QUICK START GUIDE,

VigiOne contact and support email: vigione@vigitrust.com

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<th>Quick Start User Guide VigiOneMCP SAQ Only</th>
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**Home page**
The Home page of VigiOne appears as follows;

**Menu Structure**
The menu structure of VigiOne is designed to be consistent. No matter where a user is on the platform they will find the user details at the top right and the menu options down the left-hand side. The functionality of the menu is related to the user role and the user only seems functionality that they need to see. However, it is perfectly feasible for one user to hold multiple roles; the system allows these users to change roles as required.
1. Login and General Overview

Login URL: [https://vigione.com/vigitrust/](https://vigione.com/vigitrust/)

Login

Click on the ‘Login’ link to login to VigiOne.

For initial login only:
The default password for each new user is **Chang3m3!**

When prompted users should enter **Chang3m3!** as their current password, followed by a new password of their choice.

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**Do you need assistance?**
The VigiOne customer service and support email contact is [VigiOne@vigitrust.com](mailto:VigiOne@viginone.com)

All queries generated here or sent to [VigiOne@VigiTrust.com](mailto:VigiOne@VigiTrust.com) are logged and tracked directly on to VigiTrust’s Help Desk System where you will receive an immediate response.

Using the support module will enable VigiTrust to gain a better understanding of any problem you experience and improve its resolution time; in addition your feedback helps to ensure that VigiTrust can prevent the reoccurrence of the problem in the future.

To access the support module, click on Request Assistance in the navigation menu.
Select a subject from the drop-down list and forward the message to our support email address.

**Logout**
Move the mouse cursor over your user name on top right and click on Logout.

When you logout, you will be directed back to the Login page.
eLearning and Awareness

Intro to PCI DSS for each user
VigiOneMCP for “SAQ Only” contains a version of VigiTrust’s eLearning Course “Introduction to PCI DSS”. Additional eLearning can be accessed here including eLearning courses on how to use to VigiOneMCP.

VigiTrust’s Portfolio of Cybersecurity & Compliance eLearning
VigiOne can provide access via VigiOne to a library of eLearning Courses on a range of topics related to Cybersecurity. These include such topics as:

- Cybersecurity Best Practice
- Data Protection
- Anti-Phishing
- PCI DSS
- HIPAA

VigiOne’s integrated LMS (Learning Management System) allows you to provision track and report on information security awareness training across even the most complex organisations.

Use the VigiOne navigation Menu to access to this module.

Course content
Use Prev or Next buttons at the lower right-hand side of your screen to navigate through the course content OR use the left hand menu to ‘jump’ to a specific section of the course.
Course test and certificate

On completion of the course, users must take and pass the course test. A score of 80% or better must be achieved for the user to qualify for the course certificate.

Clicking on the Exit Course link (top right hand of the screen) will close the course content. Users should navigate back to the course homepage and click on the Get Your Certificate link to download their course certificate, below:

Course certificate: Generated in PDF format
CERTIFICATE of ACHIEVEMENT

Entity Test

has completed the course

Module 1: PCI DSS eModule

Certification date: 27/04/2018
Assessments

PCI DSS SAQ
The Assessment module enables you to quickly and easily complete PCI DSS Self-Assessment. Simply click on the button Assessments > PCI DSS SAQ to access to the section.

Determine SAQ types
Click on Determine SAQ types in order to create a list of SAQ types that are required for your organization/environment.

Which SAQs Best Apply to My Environment?

Manage SAQ

Edit current SAQ
This section is by default empty, click on the tab Add a new SAQ to create your SAQs.

Note: the ‘Assign SAQ to Entity’ tab is only available to Project Managers.
Click on an SAQ in order to start editing it. The Description beside each SAQ will help you to differentiate them.

**Add a new SAQ**

Use the drop-down list and select the SAQ that you wish to add. Note that it is **mandatory** to provide a description for any new SAQ you create. Click on the button **Submit** to add your SAQ.

**Assign SAQ to Entity**

*Note: this feature is only available to Project Managers.*

Use this feature to assign an SAQ that you have already created to an entity. Click on the button **Submit** to assign the SAQ selected to an entity.
**Duplicate existing SAQ**

Use this feature to duplicate an SAQ that you have already created. Click on the button **Submit** to create a duplicate the SAQ selected.

**Manage PCI DSS SAQ**

- Select any SAQ in the following list and click the Submit button to duplicate it
- **Select SAQ to duplicate**

**Archive SAQ**

Use this feature to archive a completed SAQ. This SAQ will be removed from the editable list of SAQs and will appear on the list of SAQs archived to date. Click on the button **Archive the Selected SAQ** to archive it.

**Manage PCI DSS SAQ**

- Select any SAQ in the following list and click the Submit button to Archive it
- **Select SAQ to Archive**
- **List of SAQ archived**

**Complete SAQ**

**SAQ navigation bar content:**

- All SAQs share the same navigation bar system:
  - Download SAQ in PDF format
  - Download SAQ AOC
  - Open a list of uploaded documents
  - Open the Remediation Action Plan
  - Access to the Executive summary
  - Access to the Attestation of Compliance
  - Access to Requirements
The Executive Summary:

- The Executive Summary consists of a number of sections. Each section consists of a number of questions that needs to be answered.

- When you are satisfied with your answers, click on Submit the Executive Summary button on the right-hand side of your screen to proceed.
The Attestation of Compliance:

- The Attestation of Compliance consists of different sections. Each section consists of a number of questions that needs to be answered.

- When you are satisfied with your answers, click on Submit the Attestation of Compliance button on the right-hand side of your screen to proceed.

Complete Requirements:

The PCI DSS Self-Assessment Questionnaire consists of 1-12 Requirements, each relating to a different aspect of payment card security. Each requirement consists of a number of sub requirements or ‘controls’. The controls for each requirement are listed under each tab in the navigation bat.

All the questions are required to be answered.

For each question (requirement), you must assign one of the following statuses from the dropdown list provided:

- **In Place**: Set to this status if your environment meets the requirement. For example, if there are video cameras installed to protect sensitive areas (e.g. reception, the back office), then set the status for question 9.11a to In Place.

- **Not In Place**: Set to this status if your environment does not meet the requirement. For example, if quarterly internal network scans are not (to the best of your knowledge) performed, then set the status for question 11.2.3(a) to Not in Place.

- **Not Applicable**: Set to this status if you believe a particular requirement not apply to your environment. For example, if you do not employ wireless technology (this is highly unlikely) in any capacity, then set the status for question 11.1.1 to Not Applicable.

- **Compensating Control**: The requirement is in place by means of a compensating control.

- **Not Tested**: Set this status if the requirement has not been evaluated.
Filter the requirement answers:
Click on any of the tabs to filter your answers.

Answer a requirement:

9.6.3 Is management approval obtained prior to moving the media (especially when media

Please select an answer

Select an answer

More information

Requirement Comment

Additional information
Without a firm process for ensuring that all media movements are approved before the media is removed from secure areas, the media would not be tracked or appropriately protected, and its location would be unknown, leading to lost or stolen media.

Testing Procedures
Interview personnel
Examine media distribution tracking logs and documentation

Requirement Not Tested:

9.6.a Is strict control maintained over the internal or external distribution of any kind of media?

Not Tested

If you choose Not Tested, please state the reason(s) why this requirement is not tested.

Text input

submit
Requirement in place:

- **9.6.1** Is strict control maintained over the internal or external distribution of any kind of media?
  - **In Place**
  - Add a comment (Optional).
  - Upload document
  - If you choose In place, you can upload proofs of evidence:
    - Upload a document

Requirement Not in place:

- **9.6.1** Is strict control maintained over the internal or external distribution of any kind of media?
  - **Not in Place**
  - If you choose Not in place (NO), please state the reason(s) why this requirement is not in place:
  - Remediation date

Requirement Not Applicable:

- **9.6.1** Is strict control maintained over the internal or external distribution of any kind of media?
  - **Not Applicable**
  - If you choose Not Applicable (NA), please state the reason(s) why this requirement does not apply to your Merchant:
  - Upload document
  - If you choose Not Applicable, you can upload proofs of evidence:
    - Upload a document
Requirement Compensating Controls:

If you cannot meet this requirement due to legitimate technical or documented business constraints, please enter details:

Upload a document:

- Upload a document
- Link an existing document

Open the Compensating controls Worksheet

Upload a document

Upload a new document

Link an existing document

Text input
**Assessment Report**

In this report you can manage SAQs and track their progress.

- You can see if the SAQ has been started, is in progress, or is complete on the SAQ details (4) field.
- Access and view the SAQ itself by clicking the ‘Access SAQ’ button (2).
- View the contact details of the relevant users from this entity by pressing the ‘Users’ button (3).
- After reviewing an SAQ, you can mark it as reviewed to keep track of your activities by clicked the ‘mark as reviewed’ button (1).
- Filter the results in the assessment report by selecting options from the ‘filter drop down’ menus (5).
- Find a specific result in the assessment report by entering text in the ‘Search Field’ (6)
Click the ‘manage assessment’ button to assign the SAQ to another entity or to archive the SAQ.

If you have already archived at least one SAQ, you will be presented with a list of these under the ‘List of SAQ archived so far’ heading.
Policies and Procedures

The P&P module comes populated with a generic set of P&P for PCI DSS compliance and allows tracking of P&P across multiple entities as to whether they are, in place, not in place or not applicable. Where not in place uses must set a target date for remedial action. There is also some potential to upload revised or alternative P&P.

1. Access to the P&P
The Policies and Procedures module provides you with a repository of VigiTrust Policies and Procedures to download or view. You can also set the status for each policy as it is applied to your environment (i.e. in place, not in place, remediation date).

2. Edit and View the P&P
Here you will find a table listing the policies associated with each category. The table contains 5 columns:

- Policy: The name of the policy
- In Place: The status of the policy – may be Yes (the policy is in place), No (the policy is not in place), To Do (the policy has no status assigned to it – when you first access the system, all policies are assigned a ‘To Do’ status).
- Confirm: Set the status for the policy.
- Remediation Date: If you assign a status of ‘Not in Place’ to a particular policy, then you must also set a remediation date – this is the date that you expect to have the policy in place at your hotel.
- Download: Download the policy in PDF format.

![Policies & Procedures](image)

[Download P&P]

[Edit P&P status]
Dashboard  Business Entity Report

For entity managers:

Dashboard

Selecting Entity Dashboard under the Dashboard menu brings an entity manager to their dashboard.

Here you can see and track eLearning user information and progress.

For project managers:

Business Entity Report

Selecting Business Entity Report under the Dashboard menu brings a project manager to their organization’s list of clients.

List of Clients:

example

Click on any of the tabs above to start.

Clicking on a client will show the groups that belong to this client, along with a sub menu of the relevant entities.
From this list you can manage entities’ SAQs (see picture below).

**Example Group - 2 entities**

<table>
<thead>
<tr>
<th>m1020</th>
<th>-</th>
<th>No SAQ created yet</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>There is no SAQ started for this entity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manage this entity SAQ list</td>
</tr>
</tbody>
</table>

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**Organization Management**

*For Project Managers only*

Selecting Organization Management in the dashboard menu will give the user two options. The Overall Organization report, and the User Management report.

The Overall Organization Report focuses on groups and entities contained within an organization.

**Overall Organization**

In this report, you have the option to create or delete groups and entities by clicking on the ‘Manage Organization’ button.

In this menu, you can create and delete entities and groups. To create an entity, simply give it a name in a relevant field. You can also assign it to a group in the drop down field below.

Deleting groups and entities work similarly, just select a group/entity from the drop down bar and click delete.

*Note: deleting an entity with active users still in it will reset these users to their default roles and settings. Similarly, deleting a group nullify the group field in entities associated with it.*
The main table in this report allows you to view and manage the entities within your organization.

- Clicking the ‘Manage Entity’ button (1) will bring up the Manage Entity menu (see below for detailed overview of this menu).
- The field headings not only label the information contained in the table, but also act as one of several ways to filter users. Clicking one of these headings will order the entity details in the table from A-Z, Z-A, or order numerically from high – low and low – high. (2).
- The details themselves are spread across several relevant fields in the table (3).
- Filter the results in the user table by selecting options from the ‘filter drop down’ menus (4).
- Find a specific result in the assessment report by entering text in the ‘Search Field’ (5).

In the ‘Manage Entity’ menu, you can edit the selected entities’ details, and edit the group they belong to. In the first tab, you can edit the name of the entity as well as assign them to a new group.

In the second tab, you can edit the name of the group they belong too.
**My Calendar**
Clicking on Calendar/Tasks -> Access to my calendar will bring you to your personal calendar. Here, you can view tasks that you have assigned yourself, set a new task for yourself, and see tasks that have been assigned to you.

In the top left-hand corner of the calendar display, the calendar legend is displayed. Tasks will appear in the tree colours seen here and represent the 3 main stages of task progression – ‘not started’, ‘in progress’ and ‘complete’.

To add a task, click in a ‘day box’ – this a square in the calendar denoted by the date in the square’s top left-hand corner. Once you have clicked into the relevant box, a menu will pop up wherein you may give yourself a task. In the form, you can categorize the task, set the task to recur and give it a description. Once the form has been submitted, the task is created and will appear on your calendar.
Tasks will appear as blue (not started) by default in the relevant ‘day box’ and will display the title of the task.

By clicking on a task, you can view the details of the task as well as update its status to one of the three options mentioned above.

Finally, you can remove this task from the calendar by clicking the ‘archive’ button.