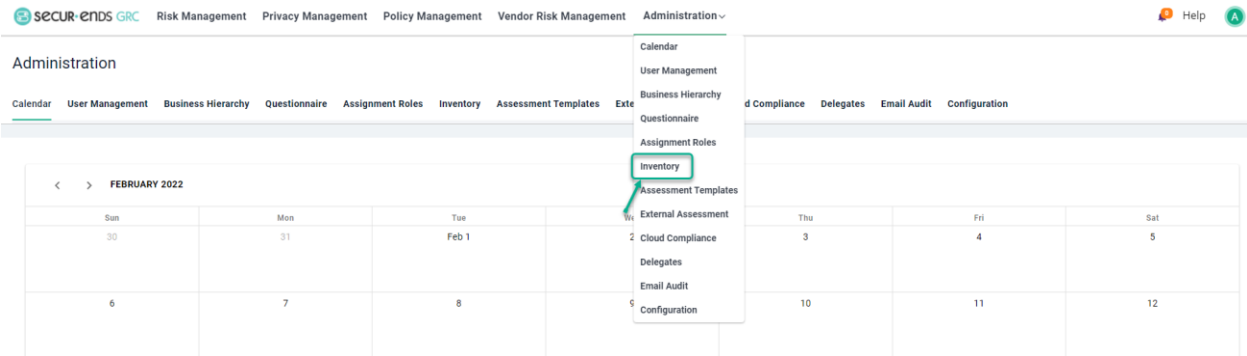


Enter **Classification Name** and select **Classification Type** as “**Policy Classification**” and **Module Type** from drop down menu. Click the **Save** button to add the new line to the Classification section.

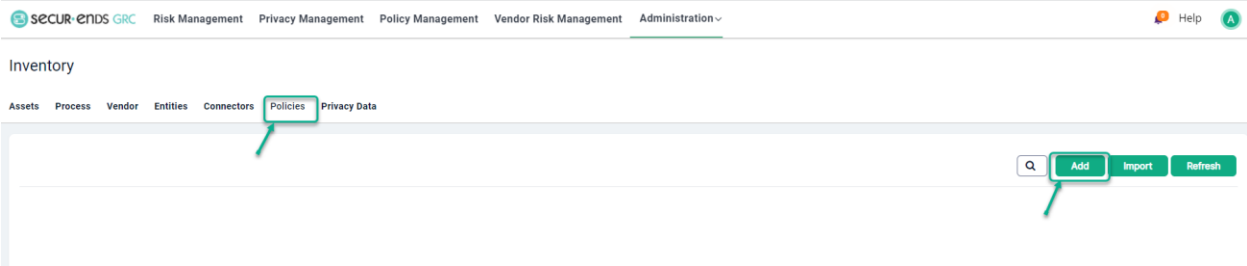


## Step 2: Setup Inventory

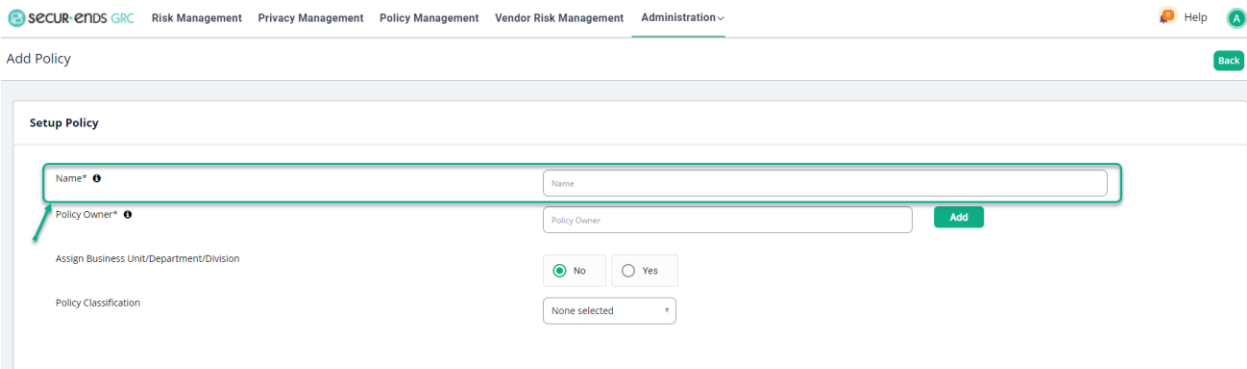
Select **Administration** on the main menu and click the **Inventory** from the drop-down menu.



Select **Policies** and click the **Add** button.



Enter **Policy Name**.



## Enter Policy Owner.

SECUR-ENDS GRC Risk Management Privacy Management Policy Management Vendor Risk Management Administration Help

Add Policy Back

**Setup Policy**

Name\* Acceptable Use Policy

Policy Owner\* Policy Owner Add

Assign Business Unit/Department/Division  No  Yes

Policy Classification None selected

## Select Policy Classification in the drop-down menu.

SECUR-ENDS GRC Risk Management Privacy Management Policy Management Vendor Risk Management Administration Help

Add Policy Back

**Setup Policy**

Name\* Acceptable Use Policy

Policy Owner\* User@securends.com Add

Assign Business Unit/Department/Division  No  Yes

Policy Classification Enterprise

Identify

Enterprise

Select all

Enterprise

Save

## Click the Save button.

SECUR-ENDS GRC Risk Management Privacy Management Policy Management Vendor Risk Management Administration Help

Add Policy Back

**Setup Policy**

Name\* Acceptable Use Policy

Policy Owner\* User@securends.com Add

Assign Business Unit/Department/Division  No  Yes

Policy Classification Enterprise

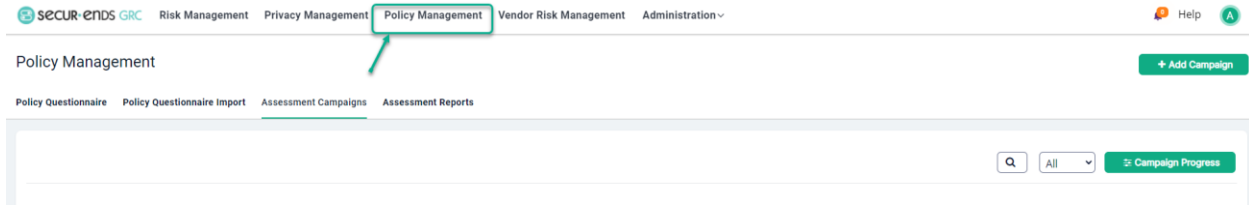
Identify

Save

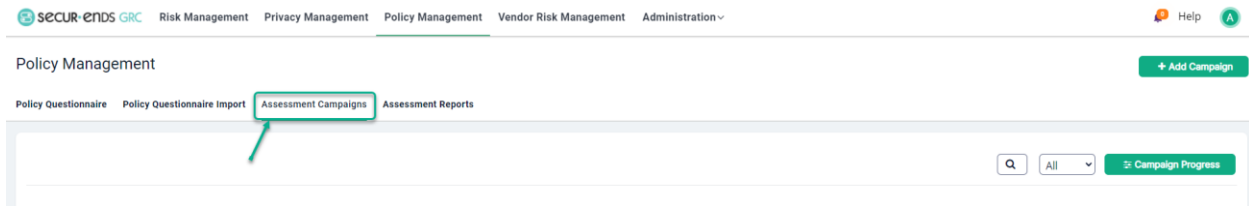


## 1.2 Assessment Campaigns

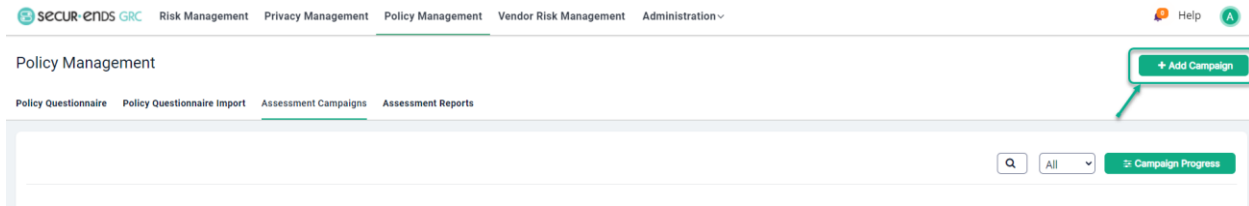
Select the **Policy Management** tab on the main menu.



Select **Assessment Campaigns** Tab.

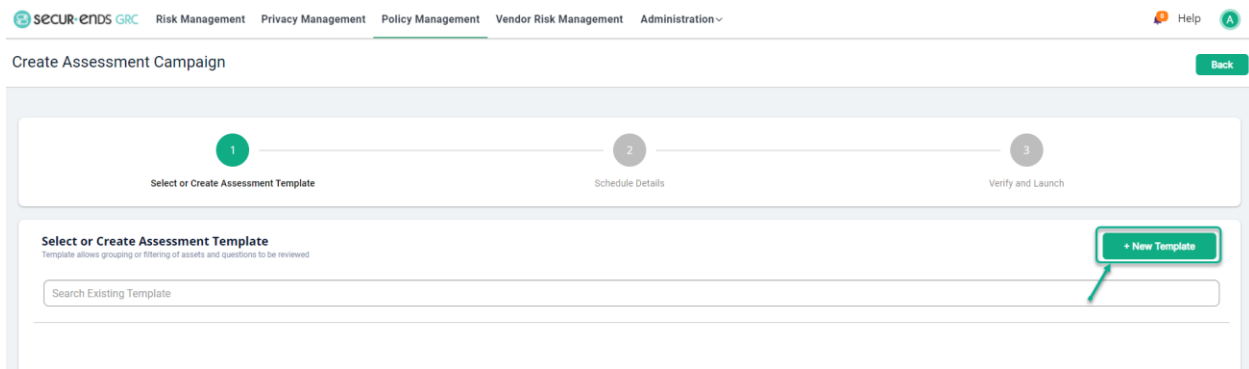


Click the **Add Campaign** button to follow three step process.



### 1.2.1 Step 1: Select or Create Assessment Template

Click the **New Template** button to create new Assessment Template.



## Enter a **Template Name** and **Description**.

SECUR-ENDS GRC Risk Management Privacy Management Policy Management Vendor Risk Management Administration Help

### Create Assessment Campaign

Back

1 Select or Create Assessment Template 2 Schedule Details 3 Verify and Launch

Template Name\*

Description\*

Inventory Type\*  Policies

Close Save

## Click the **Policies** radio button and select the Policy from the dropdown list.

SECUR-ENDS GRC Risk Management Privacy Management Policy Management Vendor Risk Management Administration Help

### Create Assessment Campaign

Back

1 Select or Create Assessment Template 2 Schedule Details 3 Verify and Launch

Template Name\*

Description\*

Inventory Type\*  Policies

Policy

Policy

Policy	Conditions	Actions
Acceptable Use Policy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">View Questionnaire</a>

Close Save

Click the **Yes** radio button to select all questions.

or

Click the **No** radio button (to select required questions) and then click the **Select/Unselect Questionnaire** button.

The screenshot shows the 'Create Assessment Campaign' form in the SecurEnds GRC system. The form is divided into three steps: 1. Select or Create Assessment Template, 2. Schedule Details, and 3. Verify and Launch. The first step is active. The form fields include: Template Name\* (Acceptable Use Policy), Description\* (Acceptable Use Policy), Inventory Type\* (Policies), and Policy (Acceptable Use Policy \*). Below the form is a table with columns for Policy, Include All Questions, and Actions. The 'Include All Questions' column has two radio buttons: 'Yes' (selected) and 'No'. The 'Actions' column has a 'View Questionnaire' button. At the bottom right, there are 'Close' and 'Save' buttons. A green arrow points to the 'Yes' radio button.

Click the **Save** button.

This screenshot is identical to the previous one, showing the 'Create Assessment Campaign' form. In this version, a green arrow points to the 'Save' button at the bottom right of the form.

Select the Assessment **Template** that was created.

SECUR-ENDS GRC Risk Management Privacy Management Policy Management Vendor Risk Management Administration Help

### Create Assessment Campaign

Back

1 Select or Create Assessment Template 2 Schedule Details 3 Verify and Launch

**Select or Create Assessment Template**  
Template allows grouping or filtering of assets and questions to be reviewed

+ New Template

Search Existing Template

**Acceptable Use Policy**  
Acceptable Use Policy...

Select Template

### 1.2.2 Step 2: Schedule Details

### Assessment Configuration

Enter **Assessment Campaign Name**.

SECUR-ENDS GRC Risk Management Privacy Management Policy Management Vendor Risk Management Administration Help

### Assessment Configuration

Acceptable Use Policy  
April 2, 2022 6:32 PM 4 minutes ago

Assessment Campaign Name  
Campaign Name

Create a Target Campaign

Start Date: 04/02/2022 End Date: 04/02/2022

Assessment Campaign Reviewer  
 Asset Owner  Role Owner  Alternate Reviewer

Final Approver

Campaign Reminders  
 Send reminder email to reviewer

Campaign Instructions  
Default

Back Next

## Select a Start Date and End Date.

SECUR-ENDS GRC Risk Management Privacy Management Policy Management Vendor Risk Management Administration Help

### Assessment Configuration

Acceptable Use Policy  
April 2, 2022 6:32 PM 6 minutes ago

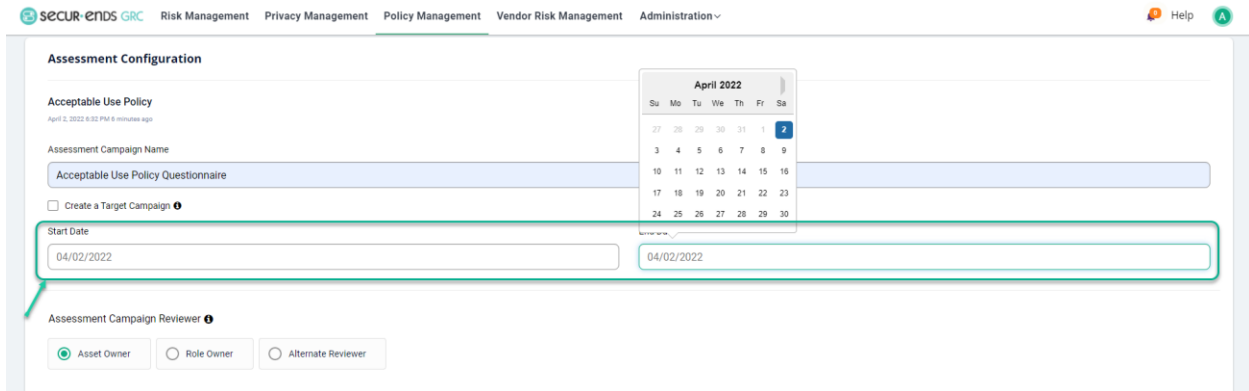
Assessment Campaign Name  
Acceptable Use Policy Questionnaire

Create a Target Campaign

Start Date  
04/02/2022

End Date  
04/02/2022

Assessment Campaign Reviewer  
 Asset Owner  Role Owner  Alternate Reviewer



## Select Asset Owner/Role owner/Alternate Reviewer.

SECUR-ENDS GRC Risk Management Privacy Management Policy Management Vendor Risk Management Administration Help

### Assessment Configuration

Acceptable Use Policy  
April 2, 2022 6:32 PM 7 minutes ago

Assessment Campaign Name  
Acceptable Use Policy Questionnaire

Create a Target Campaign

Start Date  
04/02/2022

End Date  
04/30/2022

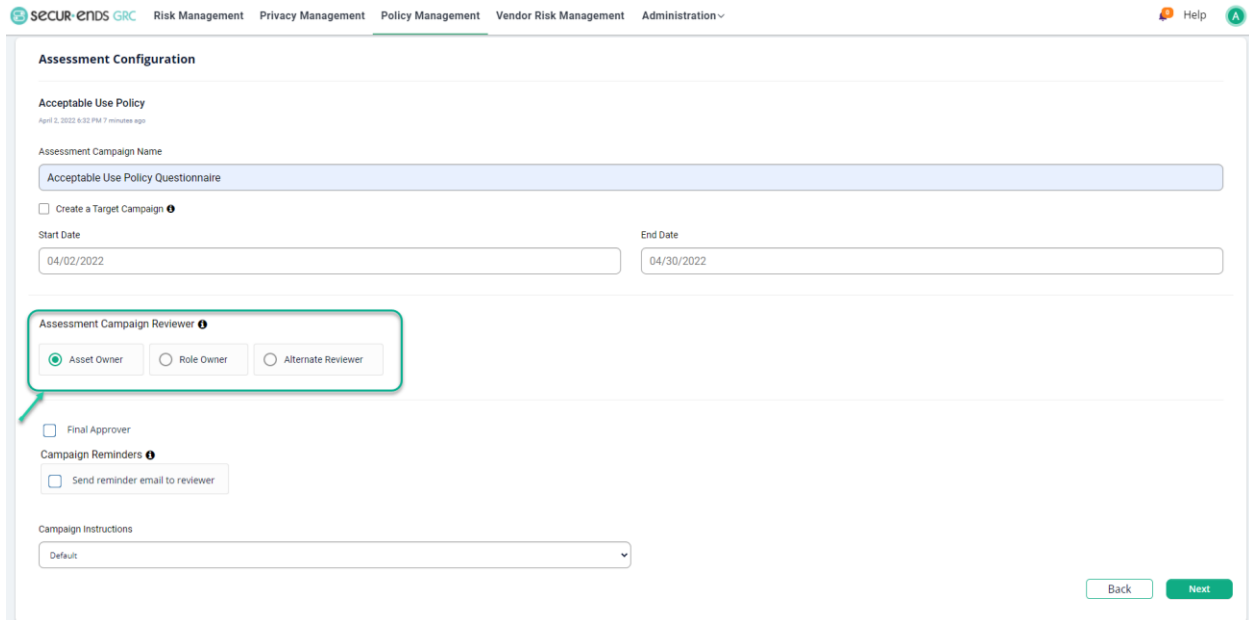
Assessment Campaign Reviewer  
 Asset Owner  Role Owner  Alternate Reviewer

Final Approver

Campaign Reminders  
 Send reminder email to reviewer

Campaign Instructions  
Default

Back Next



Select **Final Approver** option and enter the user details (Final Approver can review the answers given by the Reviewer).

The screenshot shows the 'Assessment Configuration' page in the SecurEnds GRC system. The page is titled 'Assessment Configuration' and includes a breadcrumb trail: 'SECUR-ENDS GRC > Risk Management > Privacy Management > Policy Management > Vendor Risk Management > Administration'. The main content area is divided into several sections: 'Acceptable Use Policy' (dated April 2, 2022, 6:32 PM 7 minutes ago), 'Assessment Campaign Name' (set to 'Acceptable Use Policy Questionnaire'), 'Create a Target Campaign' (checkbox), 'Start Date' (04/02/2022) and 'End Date' (04/30/2022) fields, 'Assessment Campaign Reviewer' (radio buttons for 'Asset Owner', 'Role Owner', and 'Alternate Reviewer'), 'Final Approver' (checkbox, selected, with a search box and 'Clear' button), 'Campaign Reminders' (checkbox, 'Send reminder email to reviewer'), and 'Campaign Instructions' (dropdown menu set to 'Default'). 'Back' and 'Next' buttons are located at the bottom right.

Select **Campaign Reminders** option (By selecting this option, the reminder email can send to Reviewer).

This screenshot shows the same 'Assessment Configuration' page as above, but with the 'Campaign Reminders' section highlighted. The 'Final Approver' checkbox is now unselected. The 'Campaign Reminders' checkbox, labeled 'Send reminder email to reviewer', is now selected and highlighted with a red box. The 'Campaign Instructions' dropdown remains set to 'Default'. The 'Back' and 'Next' buttons are still visible at the bottom right.

Click the **Next** button.

**Assessment Configuration**

**Acceptable Use Policy**  
April 5, 2022 8:52 PM 10 minutes ago

Assessment Campaign Name  
Acceptable Use Policy Questionnaire

Create a Target Campaign

Start Date: 04/02/2022      End Date: 04/30/2022

Assessment Campaign Reviewer  
 Asset Owner    Role Owner    Alternate Reviewer

Final Approver

Campaign Reminders  
 Send reminder email to reviewer

Campaign instructions  
Default

[Back](#) [Next](#)

### 1.2.3 Step 3: Verify and Launch

**Create Assessment Campaign** [Back](#)

1 Select or Create Assessment Template      2 Schedule Details      3 Verify and Launch

**Launch Campaign**

Acceptable Use Policy Questionnaire Ready

04/02/2022 Campaign Start Date	04/30/2022 Campaign End Date
User@securends.com Reviewer Email ID	N/A Final Approver Email ID

[Preview](#)

Click the **Preview** button.

The screenshot shows the 'Create Assessment Campaign' page in the SecurEnds GRC system. The navigation bar includes 'SECUR-ENDS GRC', 'Risk Management', 'Privacy Management', 'Policy Management', 'Vendor Risk Management', and 'Administration'. A 'Back' button is in the top right. A progress bar at the top indicates three steps: 1. Select or Create Assessment Template, 2. Schedule Details, and 3. Verify and Launch. The main content area is titled 'Launch Campaign' and shows 'Acceptable Use Policy Questionnaire' with a 'Ready' status. It lists '04/02/2022' as the Campaign Start Date and '04/30/2022' as the Campaign End Date. The reviewer is 'User@securends.com' and the final approver is 'N/A'. A green 'Preview' button is highlighted with a red box and a red arrow pointing to it.

Click the **Launch** button.

This screenshot shows the 'Create Assessment Campaign' page at the 'Launch Campaign' step. The 'Acceptable Use Policy Questionnaire' is 'Ready'. The 'Launch' button is highlighted with a red box and a red arrow. Below the questionnaire, there is a 'Questionnaire - preview' section with two questions: 'Have you reviewed the Acceptable Use Policy?' and 'Do you accept the requirements within the Acceptable Use Policy?'. Each question has three radio button options: 'Yes', 'No', and 'Not Applicable'.

The dialog box is titled 'Launch Campaign' and asks 'Do you want to launch this campaign?'. It has two radio button options: 'Send email notification to all reviewers that are part of the campaign' and 'Exclude notification to selected reviewers'. At the bottom right, there are 'Cancel' and 'Launch' buttons. A red arrow points to the 'Launch' button.



Open the **Actions** menu and select **View** item.

The screenshot shows the 'Policy Management' interface. The 'Assessment Campaigns' tab is active. A table lists assessment campaigns. The first row is 'Acceptable Use Policy Questionnaire' with a status of 'Open', a start date of 'Apr 02, 2022', and an end date of 'Apr 30, 2022'. The 'Actions' column for this row has a dropdown menu open, with the 'View' option highlighted by a red box and a red arrow. Other options in the menu include Details, Edit, Close, Remind, and Delete. The top navigation bar includes 'SECUR-ENDS GRC', 'Risk Management', 'Privacy Management', 'Policy Management', 'Vendor Risk Management', and 'Administration'. A '+ Add Campaign' button is in the top right.

On the Assessment Campaign Preview page, select the **Assess** button on the right.

The screenshot shows the 'Assessment Campaign Preview - Acceptable Use Policy Questionnaire' page. A table lists users for the campaign. The first row is 'User' with last name 'GRC' and email 'User@securends.com'. The 'Total' column shows '2' and the 'Pending' column shows '2'. The 'Assess' button in the rightmost column is highlighted with a red box and a red arrow. The top navigation bar is the same as the previous screenshot. A 'Back' button is in the top right.

The screenshot shows the 'Assessment' page for the 'Acceptable Use Policy Questionnaire'. The user 'User GRC (User@securends.com)' is listed as the reviewer. A progress bar shows '0 answered questions out of 2'. A 'DUE IN 28 DAYS' badge is visible. A note at the bottom says 'Note: Expand each section to complete answers, provide comments and attach document.' There is a '+ Identify' button on the left and a 'Submit' button on the right. The top navigation bar is the same as the previous screenshots. 'Assign User', 'Submit', and 'Back' buttons are in the top right.

Expand each section to complete answers, provide comments and attach document.

The screenshot shows the 'Assessment' interface for an 'Acceptable Use Policy Questionnaire'. At the top, there is a navigation bar with 'SECUR-ENDS GRC' and various management options. The main header includes 'Assessment' and buttons for 'Assign User', 'Submit', and 'Back'. The questionnaire details show 'User GRC (User@securends.com)' as the reviewer and '0 answered questions out of 2'. A note states: 'Note: Expand each section to complete answers, provide comments and attach document.' The 'Identify' section (0/2) contains a question: '1 Have you reviewed the Acceptable Use Policy?'. Below the question is an instruction: 'Instruction: Please read the Acceptable Use Policy from our internal SharePoint content. Please add comments or an attachment to validate if this policy is Not Applicable.' There are radio buttons for 'Yes', 'No', and 'Not Applicable', along with a 'Clear Selection' button. A text input field for 'Enter your comments...' is present. At the bottom right of the question area, there is a 'Reassign' button, which is highlighted with a red box and a red arrow. A small icon with a red circle and the number '1' is also visible next to the 'Reassign' button.

Select **Reassign** button (by selecting this option can reassign the question to another reviewer).

This screenshot is identical to the one above, showing the 'Assessment' interface for the 'Acceptable Use Policy Questionnaire'. The 'Identify' section (0/2) contains the question '1 Have you reviewed the Acceptable Use Policy?'. The 'Reassign' button at the bottom right of the question area is highlighted with a red box and a red arrow. A small icon with a red circle and the number '1' is also visible next to the 'Reassign' button.

Answer all questions and click the **Submit** button.

**1** Have you revised the Acceptable Use Policy?

**Instruction:** Please read the [Acceptable Use Policy](#) from our internal SharePoint content. Please add comments or an attachment to validate if this policy is Not Applicable.

Yes  No  Not Applicable

Enter your comments...

**2** Do you accept the requirements within the Acceptable Use Policy?

**Instruction:** Please read the [Acceptable Use Policy](#) from our internal SharePoint content. Please add comments or an attachment to validate if this policy is Not Applicable.

Yes  No  Not Applicable

Enter your comments...

Click the **Back** button.

Assessment Campaign Preview - Acceptable Use Policy Questionnaire

First Name	Last Name	Email	Total	Pending	
User	GRC	User@secureends.com	2	0	<input type="button" value="Assess"/>

Rows per page: 10 1-1 of 1

Click the **Actions** menu and select **Close** option to close the campaign.

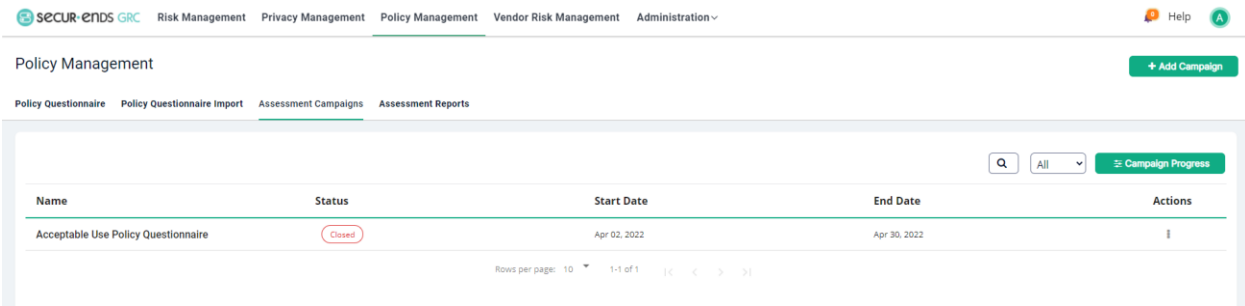
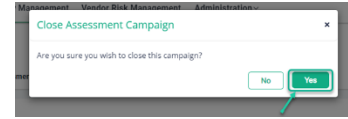
Policy Management

Policy Questionnaire Policy Questionnaire Import Assessment Campaigns Assessment Reports

Name	Status	Start Date	End Date	Actions
Acceptable Use Policy Questionnaire	<input type="button" value="Open"/>	Apr 02, 2022	Apr 30, 2022	<ul style="list-style-type: none"><li>View</li><li>Details</li><li>Edit</li><li><input type="button" value="Close"/></li><li>Remind</li><li>Delete</li></ul>

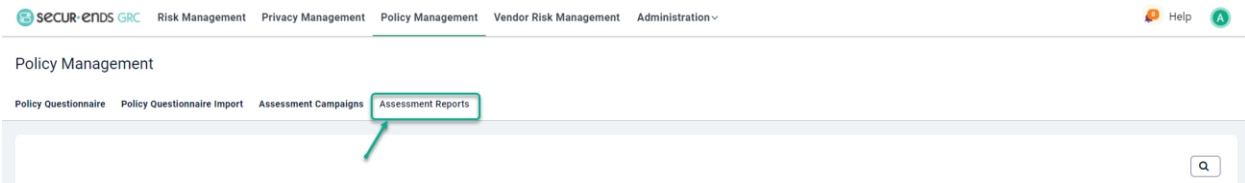
Rows per page: 10 1-1 of 1

Select **Yes** option to close the Campaign and change the status to Closed.

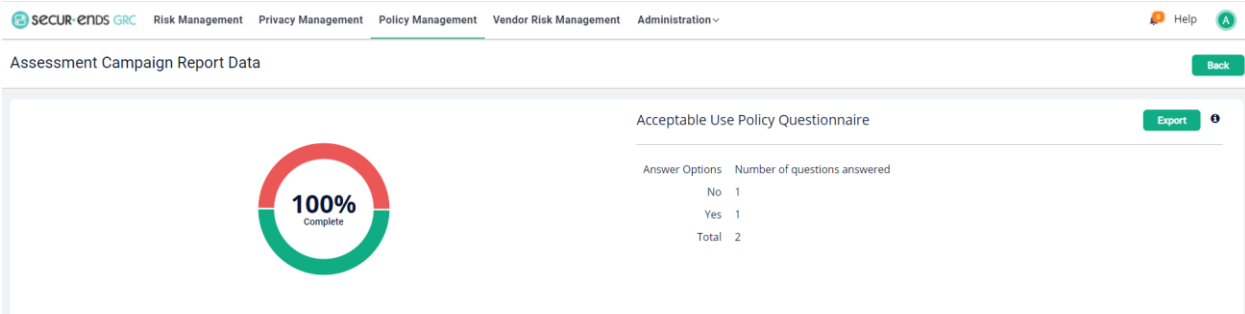
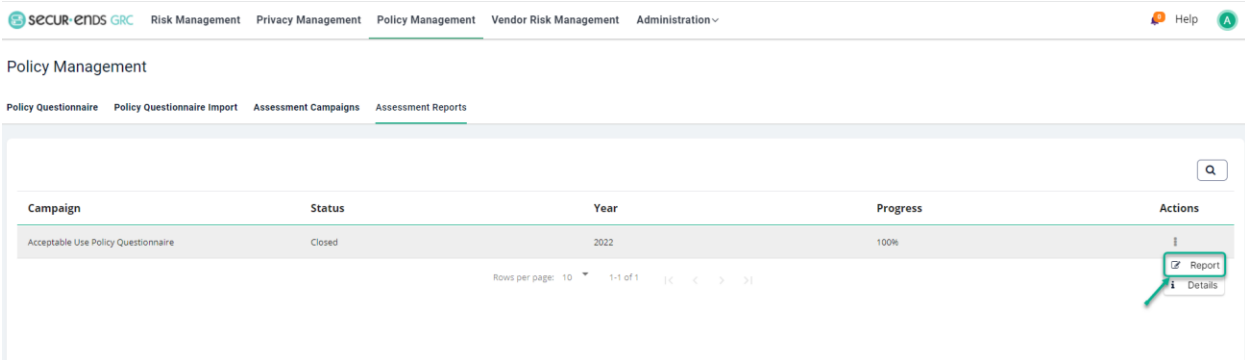


### 1.3 Assessment Reports

Select the **Policy Management** tab on the main menu and select **Assessment Reports** tab.



Select **Actions** button and select **Report** from the drop-down menu.



[End of Policy Management User Guide]