



User Guide

Version 1.02



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Chapter 1 About This Guide

The User Guide provides information about RAP (Risk Asset Professional) as well as instructions for performing risk assessment related tasks.

The screen images presented in this guide are a close representation of the screens you will see in RAP.

1.1 Audience

The User Guide is directed to those users responsible for performing risk assessments and audits.

1.2 Related Documents

The following document provides additional information related to using RAP and can be used in conjunction with this guide.

- Compliance Assessment Professional User Guide

1.3 Conventions

The following conventions are used throughout the User Guide.

1.3.1 Fonts


The following fonts have been used to notate Fields and Actions in RAP.

- **Fields:** Fields are **Bolded**.
- **Actions:** Actions, such as clicking on a link or button, are **Bolded**.
- **Dialogue Boxes:** Dialogue boxes are **Bolded** and *Italicized*.
- **Secondary Windows:** Features that open in secondary windows like the Threat Library and Reports are **Bolded** and *Italicized*.

1.3.2 Notations

The following notations highlight information of special interest.

! **Important:** Calls attention to descriptions or procedures that are essential for proper operation.

 **Note:** Provides supporting information that may not be explicitly addressed in the accompanying text.

1.4 Technical Support

If you need technical assistance, please contact Consult2Comply using any of the following means:

Online:	Support@Consult2Comply.com
Phone:	+1 703 871 3950
Mail:	12801 Worldgate Drive Suite 500 Herndon, VA 20170 USA

1.5 Document History

This table details changes made to the document during each revision.

Date	Type	Description
April 2008	Release	Initial product release May 1, 2008
May 2008	Update	Minor changes and feature updates

Chapter 2 Getting Started

This chapter provides information and instructions for installing RAP, customizing preferences, setting the start-up file path, entering data, performing a search and navigating RAP.

2.1 Installing RAP for the First Time

Before you begin using RAP you will need to install the software onto your computer. If you have already installed the software, jump ahead to section 2.2 Customizing Preferences.

! Important: RAP requires Java JRE (Java Runtime Environment) version 1.5.0.12 or higher. To download the latest Java version, go to <http://www.java.com/en/download/manual.jsp>. The java download is free to all users.

Note: You can check to see if Java is currently installed on your machine) by performing the following check. This check is for Microsoft platforms users only

- Go to the Start Menu and select **Run**.
- Type in “cmd”. This is the command for command window.
- Type “Java –version”. This will determine if and what version of Java is installed on your machine.

After purchase, you will receive an email with a RAP .msi (Microsoft Installer) program installer to aid in installation.

To install RAP, complete the following steps.

1. Open the file to launch the installer.

The **File-Download – Security Warning** dialogue box opens.

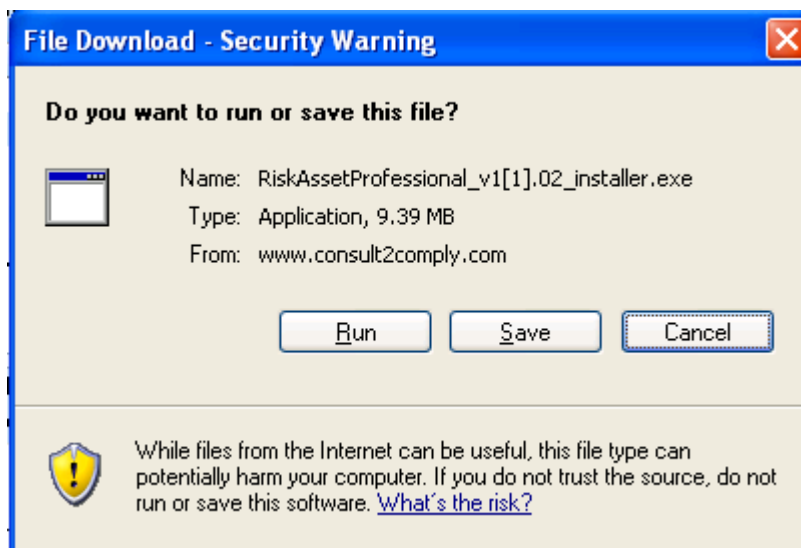



Figure 1: File Download – Security Warning Dialogue Box

2. Click **Run**.

 **Note:** You can also save the install link to your local machine.

- Select the location where you would like to save the Windows Installer Package, and then click **Save**.
- Once saved, the download begins. The process indicator tells you when the download is complete.

The Installer application will begin the installation process.

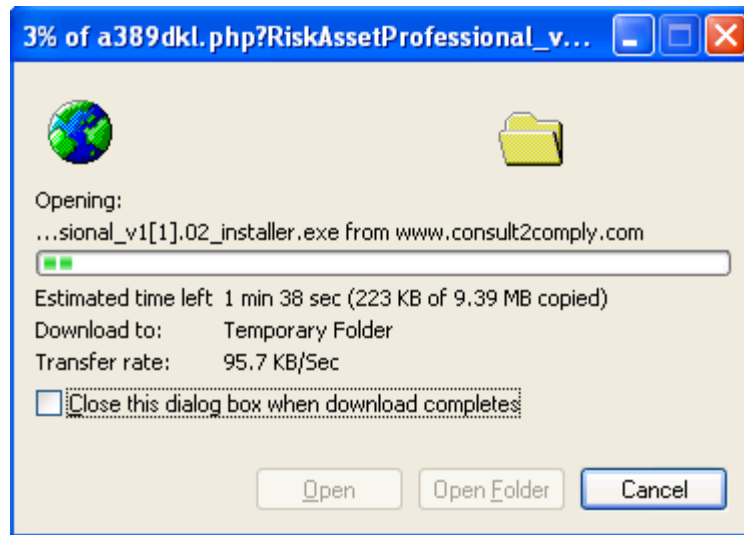


Figure 2: Installation Process

3. Upon completion, a Windows Security Window may appear asking if you would like to run the application. Click **Run**.

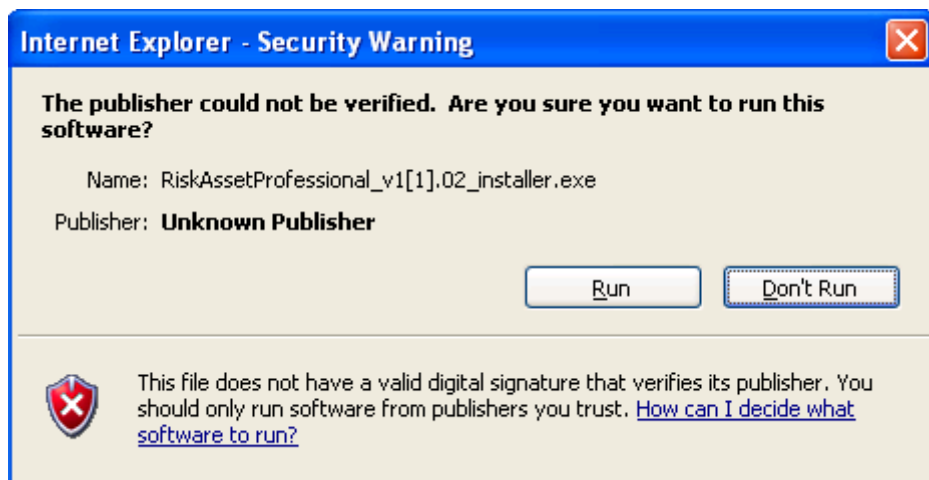


Figure 3: Security Windows Warning Example

The **RAP Setup Wizard** opens



Figure 4: RAP Setup Wizard

4. Click **Next**.

The *RAP Setup Wizard* displays the End-User License Agreement.

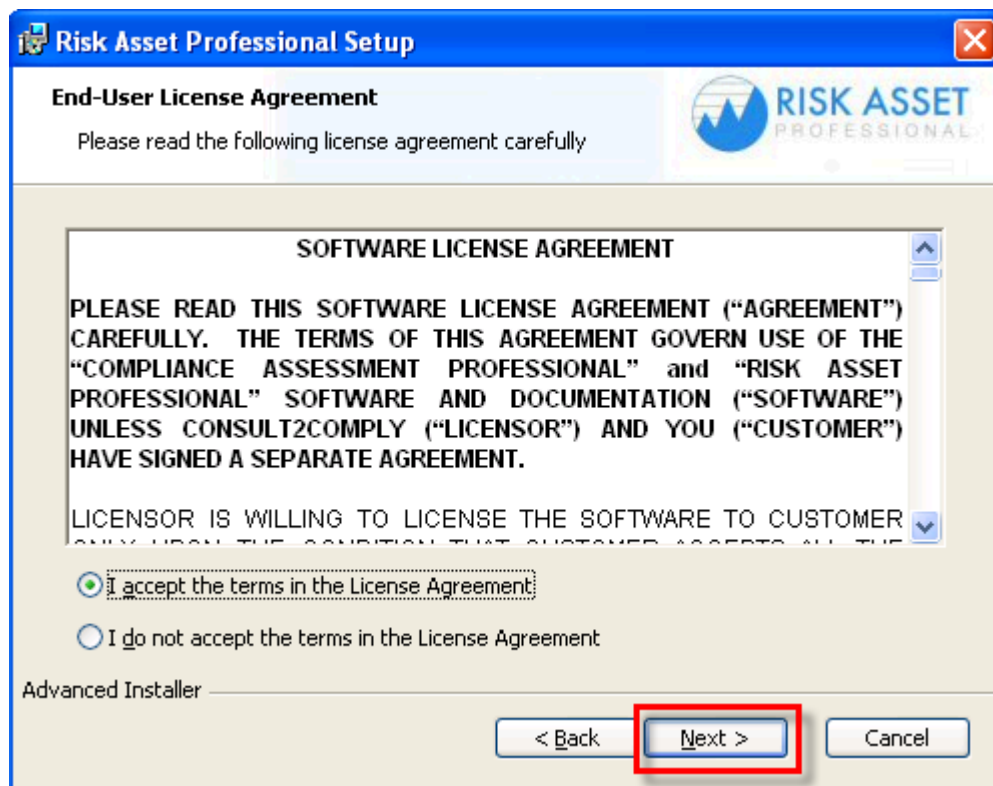


Figure 5: Accepting End-User License Agreement

5. Select **I accept the terms in the License Agreement**, and then click **Next**.
The *RAP Setup Wizard* displays the installation folder selection.

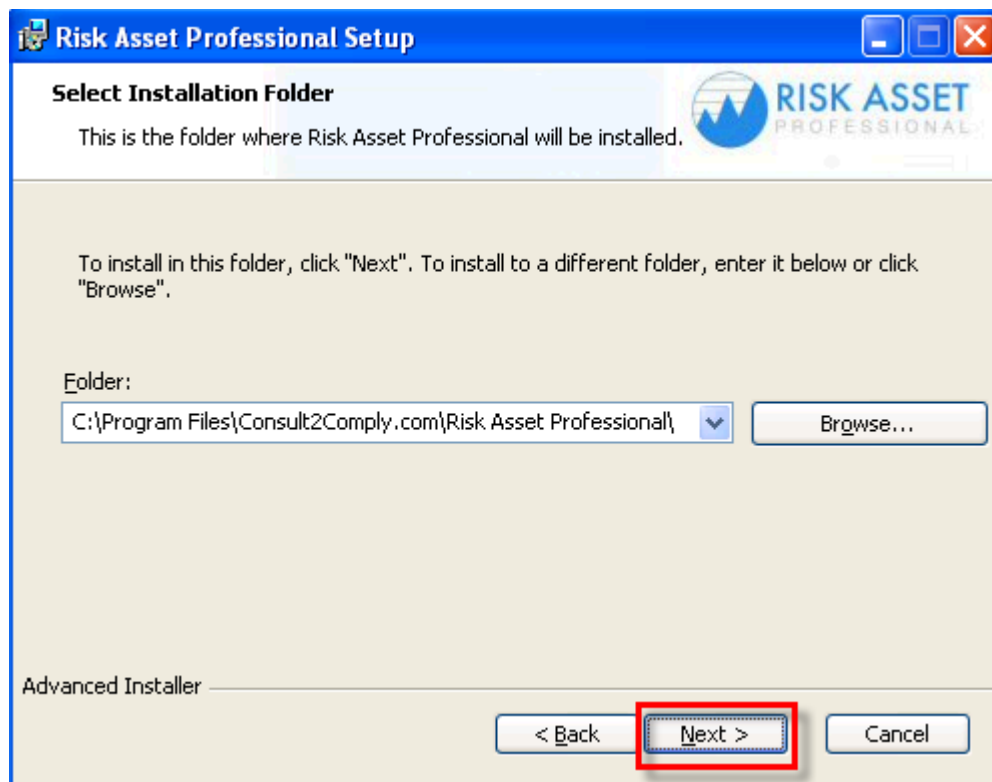



Figure 6: Selecting an Installation Folder

 **Note:** If you would like to install RAP to a location other than the default location shown in the figure above, do the following.

- Enter the folder location, and then click **Next**.

-OR-

- Click **Browse**
- Select a new location, and then click **OK**.
- Click **Next**.

6. To install RAP in the default location, click **Next**.

The *RAP Setup Wizard* displays shortcut configuration options.

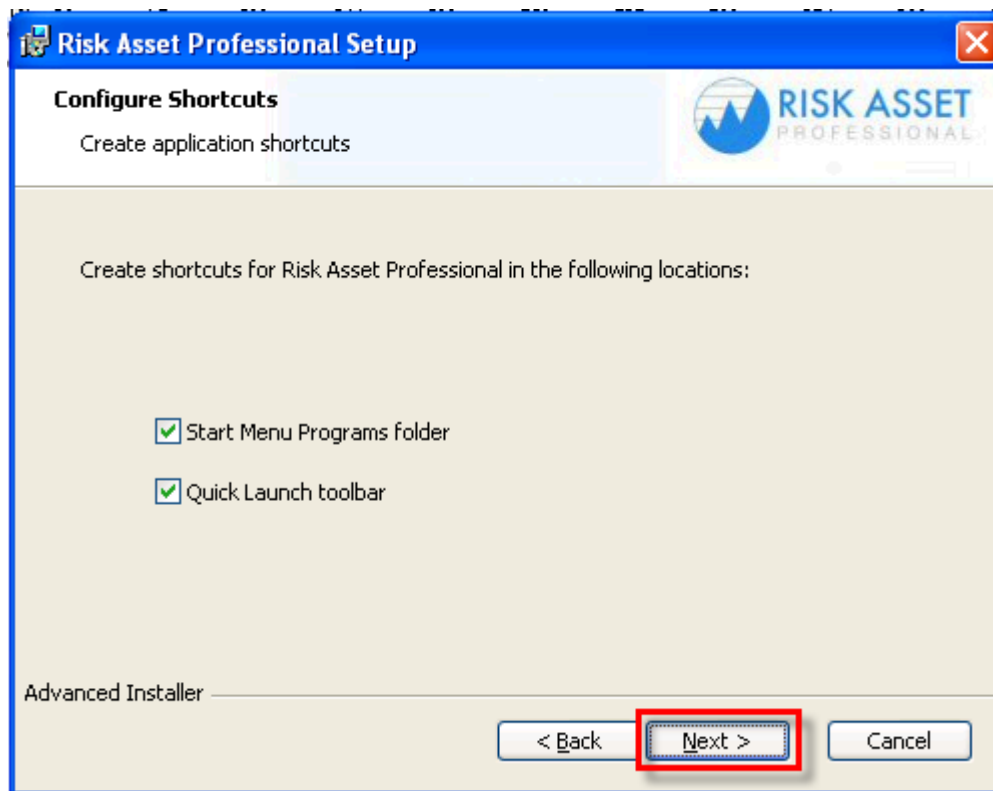


Figure 7: Configuring Shortcuts

7. Deselect any shortcut options as desired, and then click **Next**.
RAP is ready to be installed.
8. Click **Install**.

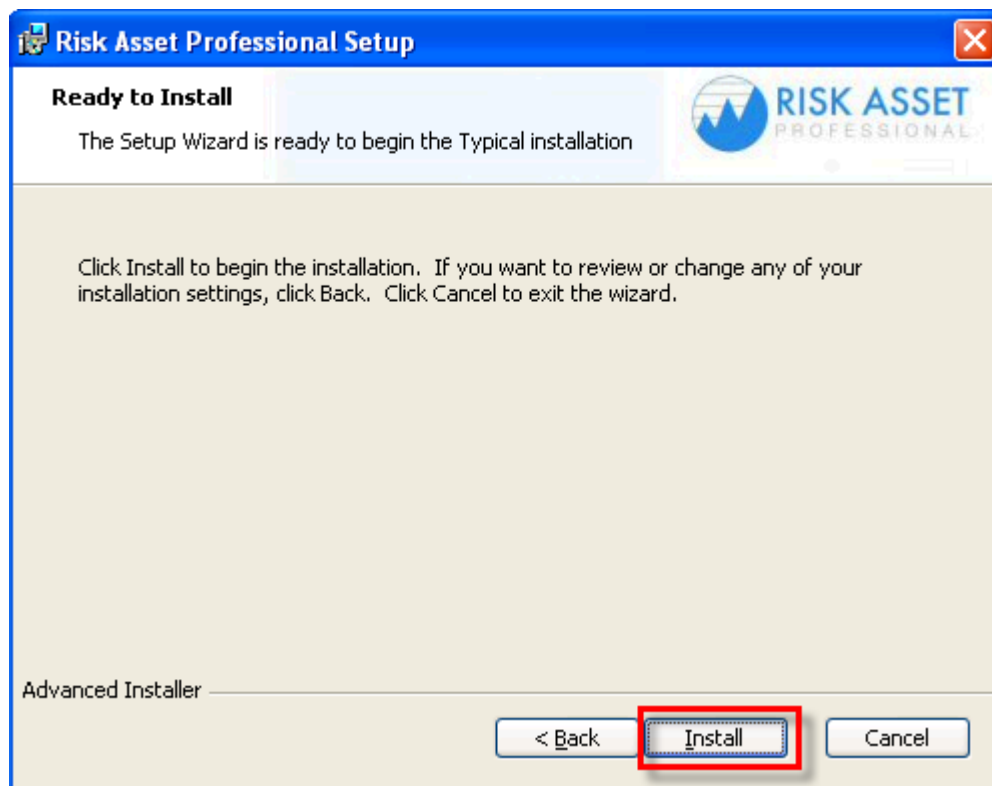


Figure 8: Ready to Install RAP

9. Click **Finish**.
10. **Optional.** Deselect "Launch RAP" if you would not like to run RAP at this time.

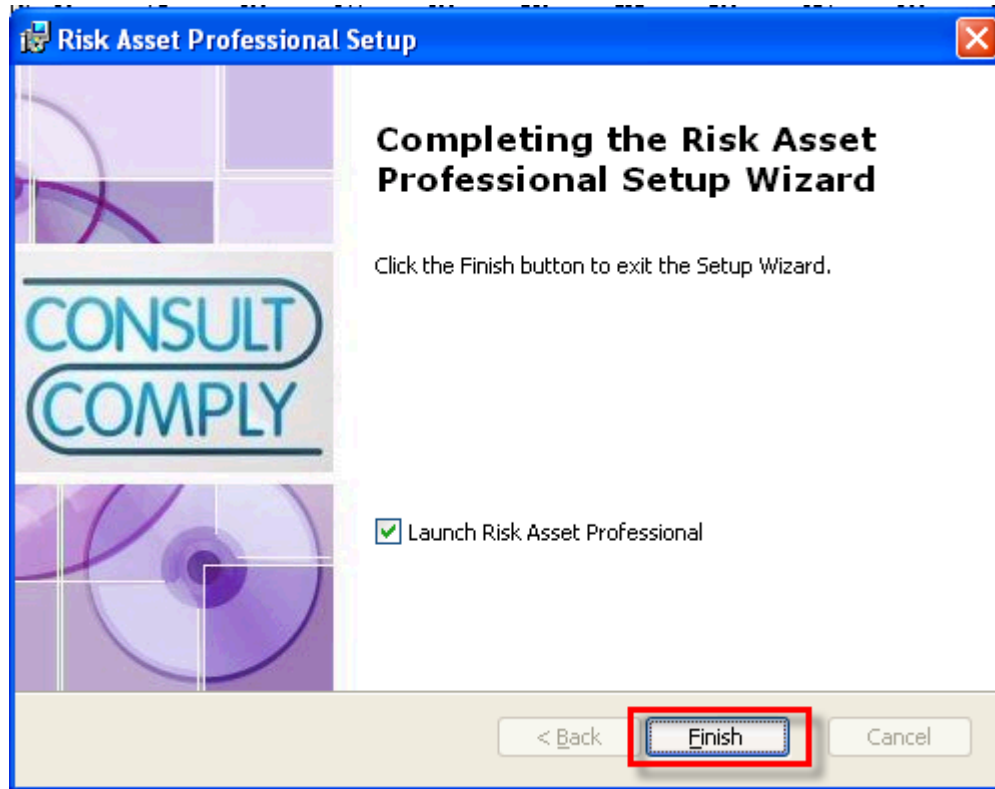


Figure 9: Completing the RAP Setup Wizard / Launching RAP

! **Important:** If you are launching RAP for the first time or if your license has expired, you will be prompted to enter a valid license key. See the following figure and remaining step for more information.



Figure 10: Entering License Key

11. Enter your license key, and then click **OK**.

2.2 Customizing RAP

RAP has many features that are configurable. You can customize the following settings and preferences.

1. **Logo** – you can upload a custom logo to RAP. See section 2.2.1 for more information and instructions.

2. **Start Up File Path** – you can set the start up file path. See section 2.2.2.1 for more information and instructions.
3. **Preferences Files** – you can save and load your preferences files as well as restore default settings. See section 2.2.2.2 for more information and instructions.
4. **Drop-Down Values** – you can add, edit and remove drop-down values for certain fields in RAP. See section 2.2.2.3 for more information and instructions.

2.2.1 Adding / Changing Logos

You can **add** a new logo or **change** your existing logo that displays in RAP.

To do add or change your logo, complete the following steps.

1. Right-click the logo image and select **Change Logo Image**.

See the following figure for an example.

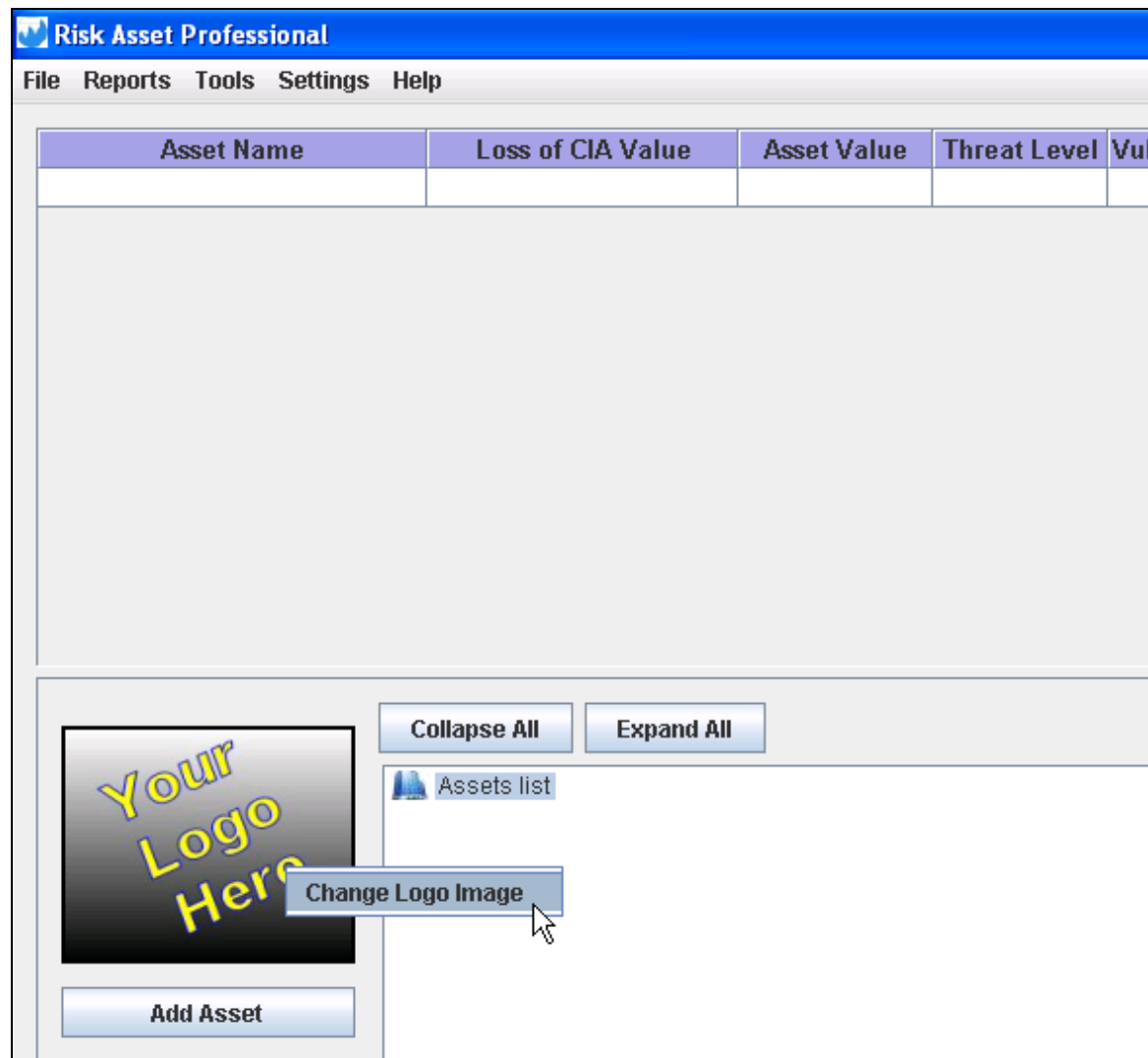


Figure 11: Adding / Changing Your Logo

The **Open** dialogue box opens, which allows you to select a logo file.

See the following figure for an example.

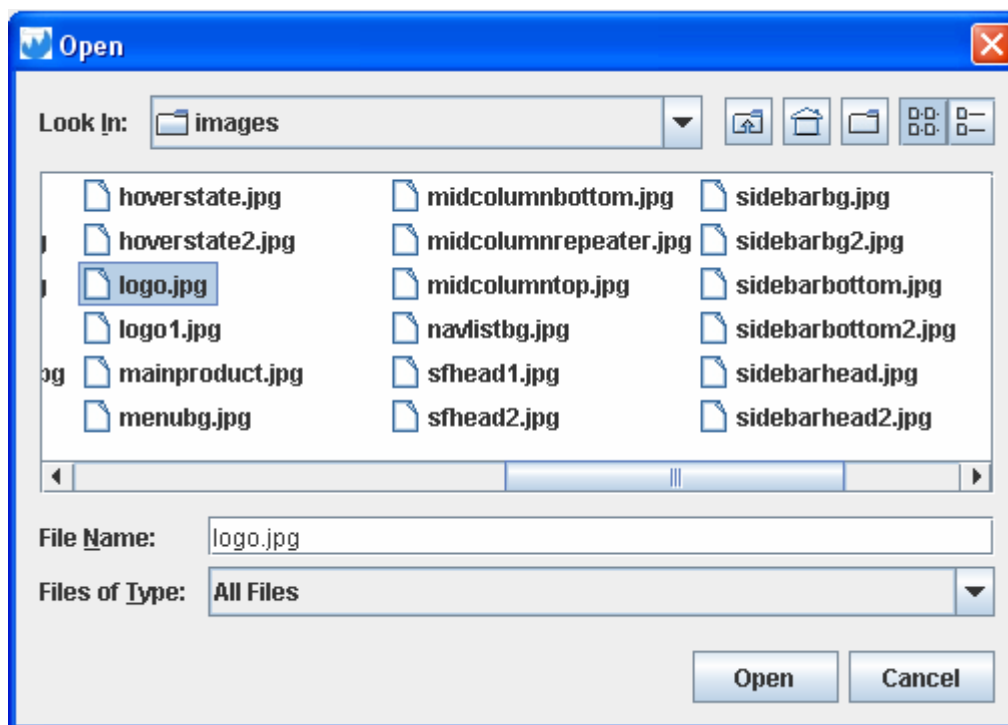



Figure 12: Open Dialogue Box - Selecting a File

2. Select the file containing your logo, and then click **Open**.

The new logo displays.

 **Note:** To cancel this action and close the dialogue box, click **Cancel**.

! **Important:** Only JPEG files can be used to add or change the logo that displays in RAP. If you open another file type, the image will not display.

2.2.2 Settings and Preferences

You can customize the way you work by using the Settings and Preferences feature in RAP. The following subsections provide information and instructions for setting the start-up file path, creating and saving your custom settings / preferences to a file, loading your saved preferences, and quickly and easily restoring default settings.

To change settings and preferences, complete the following steps.

1. From the **Settings** menu, select **Preferences**.

The **Preferences** dialogue box opens.

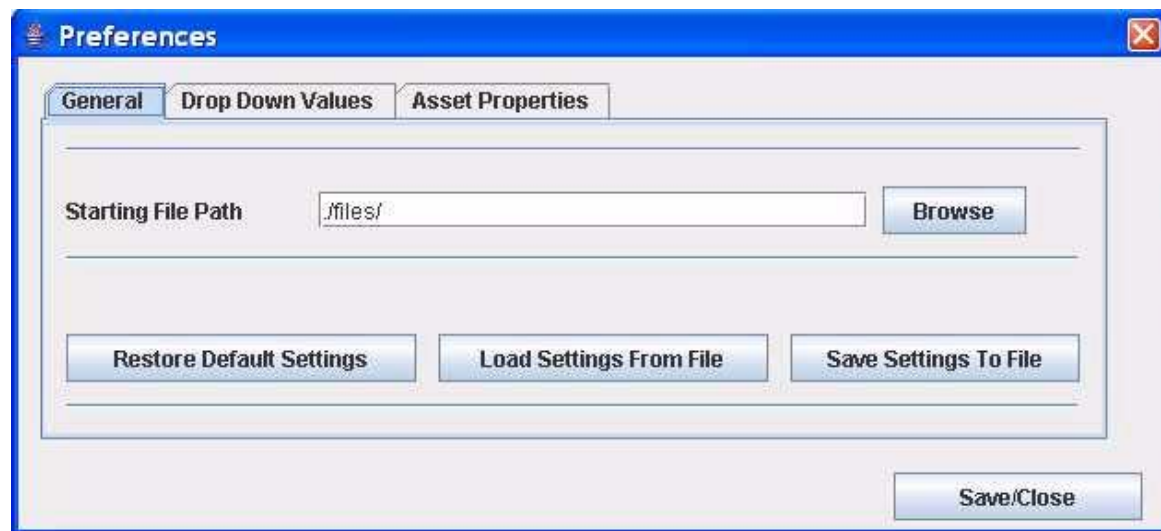


Figure 13: Preferences Dialogue Box

- To set the start up file path, see section 2.2.2.1.
- To save, load or restore settings, see section 2.2.2.2.
- To edit drop-down values, see section 2.2.2.3.
- To edit asset properties, see section 2.2.2.4.

2.2.2.1 Setting Start Up File Path

The settings feature saves you time by allowing you to set the default directory that RAP points to when you open and save assessments.

To set the startup file path, complete the following steps.

1. From the General tab of the **Preferences** dialogue box, Click **Browse**.

The **Select Starting File Path** dialogue box opens.

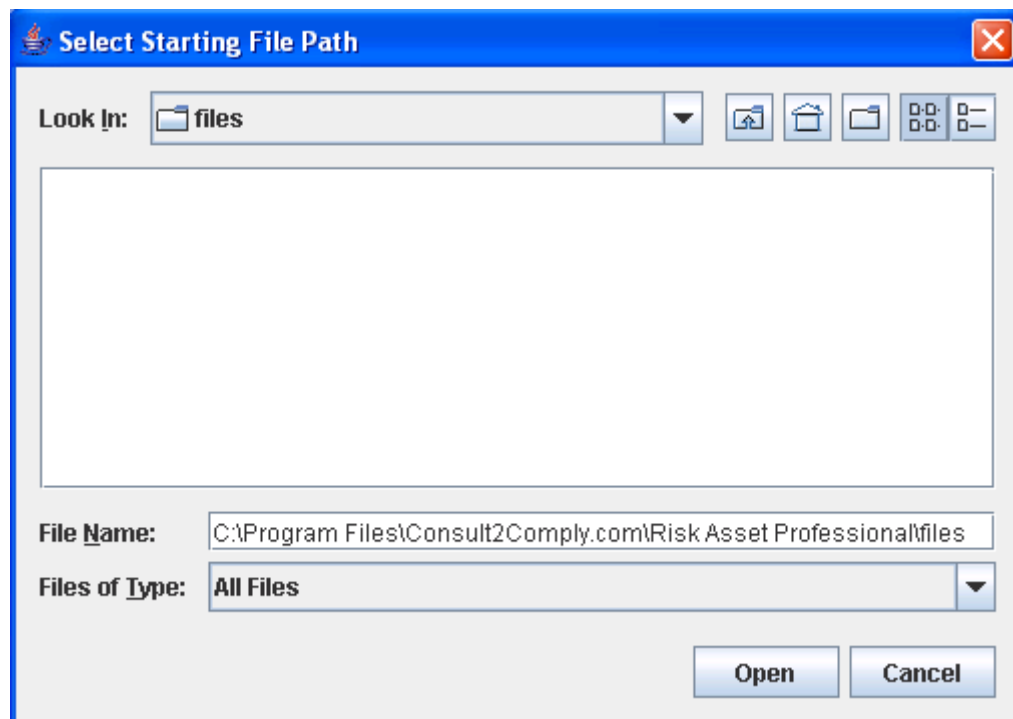


Figure 14: Selecting a Starting File Path

2. Select or enter the start-up path you prefer, and then click **Open**.
3. Click **Save/Close** to save the default file path and close the dialogue box.

2.2.2.2 Saving / Loading / Restoring Settings

You can save your custom settings and preferences, load saved settings and preferences files, and restore default settings – all using the Settings and Preferences feature. The following actions are available from the General tab of the **Preferences** dialogue box.

Restore Default Settings – a quick way to return to the original RAP program settings. By restoring the default settings, you are resetting the drop-down values, logo image and asset properties.

To restore default settings, complete the following steps.

1. From the General tab of the **Preferences** dialogue box, click **Restore Default Settings**.
2. Click **Yes** to confirm change.

Save Settings and Preferences – allows you to save your custom settings and preferences to a file.

To save your settings and preferences, complete the following steps.

1. From the General tab of the **Preferences** dialogue box, click **Save Settings to File**.
2. Enter the file name.
3. Select a location where you would like to save your preferences file, and then click **Save**.

Load Your Settings and Preferences – You can load your custom settings and preferences at any time by opening the desired custom settings file.

To load your customer settings and preferences, complete the following steps.

1. From the General tab of the **Preferences** dialogue box, click **Load Settings From File**.
2. Click **Yes** to confirm change.

2.2.2.3 Editing Drop-Down Values

RAP provides you with the ability to customize field values available in drop-down lists throughout the application. There are two methods available for editing drop-down values. You can use the Setting and Preferences feature from the menu bar or simply navigate to the drop-down field you want to edit and select “Add/Edit/Remove” from the drop-down list.

Edit Drop-Down Values Using Settings and Preferences

To edit drop-down values using the Settings and Preferences feature, complete the following steps.

1. From the **Settings** menu, click **Preferences**.
2. From the Drop Down Values tab, click **Open Drop Down Values Editor**.

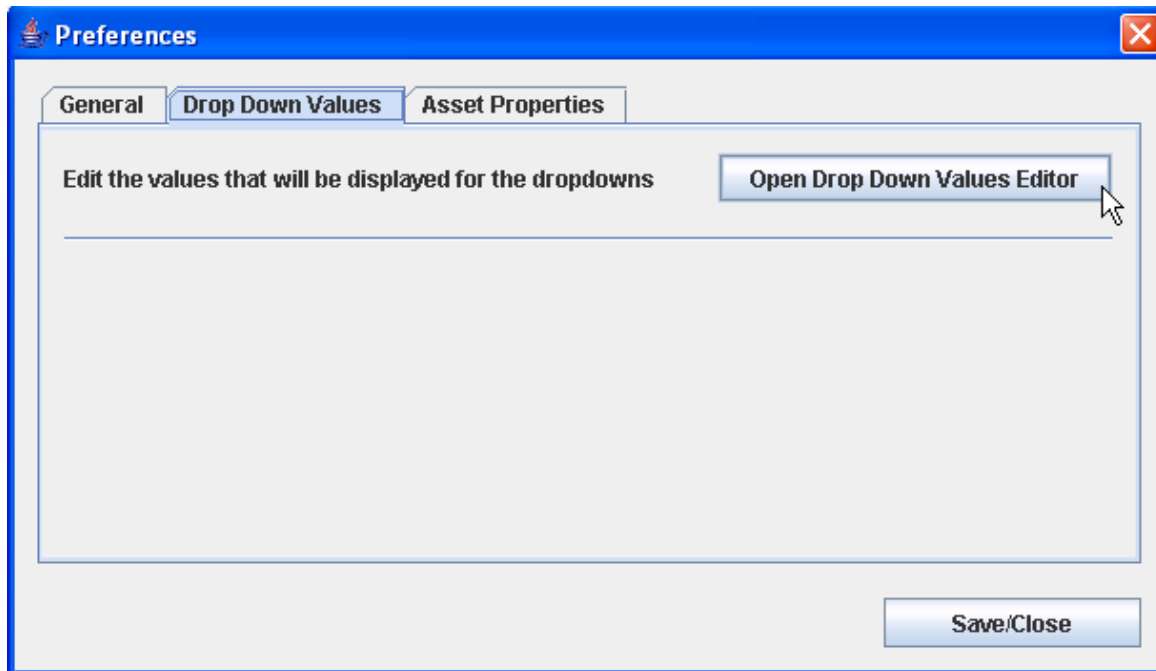


Figure 15: Opening Drop-Down Values Editor

The **Edit Values** dialogue box opens.

Figure 16: Edit Values Dialogue Box

The following table provides information about the fields with drop-down lists that you can edit.

Editing Values	
Type	Field
Asset	<ul style="list-style-type: none"> • Availability • Integrity
Threat	<ul style="list-style-type: none"> • Impact • Probability
Vulnerability	<ul style="list-style-type: none"> • Vulnerability Level
Control	<ul style="list-style-type: none"> • Importance

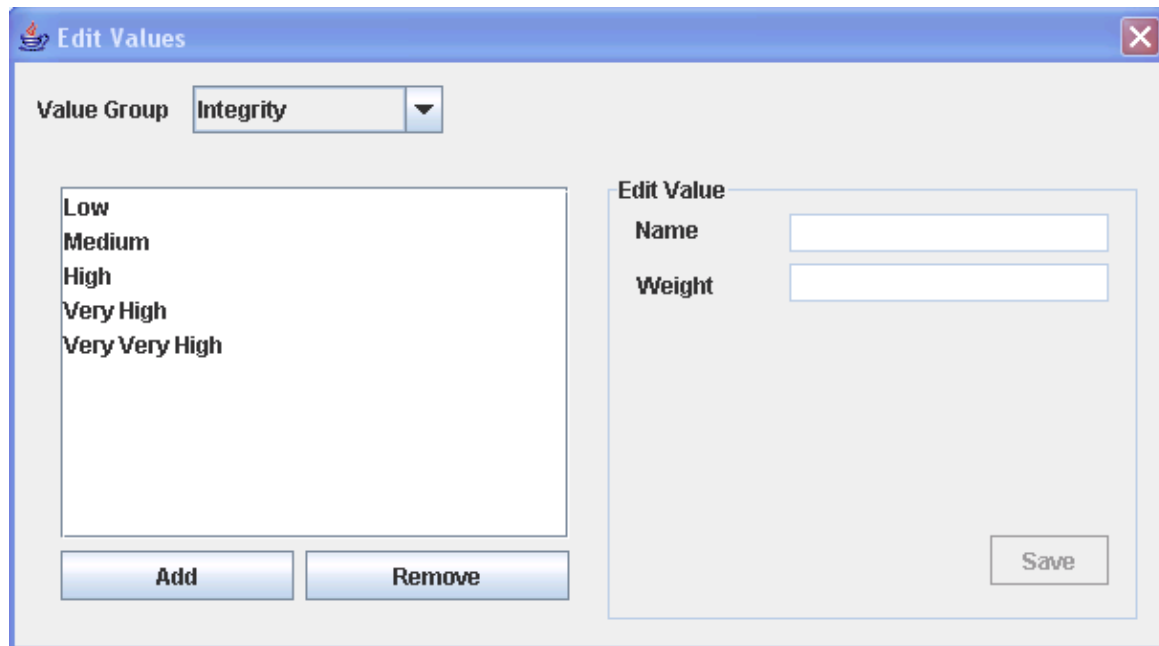


Figure 17: Edit Values Dialogue Box

3. To edit the values of a particular field, select the field from the **Value Group** drop-down list field.

See the following figure for an example.

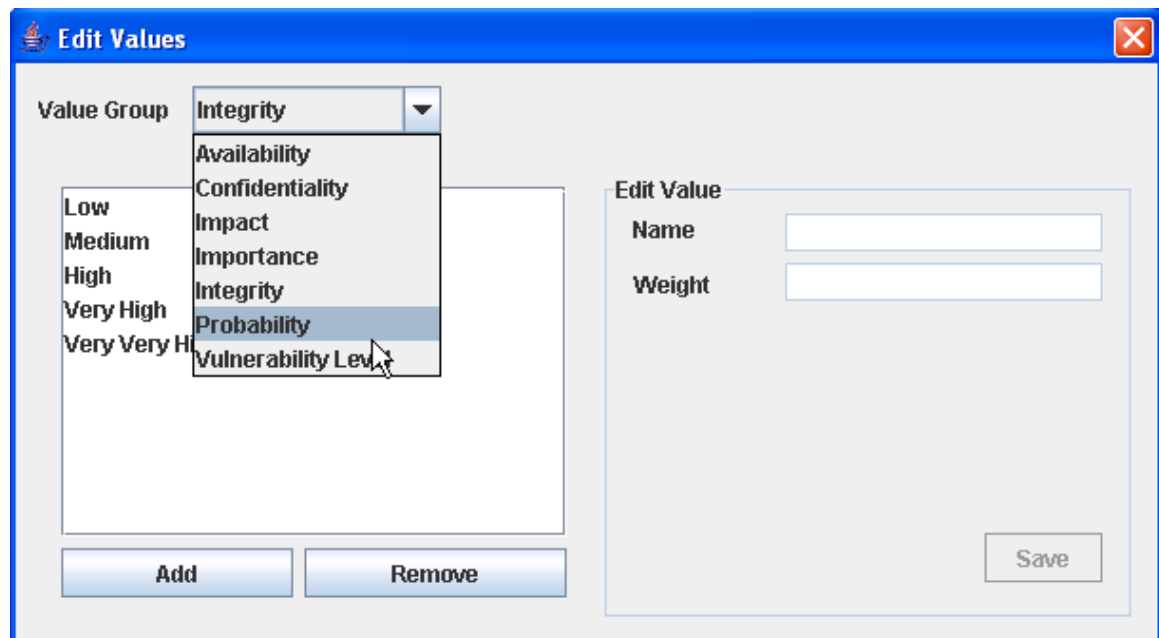


Figure 18: Editing Values – Selecting a Value Group

The existing values for the selected list field display.

- To add a new value to the list field, do the following.
 - Click **Add**.
 - From the Edit Value box, enter the **Name** and **Weight**.
 - Click **Save**.
- To remove a value from the selected list field, do the following.
 - Click the value.
 - Click **Remove**.
 - Click **Save**.
- To change the name and/or weight of a particular value, do the following.
 - Click the value.
 - Change the **Name** and/or **Weight**.
 - Click **Save**.

Edit Drop-Down Values From Drop-Down Fields

To edit values available from field drop-down lists, complete the following steps.

1. From the Assets Detail Area, select **Add/Edit/Remove...** from any drop-down list field.

See the following figure for an example.

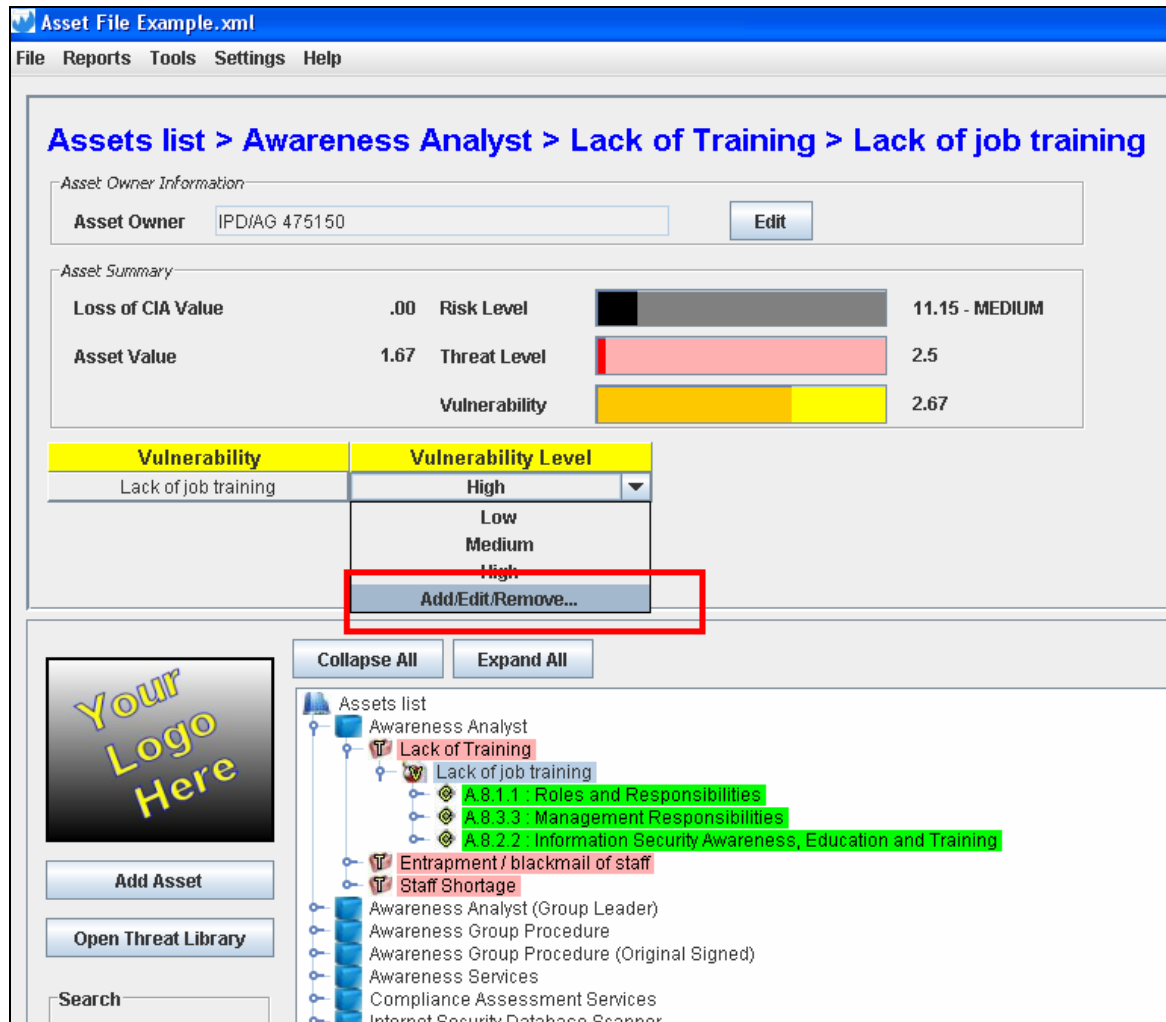


Figure 19: Editing Values

The *Edit Values* dialogue box opens.

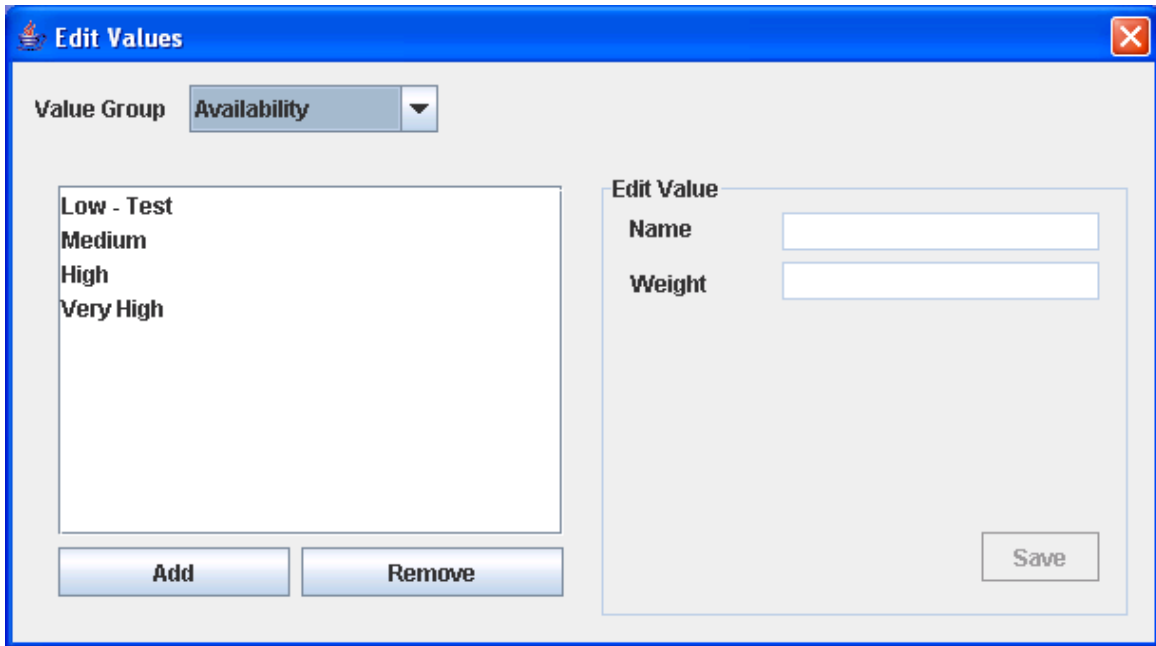


Figure 20; Edit Values Dialogue Box

The following table provides information about the fields with drop-down list that you can edit.

Editing Values	
Type	Field
Asset	<ul style="list-style-type: none"> • Availability • Integrity
Threat	<ul style="list-style-type: none"> • Impact • Probability
Vulnerability	<ul style="list-style-type: none"> • Vulnerability Level
Control	<ul style="list-style-type: none"> • Importance

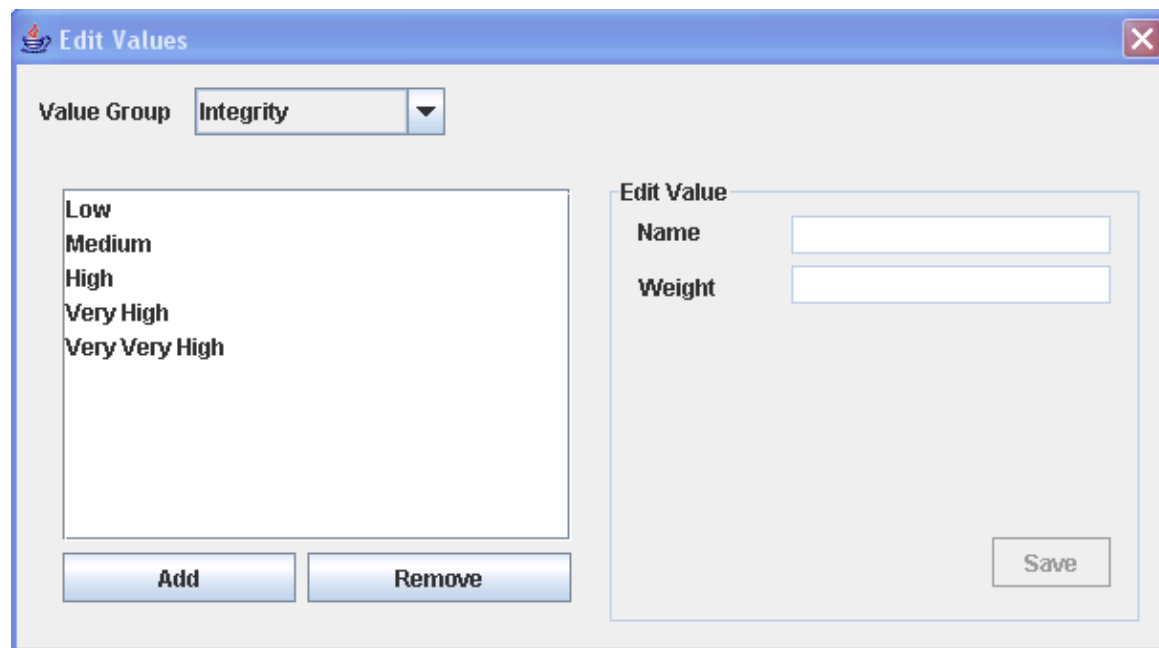


Figure 21: Edit Values Dialogue Box

2. To edit the values of a particular field, select the field from the **Value Group** field.

See the following figure for an example.

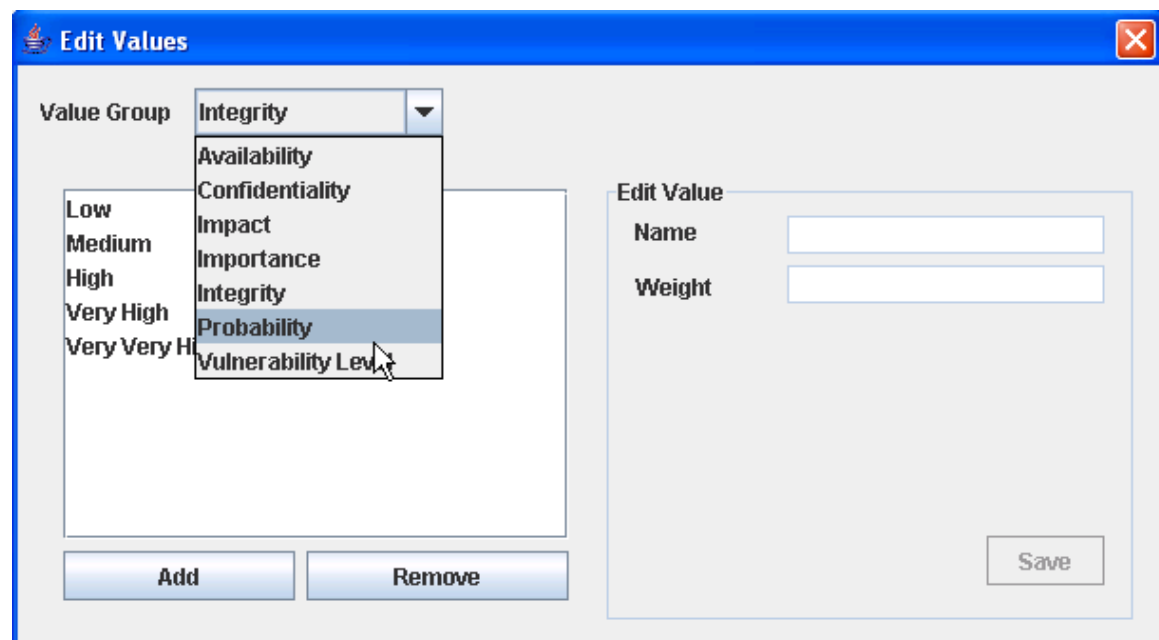


Figure 22: Editing Values – Selecting a Value Group

The existing values for the selected list field displays.

- To add a new value to this list field, do the following.

- Click **Add**.
- From the Edit Value box, enter the **Name** and **Weight**.
- Click **Save**.
- To remove a value from the selected list field, do the following.
 - Click the value.
 - Click **Remove**.
 - Click **Save**.
- To change the name and/or weight of a particular value, do the following.
 - Click the value.
 - Change the **Name** and/or **Weight**.
 - Click **Save**.

2.2.2.4 Editing Asset Properties

To edit property drop-down values available when adding and editing assets in RAP, complete the following steps.

1. Follow the instructions in section 2.2.2
2. From the Assets Properties tab, click **Open Asset Property Editor**.

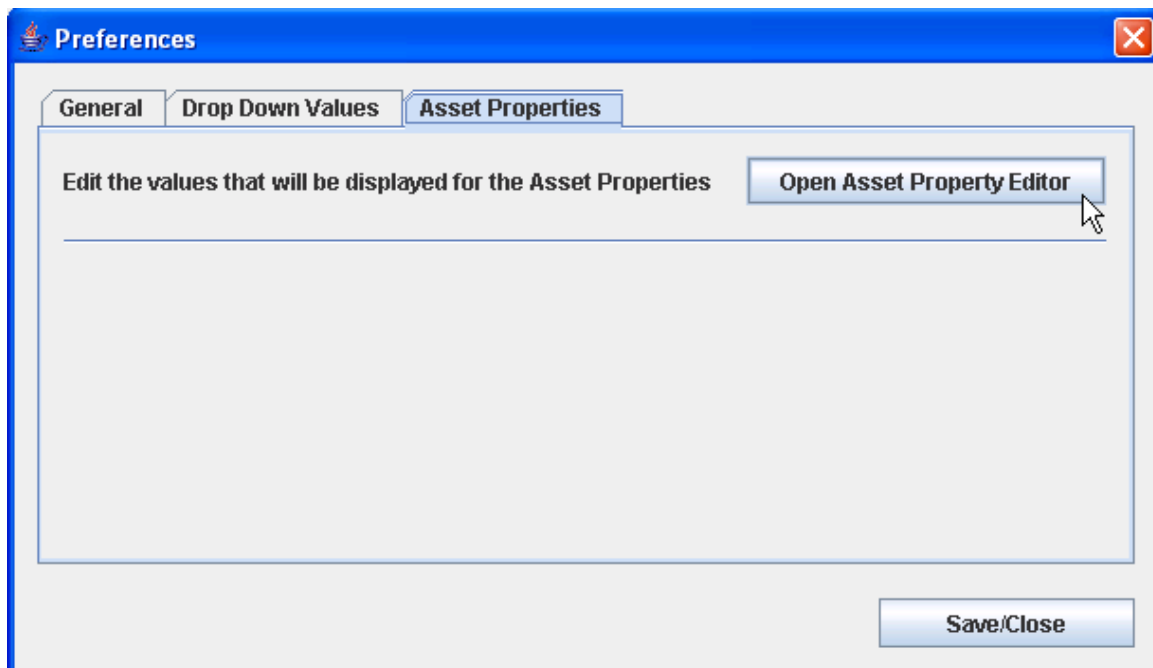


Figure 23: Opening Asset Property Editor

The **Edit Property Dropdown Values** dialogue box opens.

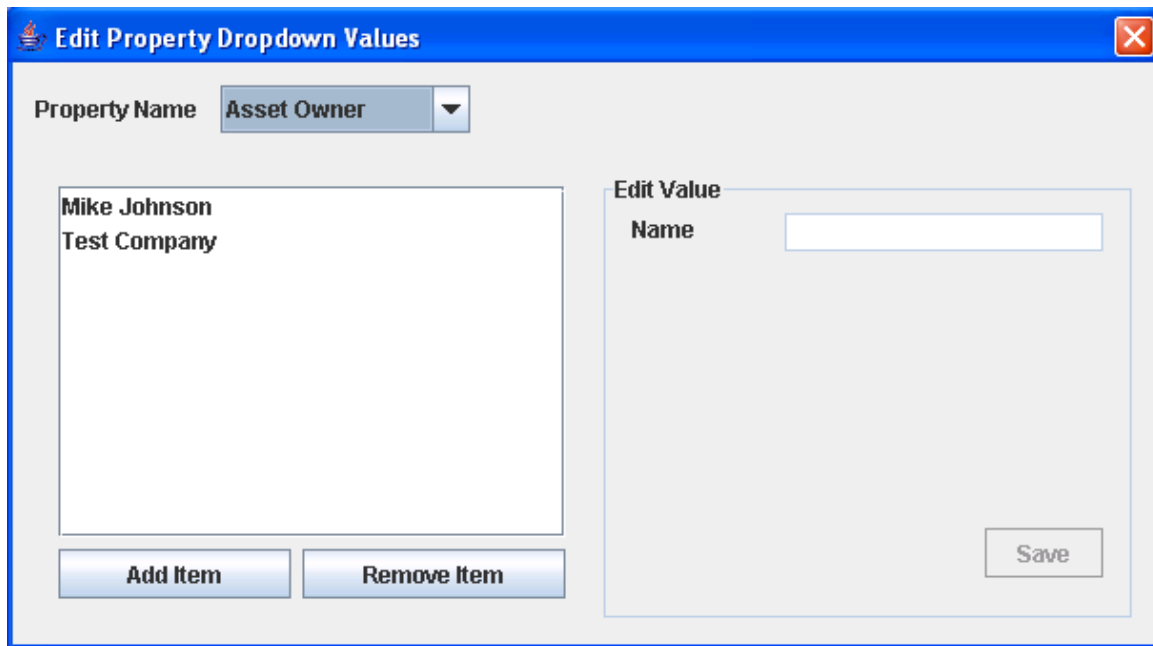


Figure 24: Edit Property Dropdown Values

3. Select from the following options.
 - To add a value, do the following.
 - Click **Add Item**.
 - From the **Name** field, edit the value.
- See the following figure for an example.

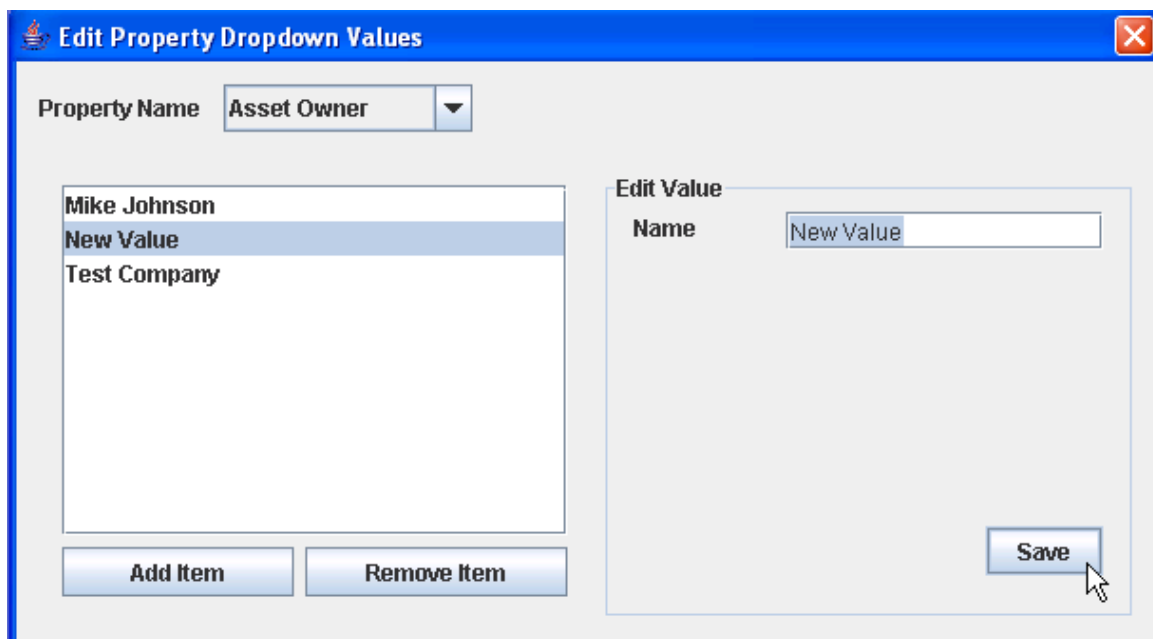


Figure 25: Adding A Value

- To remove a value, do the following.
 - Select the value that you want to remove, and then click **Remove Item**.

See the following figure for an example.

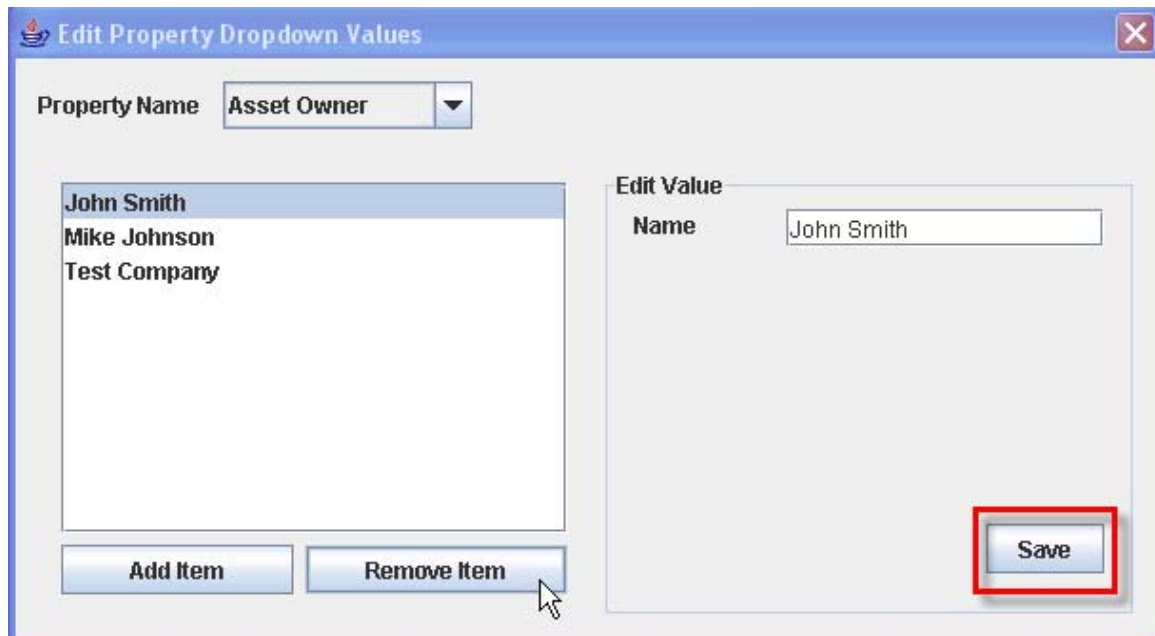


Figure 26: Removing a Value

- To edit a value, do the following.
 - Select the value you want to edit.
 - From the Name field, change the value.
4. Click **Save** to save your changes.
 5. Close the **Edit Property Dropdown Values** dialogue box.
 6. From the **Asset Properties** dialogue box, click **Save/Close**.

2.3 Entering Data

There are several ways to enter data in RAP.

- **Text boxes:** Text boxes are blank boxes that you can use to type information
- **Lists:** Lists display a set of items. To select an item, click the arrow beside the list, and then click the item.
- **Checkboxes:** Checkboxes are small square boxes that can be selected or cleared to turn on or off an option.

See the following figures for examples.

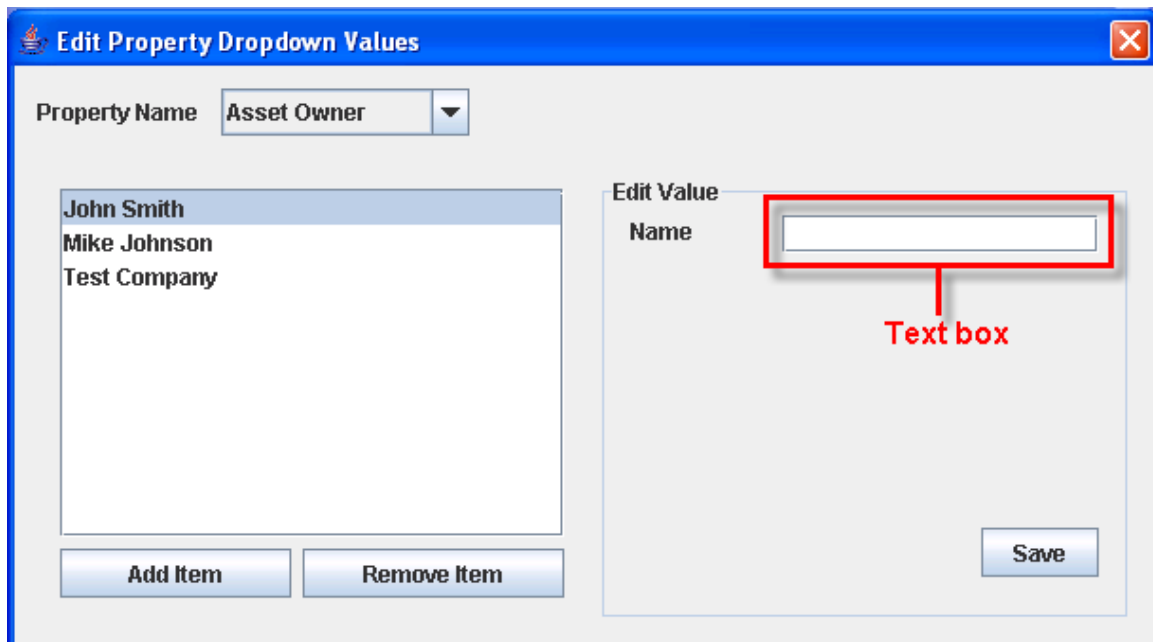


Figure 27: Textbox

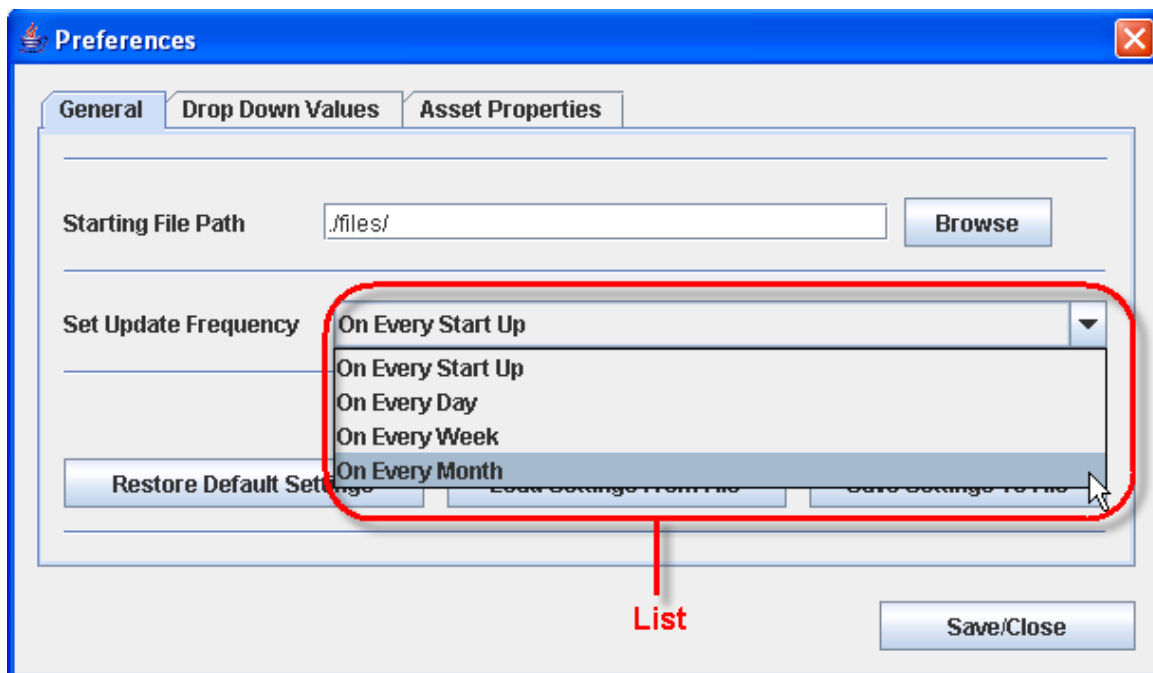


Figure 28: List

Checkboxes


#	Applicable	Group	Control	Assets
1	<input checked="" type="checkbox"/>	A.5.1 Information Security Policy	A.5.1.1 Information Security Policy Document	employees
2	<input checked="" type="checkbox"/>	A.5.1 Information Security Policy	A.5.1.2 Review of the Information Security Policy	employees
3	<input checked="" type="checkbox"/>	A.6.1 Internal Organization	A.6.1.1 Management Commitment to Information Sec...	employees
4	<input checked="" type="checkbox"/>	A.6.1 Internal Organization	A.6.1.2 Information Security Coordination	employees
5	<input checked="" type="checkbox"/>	A.6.1 Internal Organization	A.6.1.3 Allocation of Information Security Responsibili...	employees
6	<input checked="" type="checkbox"/>	A.6.1 Internal Organization	A.6.1.4 Authorization process for Information Process...	pcs, employees
7	<input type="checkbox"/>	A.6.1 Internal Organization	A.6.1.5 Confidentiality Agreements	
8	<input checked="" type="checkbox"/>	A.6.1 Internal Organization	A.6.1.6 Contact with Authorities	employees
9	<input checked="" type="checkbox"/>	A.6.1 Internal Organization	A.6.1.7 Contact with Special Interest Groups	employees
10	<input type="checkbox"/>	A.6.1 Internal Organization	A.6.1.8 Independent Review of Information Security	
11	<input checked="" type="checkbox"/>	A.6.2 External Parties	A.6.2.1 Identification of Risks related to External Parti...	employees
12	<input type="checkbox"/>	A.6.2 External Parties	A.6.2.2 Addressing Security when dealing with Cust...	
13	<input type="checkbox"/>	A.6.2 External Parties	A.6.2.3 Addressing Security in Third Party Agreements	
14	<input type="checkbox"/>	A.7.1 Responsibility for assets	A.7.1.1 Inventory of Assets	
15	<input type="checkbox"/>	A.7.1 Responsibility for assets	A.7.1.2 Ownership of Assets	
16	<input type="checkbox"/>	A.7.1 Responsibility for assets	A.7.1.3 Acceptable use of Assets	
17	<input type="checkbox"/>	A.7.2 Classification Guidelines	A.7.2.1 Classification Guidelines	
18	<input type="checkbox"/>	A.7.2 Classification Guidelines	A.7.2.2 Information Labeling and Handling	
19	<input checked="" type="checkbox"/>	A.8.1 Prior to Employment	A.8.1.1 Roles and Responsibilities	employees
20	<input checked="" type="checkbox"/>	A.8.1 Prior to Employment	A.8.1.2 Screening	employees
21	<input checked="" type="checkbox"/>	A.8.1 Prior to Employment	A.8.1.3 Terms and Conditions of Employment	employees
22	<input checked="" type="checkbox"/>	A.8.2 During Employment	A.8.2.1 Management Responsibilities	employees
23	<input checked="" type="checkbox"/>	A.8.2 During Employment	A.8.2.2 Information Security Awareness, Education a...	employees
24	<input checked="" type="checkbox"/>	A.8.2 During Employment	A.8.2.3 Disciplinary Process	employees

Figure 29: Checkbox

2.4 Performing a Search

RAP provides you with the ability to perform a search for asset data from an assets list.

To perform a search, complete the following steps.

 **Note:** In order to perform a search, an assets file must be open. For instructions on opening an asset list, see section 3.2 Opening an Existing Assets List.

1. From the **Search** field, enter search criteria, and then click **Find**.

See the following figure for an example.

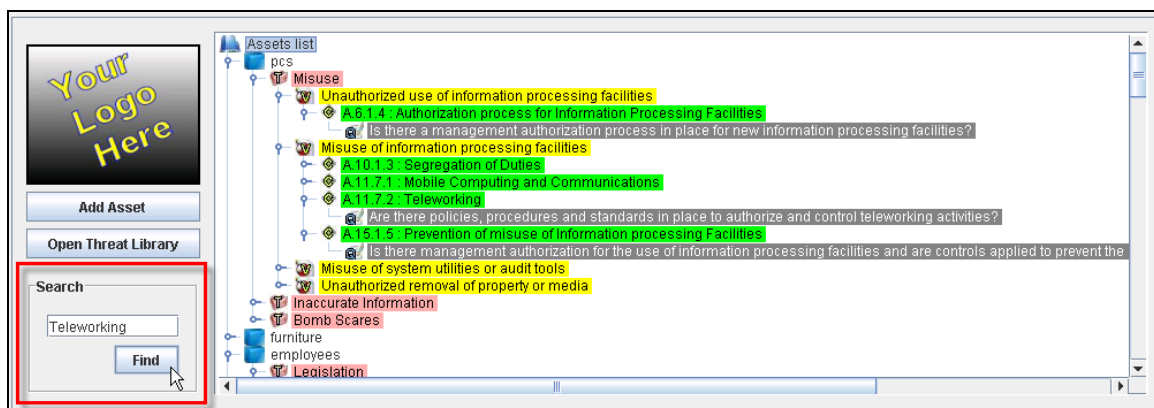



Figure 30: Performing a Search

 **Note:** You can use the + character to find an asset, control, threat, vulnerability, or access question) matching all of the words / phrases entered. For example, to find a control containing the words “software” and “code,” enter “software + code” in the search field.

 **Note:** If a match is found, it is highlighted in blue.

See the following figure for an example.

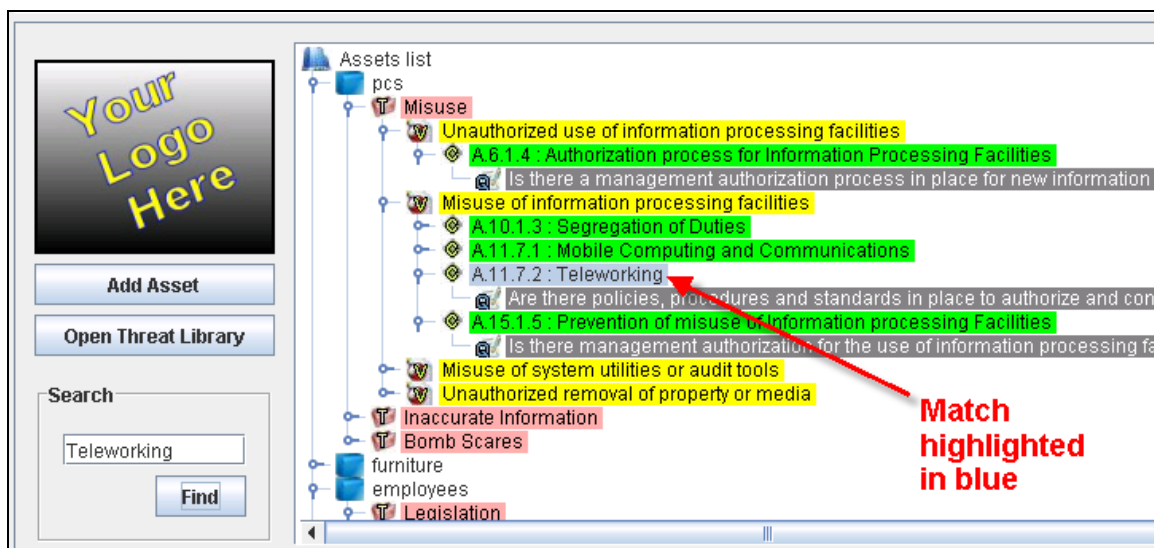


Figure 31: Match Found

- To find the next asset element matching the search criteria you entered, click **Find**.

2.5 Navigating RAP

This section describes general application layout and available methods for navigating through RAP.

2.5.1 General Layout and Navigation

RAP is designed to enable you to quickly and easily create new assets lists, work with assets lists, perform searches, generate reports and manage your settings and preferences.

2.5.1.1 Assets Detail and Outline Areas

The top section of RAP, the Assets Detail Area, displays the details of an assets list as well as the list's associated assets, threats, vulnerabilities, controls and access questions.

Below the Assets Detail Area is the Assets Outline Area. When open, an assets list displays in the Asset Outline Area and is organized in a hierarchical tree structure with six branch levels. The various branches of the tree represent the assets list, assets, threats, vulnerabilities, controls and access questions. Level 1, the assets list, is the root of the assets outline.

The following figure illustrates the various branch levels of an assets list.

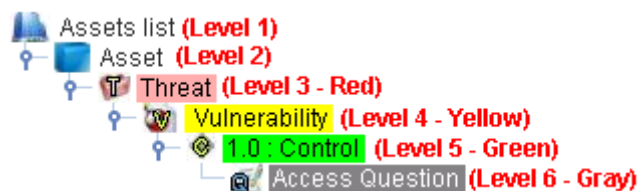


Figure 32: Assets Outline Tree Structure

The following figure shows you the “Assets list” displayed in the Assets Detail Area. Note that “Assets list” is selected from the Assets Outline Area and is highlighted in blue. When an asset or an asset’s associated threat, vulnerability, control, or access question is selected from the Assets Outline Area, its details will display in the Assets Details Area.

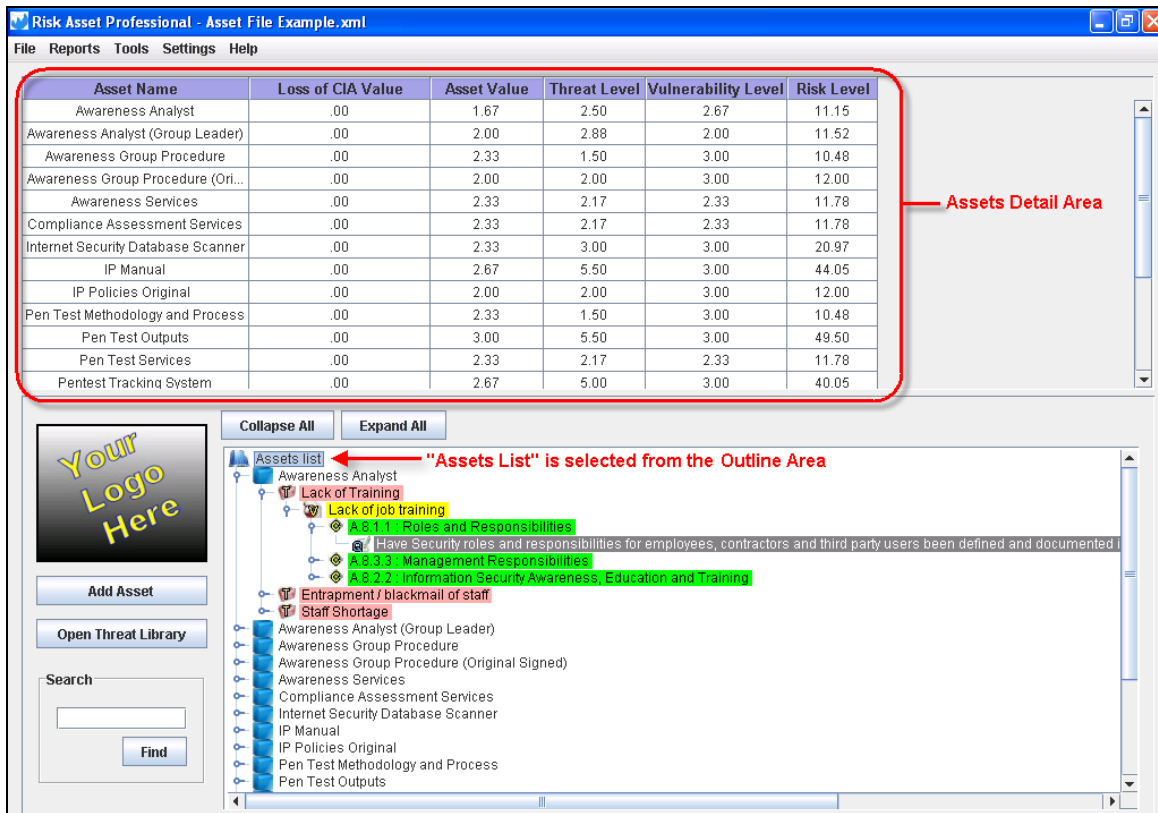


Figure 33: Assets Detail and Outline Areas

Vertical and horizontal scroll bars can be used to view the contents of the Assets Detail Area and the Assets Outline Area.

To expand or hide the various levels of the assets list, simply double-click a level from assets list.

To expand or collapse all levels of the assets list, click **Expand All** or **Collapse All**.

The following table provides information and instructions for viewing asset details.

Asset Detail Area - Displaying Asset Details		
Outline Level	Viewing Details	Details Provided
Assets list	To view the details of an assets list, select "Assets list" from the Assets Outline Area.	When selected, an assets list displays in the assets display area in a table format. You can adjust the width of the column headings and arrange column headings by dragging and dropping the heading in the order you desire.
Asset	To view the details of an asset, select the asset from assets list.	When selected, an asset and its details display in the Assets Detail Area. Details Displayed: <ul style="list-style-type: none"> • Asset Owner Information • Asset Summary • Asset Details (Original Cost, Confidentiality,

Asset Detail Area - Displaying Asset Details		
Outline Level	Viewing Details	Details Provided
		<p>Integrity and Availability)</p> <p>Available Actions:</p> <ul style="list-style-type: none"> • Edit Asset Properties <p>You can edit an asset's properties, including its Asset Owner, Building and Property details.</p> <ul style="list-style-type: none"> • Edit Asset Details <p>You can edit an asset's details including its original cost, confidentiality, integrity and availability.</p>
Threat	To view an asset's threat details, select the threat from the assets list.	<p>When selected, a threat and its details display in the assets details area, in a table below the asset summary.</p> <p>Available Actions:</p> <ul style="list-style-type: none"> • Edit Threat Details <p>You can edit the details of an asset's threat including its impact, probability to determine the asset threat rating.</p>
Vulnerability	To view an asset's vulnerability details, select the vulnerability from assets list.	<p>When selected, vulnerability and its details display in the assets details area, in a table below the asset summary.</p> <p>Available Actions:</p> <ul style="list-style-type: none"> • Edit Vulnerability Details <p>You can edit the details of an asset's vulnerability including its vulnerability level.</p>
Control	To view an asset's control details, select the control from the assets list.	<p>When selected, a control and its details display in the assets details area, in a table below the asset summary.</p> <p>Available Actions:</p> <ul style="list-style-type: none"> • Edit Control Details <p>You can edit the details of an asset's control including its importance.</p>
Access Question	To view the details of an asset's access question, select the access question from the assets list.	<p>When selected, an access question displays in the assets details area, below the asset summary.</p>

Search Box

The Search box is beside the Assets Outline Area. The search box can be used to search for assets, threats, vulnerabilities, controls and access questions.

The screenshot shows the Risk Asset Professional interface. At the top is a menu bar with 'File', 'Reports', 'Tools', 'Settings', and 'Help'. Below the menu is a table with the following columns: Asset Name, Loss of CIA Value, Asset Value, Threat Level, Vulnerability Level, and Risk Level. The table contains 15 rows of asset data. Below the table is a panel titled 'Assets list' with 'Collapse All' and 'Expand All' buttons. The 'Assets list' panel shows a tree view of assets, including 'Awareness Analyst', 'Lack of Training', 'Lack of job training', 'A.8.1.1 Roles and Responsibilities', 'A.8.3.3 Management Responsibilities', 'A.8.2.2 Information Security Awareness, Education and Training', 'Entrapment/ blackmail of staff', and 'Staff Shortage'. A search box is located in the bottom left of the 'Assets list' panel, with a red circle around it and a red arrow pointing to it from the label 'Search Box'.

Asset Name	Loss of CIA Value	Asset Value	Threat Level	Vulnerability Level	Risk Level
Awareness Analyst	.00	1.67	2.50	2.67	11.15
Awareness Analyst (Group Leader)	.00	2.00	2.88	2.00	11.52
Awareness Group Procedure	.00	2.33	1.50	3.00	10.48
Awareness Group Procedure (Ori...	.00	2.00	2.00	3.00	12.00
Awareness Services	.00	2.33	2.17	2.33	11.78
Compliance Assessment Services	.00	2.33	2.17	2.33	11.78
Internet Security Database Scanner	.00	2.33	3.00	3.00	20.97
IP Manual	.00	2.67	5.50	3.00	44.05
IP Policies Original	.00	2.00	2.00	3.00	12.00
Pen Test Methodology and Process	.00	2.33	1.50	3.00	10.48
Pen Test Outputs	.00	3.00	5.50	3.00	49.50
Pen Test Services	.00	2.33	2.17	2.33	11.78
Pentest Tracking System	.00	2.67	5.00	3.00	40.05

Figure 34: Search Box

- For more information about the search feature and instructions for performing a search, see section 2.4 Performing a Search.

Threat Library

The Threat Library is a resource feature of RAP that you can reference when working with an assets list. You can add a Threat Library and edit a library that has already been added.

The Threat Library resource is available from the main screen of RAP beside the Assets Outline Area. Clicking **Open Threat Library** opens the Threat Library.

The screenshot shows the Risk Asset Professional interface. At the top is a menu bar with 'File', 'Reports', 'Tools', 'Settings', and 'Help'. Below the menu is a table with the following data:

Asset Name	Loss of CIA Value	Asset Value	Threat Level	Vulnerability Level
Awareness Analyst	.00	1.67	2.50	2.67
Awareness Analyst (Group Leader)	.00	2.00	2.88	2.00
Awareness Group Procedure	.00	2.33	1.50	3.00
Awareness Group Procedure (Ori...	.00	2.00	2.00	3.00
Awareness Services	.00	2.33	2.17	2.33
Compliance Assessment Services	.00	2.33	2.17	2.33
Internet Security Database Scanner	.00	2.33	3.00	3.00
IP Manual	.00	2.67	5.50	3.00
IP Policies Original	.00	2.00	2.00	3.00
Pen Test Methodology and Process	.00	2.33	1.50	3.00
Pen Test Outputs	.00	3.00	5.50	3.00
Pen Test Services	.00	2.33	2.17	2.33
Pentest Tracking System	.00	2.67	5.00	3.00

Below the table is a section for 'Assets list' with 'Collapse All' and 'Expand All' buttons. On the left, there is a placeholder for 'Your Logo Here' and an 'Add Asset' button. A red box highlights the 'Open Threat Library' button. Below that is a search box with a 'Find' button. The 'Assets list' tree structure shows the following items:

- Assets list
 - Awareness Analyst
 - Lack of Training
 - Lack of job training
 - A 8.1.1: Roles and Responsibilities
 - Have Security roles and responsibilities for employees, contract...
 - A 8.3.3: Management Responsibilities
 - A 8.2.2: Information Security Awareness, Education and Training
 - Entrapment / blackmail of staff
 - Staff Shortage
- Awareness Analyst (Group Leader)
- Awareness Group Procedure
- Awareness Group Procedure (Original Signed)
- Awareness Services
- Compliance Assessment Services
- Internet Security Database Scanner
- IP Manual
- IP Policies Original
- Pen Test Methodology and Process
- Pen Test Outputs

Figure 35: Accessing the Threat Library

When a Threat Library has been added, a list of commonly used threats and associated vulnerabilities, controls and access questions display in an outline tree structure similar to the assets list that display in the Assets Outline Area available from the main screen.

For more information about the Threat Library feature and instructions for using and maintaining the Threat Library, see Chapter 4.

2.5.2 Menu Bar Navigation

The main menu bar is located at the top of RAP. The following options are available from the main menu bar.

Main Menu Bar Options	
Menu	Description / Options
File	<p>Allows you to create new asset lists, open asset files in XML format, save asset lists, export assets to CAP compatible files in CSV format, close asset files and exit the RAP program. The following options are available from the File menu.</p> <ul style="list-style-type: none"> • New • Open • Save • Save As • Export all Assets to CAP CSV • Close File • Exit
Reports	<p>Allows you to create, print, save and export asset reports. The following options and report types are available from the Reports menu.</p> <ul style="list-style-type: none"> • Asset Risk Report • Control Summary • Comparison Report • Occurrence of Controls (Barchart) • Statement of Applicability • Risk Treatment • Threat Summary
Settings	<p>Allows you to customize your logo, drop-down values and asset properties; save and load your custom setting and preferences; and restore default settings. The following options are available from the Settings menu.</p> <ul style="list-style-type: none"> • Preferences
Help	<p>Provides the current RAP version information and appropriate contact and copyright information. Allows you to check for program updates and configure updates. The following options are available from the Help menu.</p> <ul style="list-style-type: none"> • About • Check for Updates • Configure Updates

See the following figures for examples.

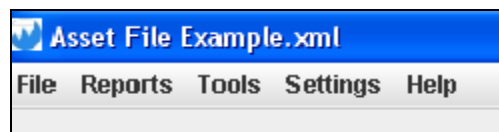


Figure 36: Main Menu Bar

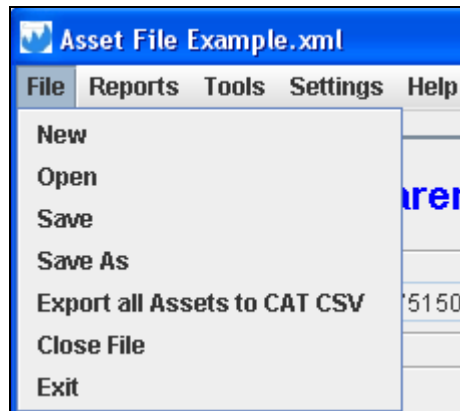


Figure 37: File Menu



Figure 38: Reports Menu

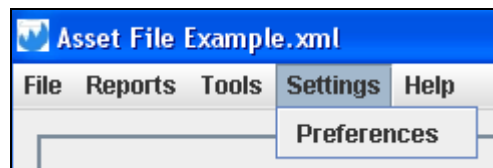


Figure 39: Settings Menu

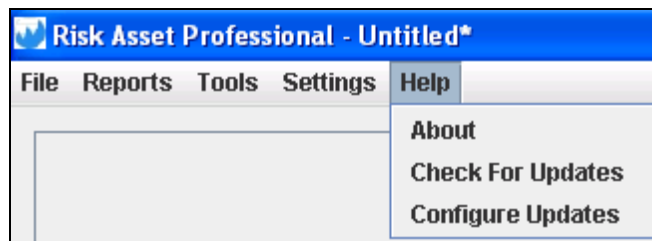


Figure 40: Help Menu

2.5.3 Action Buttons

An action button is any button in RAP that triggers an action, such as **OK** or **Find**.

See the following figure for an example.

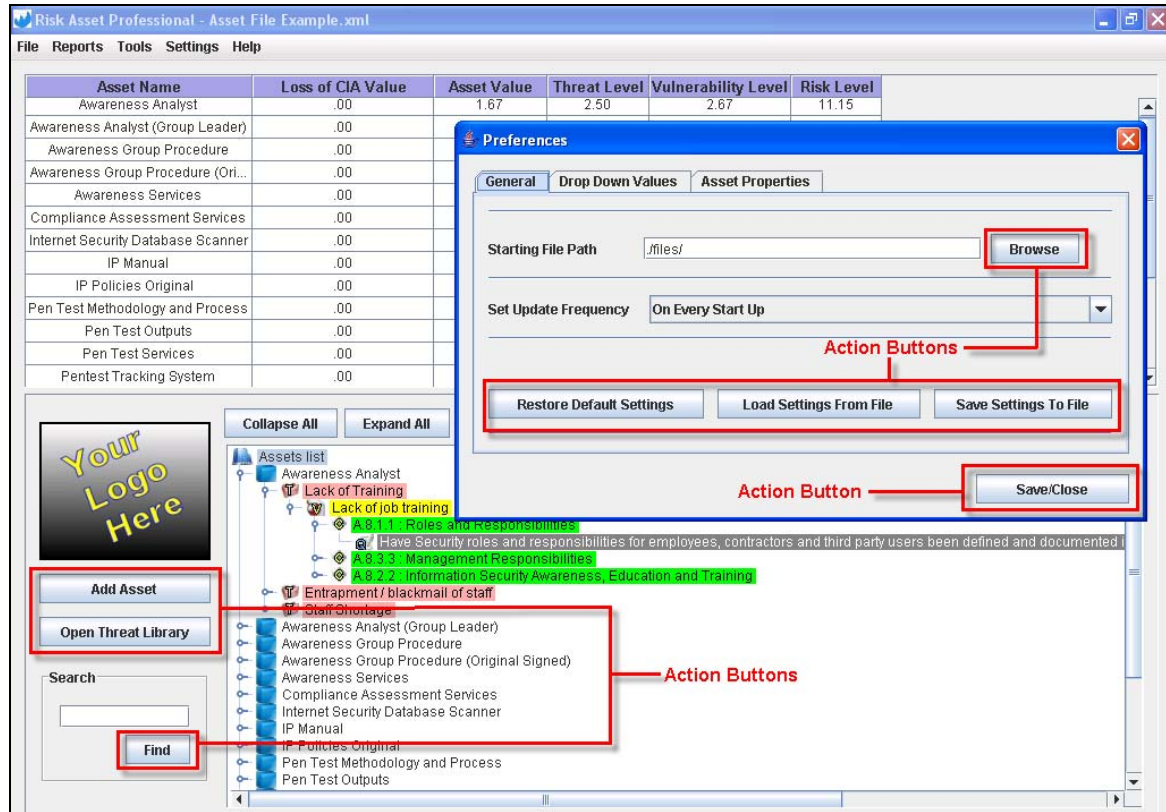



Figure 41: Action Buttons

 **Note:** Action buttons that are unavailable are dimmed.

Chapter 3 Working with Assets Lists

This chapter provides information and instructions for working with assets list in RAP, including creating new assets lists, opening existing assets lists, saving, and exporting assets lists as well as adding, removing, and renaming assets / threats / vulnerabilities / controls / access questions.

3.1 Creating a New Assets List

When you first open RAP, the foundation of an assets list is already created for you. You can build onto this assets list by adding assets, threats, vulnerabilities, controls and access questions. If you already have another assets list open, it is recommended that you save this assets list before creating a new one.

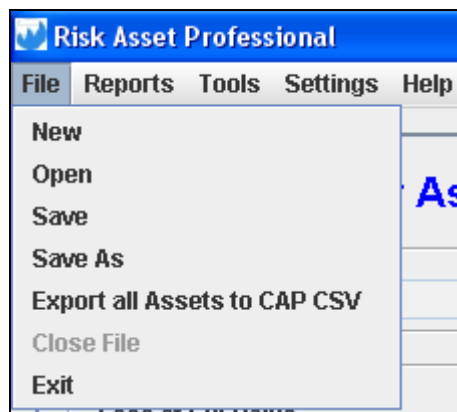


Figure 42: File Menu List

To create a new assets list, complete the following steps.

1. From the **File** menu, click **New**.
2. RAP will open to a new “Untitled” asset list file.

3.2 Opening an Existing Assets List

To work with an existing assets list, you first need to open it in RAP.

! Important: Assessment files must be opened in either CSV (Comma Separated Values) or XML (Extensible Markup Language) format.

To open an assets list, complete the following steps.

1. From the **File** menu, click **Open**.

The **Open** dialogue box opens.

See the following figure for an example.

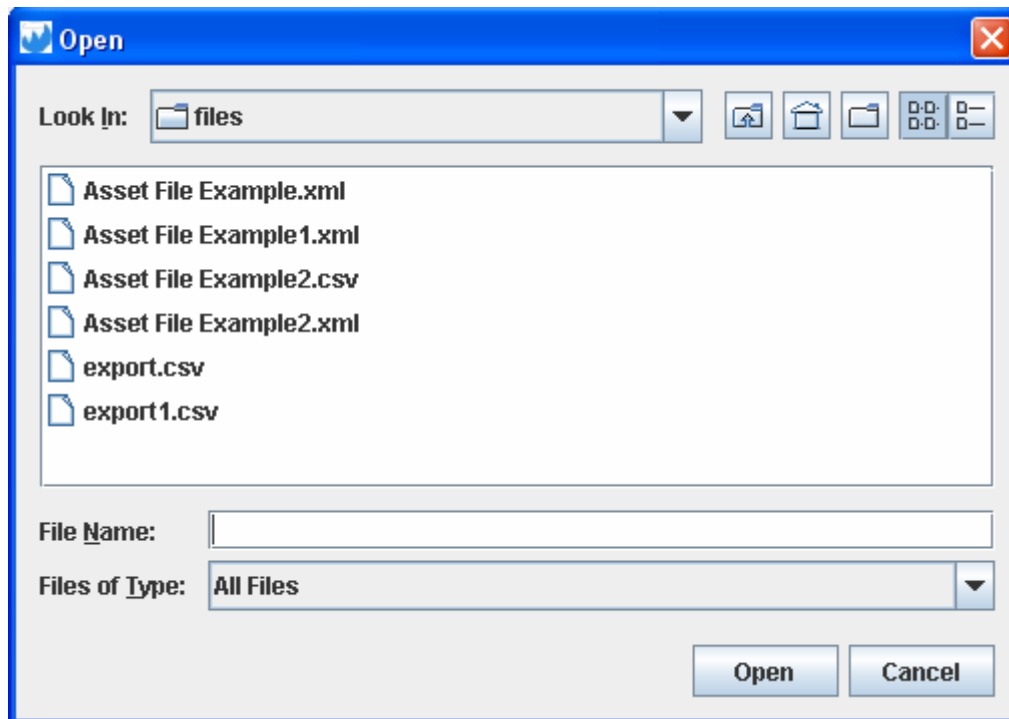


Figure 43: Opening an Assets List File

2. Locate and select the assets list file you want to open, and then click **Open**.
The assets file opens and the selected assets list displays in the Assets Outline Area.

3.3 Saving an Assets List

To save an assets list, do the following.

- From the **File** menu, click **Save** or **Save As**.

3.4 Assets

The following subsections provide instructions for adding assets to an assets list and editing asset properties.

3.4.1 Adding Assets

To add an asset to an assets list, complete the following steps.

1. Do one of the following:
 - Click **Add Asset**.
 - Right-click “Assets list” from the Assets Outline Area, and select **Add Asset**.

See the following figure for an example.

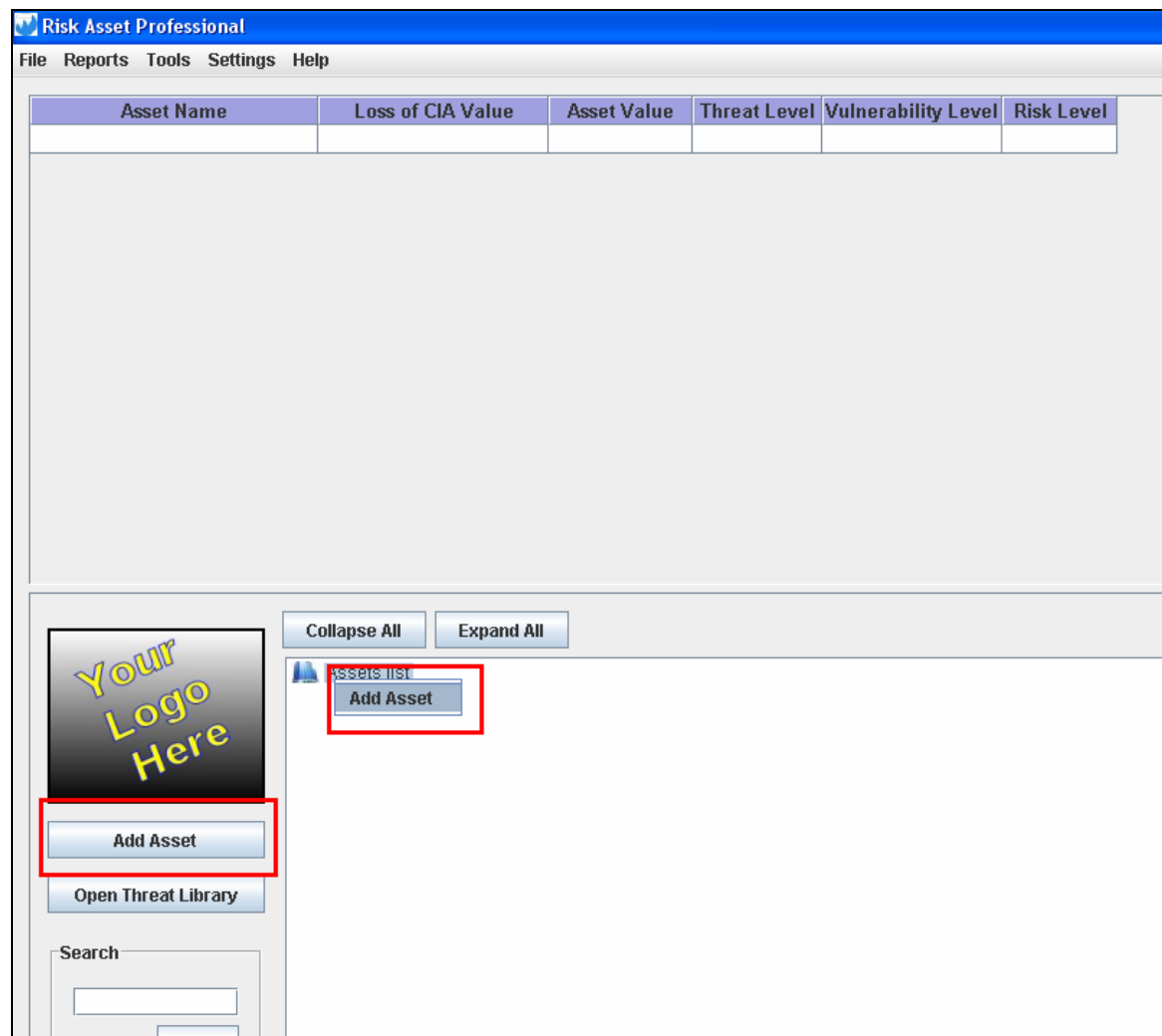


Figure 44: Adding an Asset

A new asset is added to the Assets List.

See the following figure for an example.

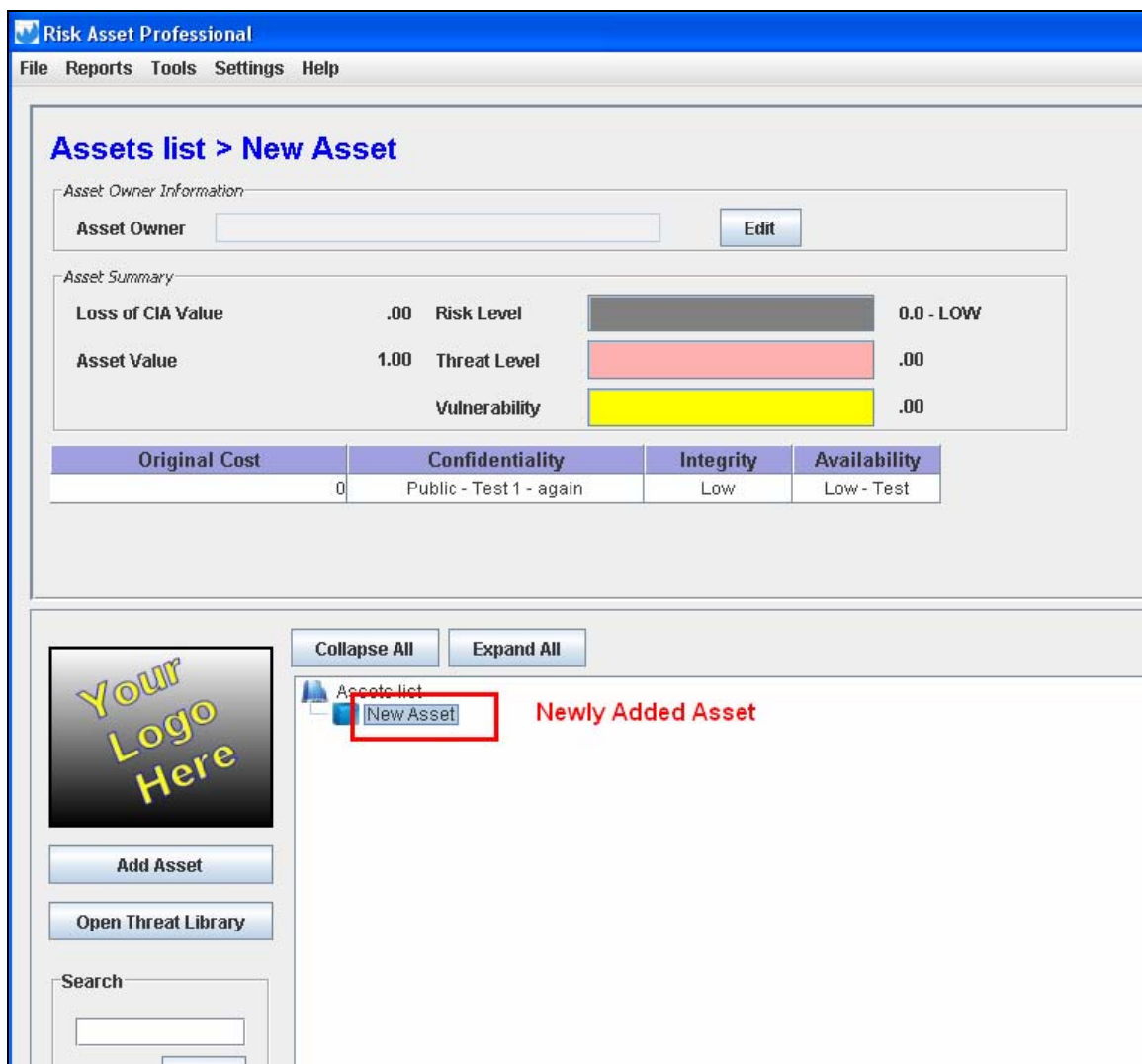



Figure 45: New Asset Added

2. Delete “New Asset” and type the asset name.
3. From the Asset Details Area, enter asset information in the **Original Cost**, **Confidentiality**, **Integrity** and **Availability Details** fields by double-clicking in each field.

The following table provides information to help you complete these fields.

Entering Assets Details	
Asset Field	Description and Valid Values
Original Cost	Text field. Maximum of 19 numeric characters.
Confidentiality	List field.
Integrity	List field.
Availability Details	List field.

 **Note:** You can edit the asset values available in the drop-down lists. For more information and instructions on editing drop-down values, see section 2.2.2.3 Editing Drop-Down Values.

3.4.2 Editing Asset Properties

You can edit the properties of an asset, including owner information and asset location details.

To edit asset properties, complete the following steps.

1. Navigate to the asset you want to edit. See section 2.5.1 General Layout and Navigation for information and instructions.
2. From the asset details area click **Edit**.

See the following figure for an example.

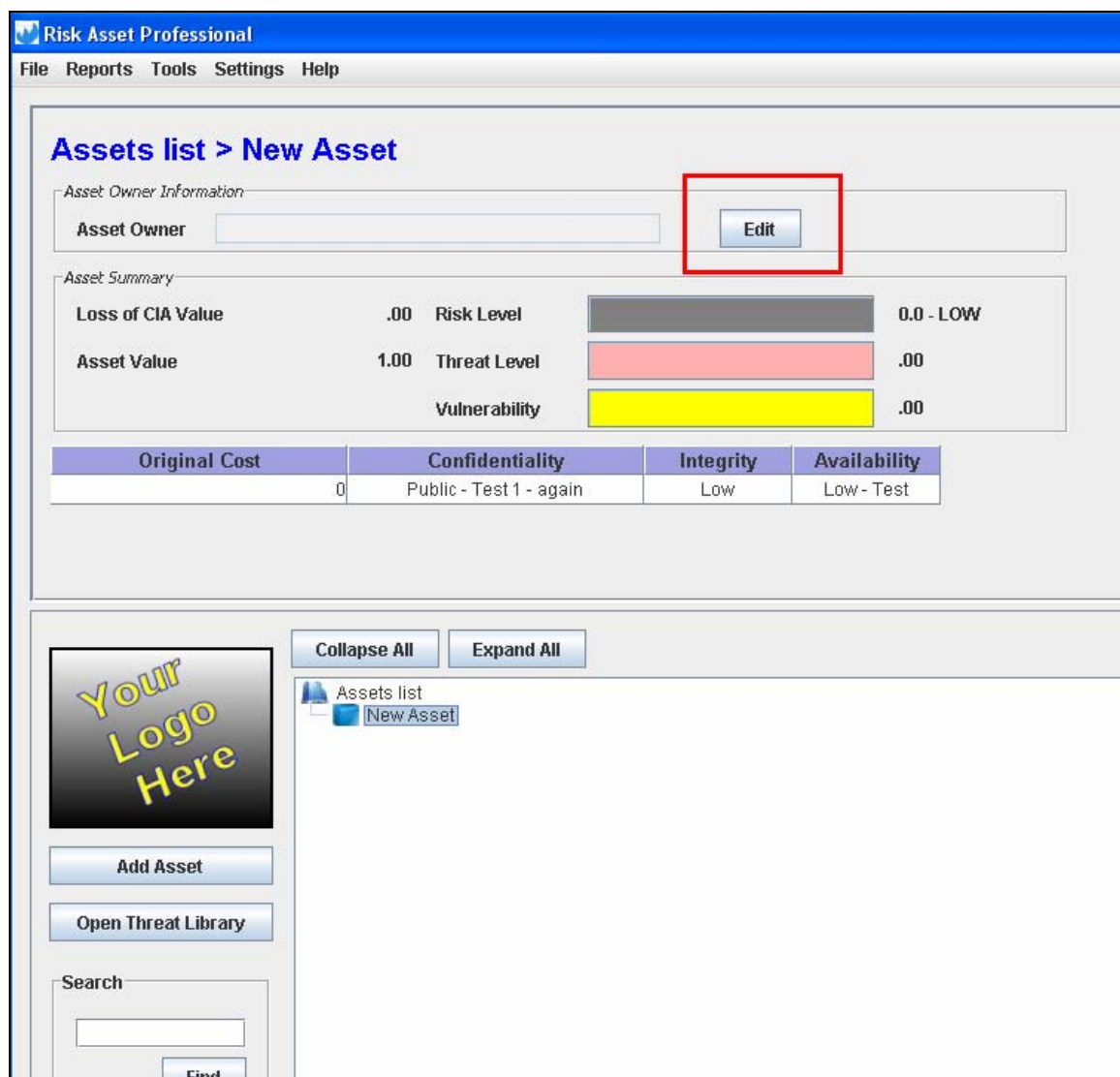


Figure 46: Editing Asset Properties

The *Asset Properties* dialogue box opens.

See the following figure for an example.

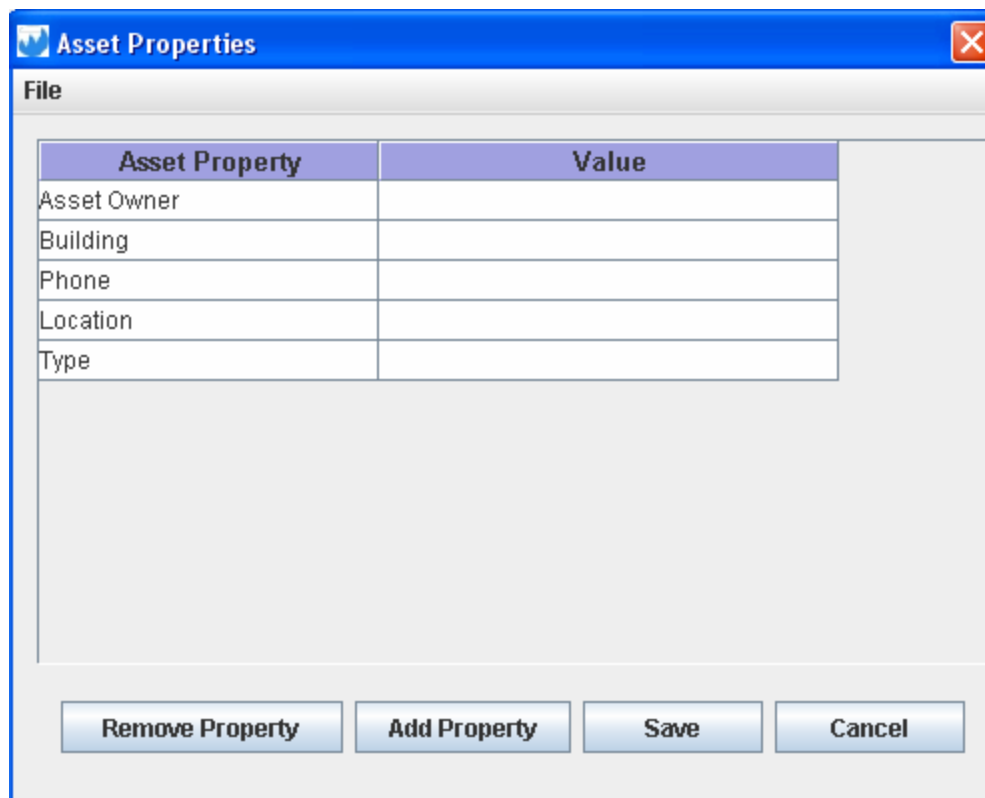



Figure 47: Asset Properties Dialogue Box

3. Change the details of any asset property by clicking into the cell and making changes.

 **Note:** You can select options from Value lists or enter text in the Value fields. If you enter new text and save your changes, the newly added text will be added to the associated asset property value list.

- To remove one or more asset properties, see section 3.4.2.1 Removing Asset Properties.
- To add one or more asset properties, see section 3.4.2.2.
- To save your changes, click **Save**.
- To cancel this action and exit the **Asset Properties** dialogue box, click **Cancel**.

3.4.2.1 Removing Asset Properties

To remove one or more properties of an asset, complete the following steps.

1. Follow the instructions in section 3.4.2 to edit an asset's properties.
2. From the **Asset Properties** dialogue box, select the property, and then click **Remove Property**.

See the following figure for an example.

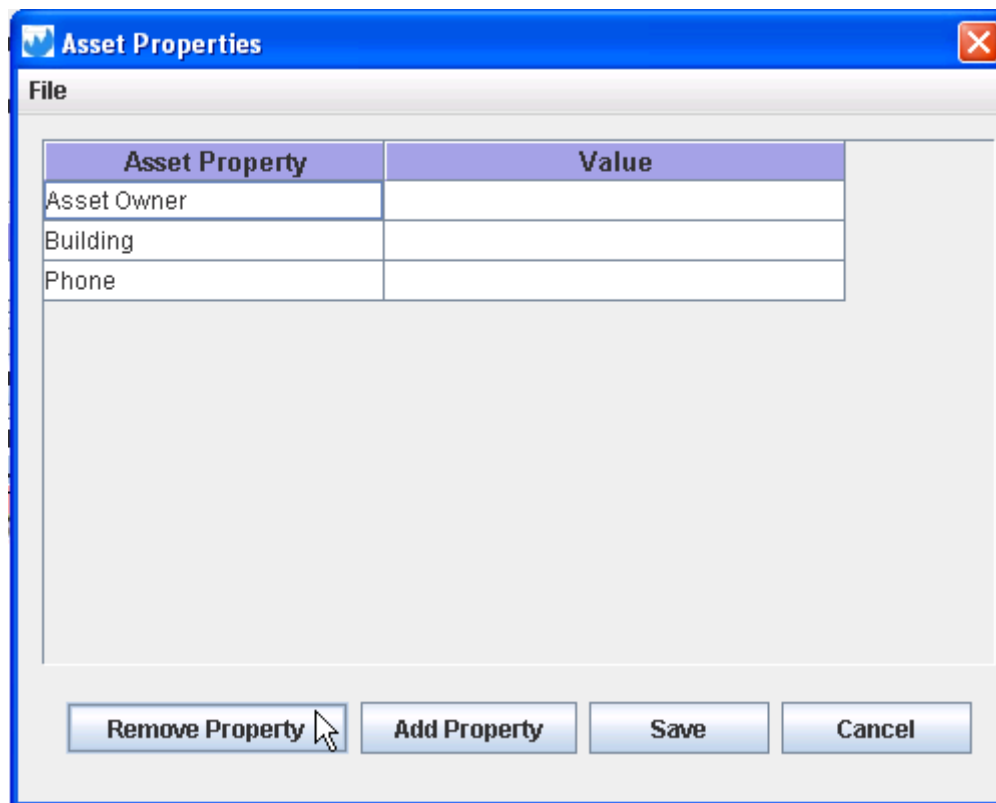


Figure 48: Removing Asset Properties

The property is removed from the asset properties table.

 **Note:** To cancel the action and close the **Asset Properties** dialogue box without saving any changes, click **Cancel**.

3. Click **Save**.

Your changes are saved and the **Asset Properties** dialogue box closes.

3.4.2.2 Adding Asset Properties

To add one or more asset properties, complete the following steps.

1. Follow the instructions in section 3.4.2 to edit an asset's properties.
2. From the **Asset Properties** dialogue box, select the property, and then click **Add Property**.

See the following figure for an example.

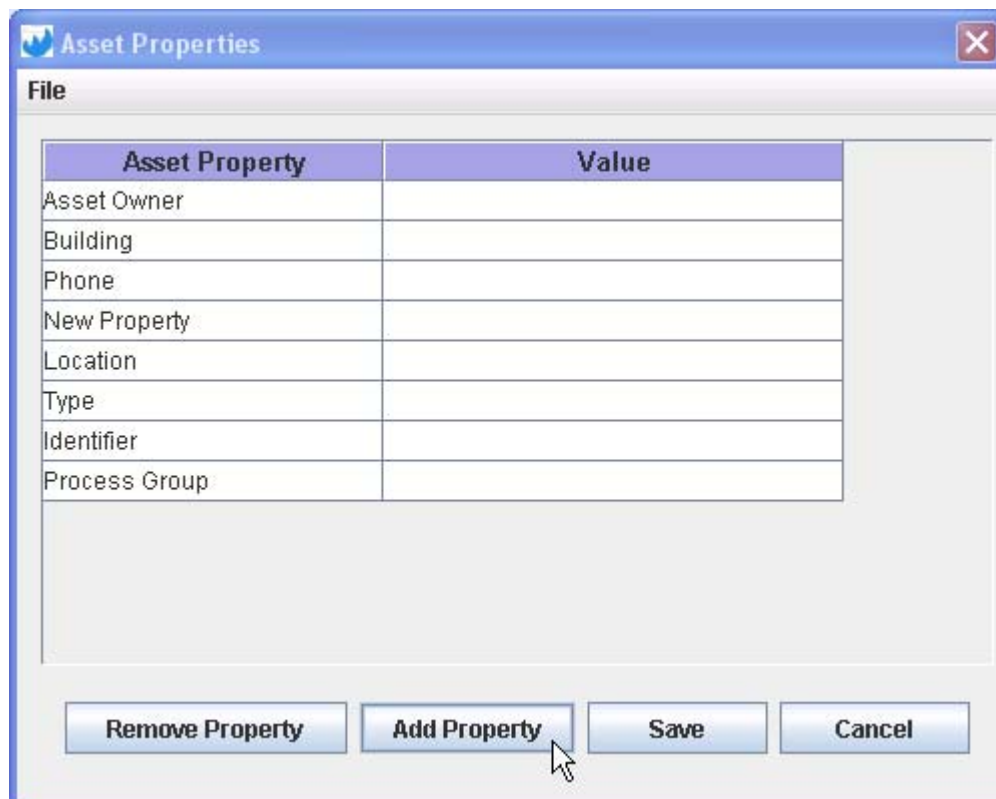


Figure 49: Adding Asset Properties

The new property is added from the asset properties table.

 **Note:** To cancel the action and close the **Asset Properties** dialogue box without saving any changes, click **Cancel**.

3. Select a property from the **Value** field list or enter a new value into the **Value** field.

! **Important:** New values enter in the Value field are automatically saved to the Value list for future use. This saves you time when editing asset properties.

4. Click **Save**.

Your changes are saved and the **Asset Properties** dialogue box closes.

3.4.3 Removing an Asset

To remove an asset, do the following.

- From the Assets Outline Area, right-click the asset you want to remove, and select **Remove Asset**.

3.4.4 Renaming an Asset

To rename an asset, complete the following steps.

1. From the Assets Outline Area, right-click the asset you want to rename, and select **Rename**.

2. Enter the new asset name in the space provided, and then press **Enter**.

3.4.5 Exporting an Asset to CAP CSV

To export an asset to a CAP compatible file in CSV format, complete the following steps.

1. From the Assets Outline Area, right-click the asset you want to export, and select **Export to CAP csv**.

The **Select Save Location** dialogue box opens.

See the following figure for an example.

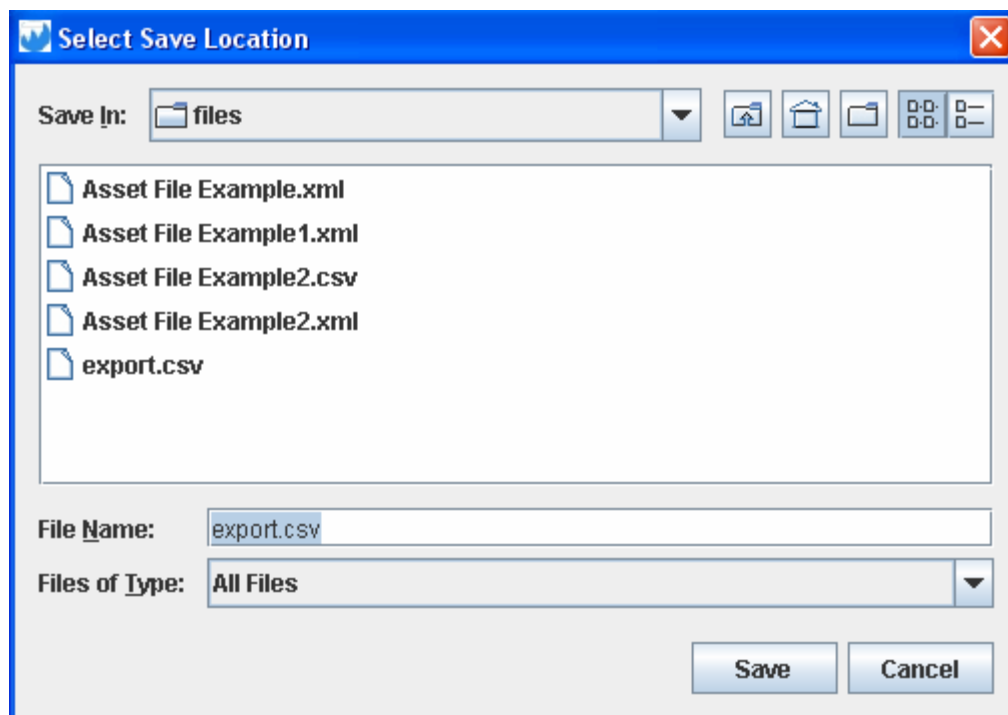


Figure 50: Exporting an Asset to CAP CSV

2. **Optional.** From the **File Name** field, change the file name.
3. Select the location where you want to save the file, and then click **Save**.

The assets list is exported successfully to the selected location.

3.5 Threats

The following subsections provide you with instructions for adding new threats to an asset, editing existing threats, exporting threats to CAP compatible files in CSV format and renaming threats.

3.5.1 Adding Threats

To add a threat to an asset, complete the following steps.

1. From the Assets Outline Area, right-click the associated asset, and select **Add Threat**.

See the following figure for an example.

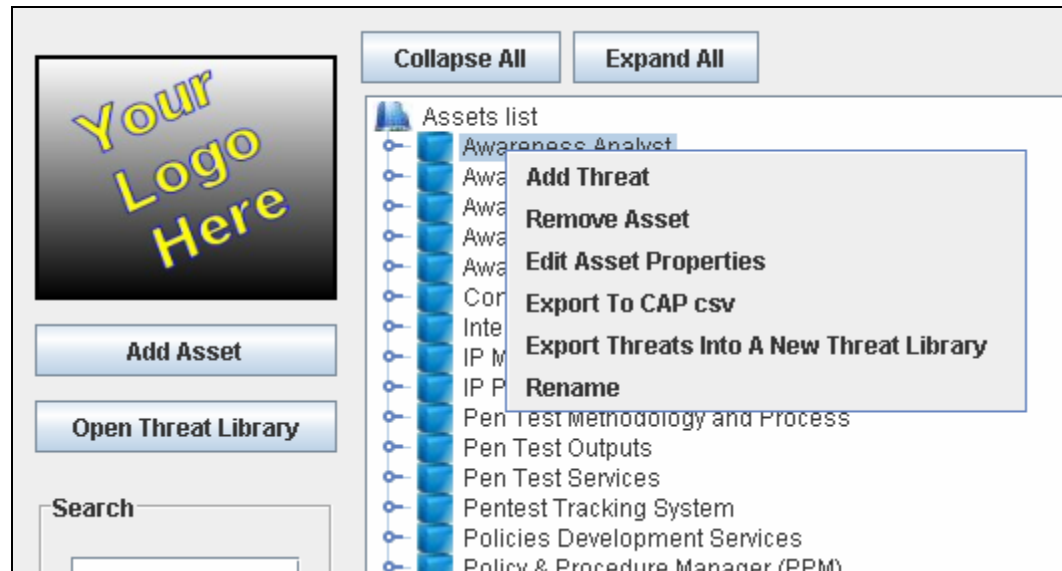


Figure 51: Adding a Threat

A new threat is added to the associated asset in the assets list.

See the following figure for an example.

Risk Asset Professional
File Reports Tools Settings Help

Assets list > Example Asset > New Threat

Asset Owner Information

Asset Owner

Asset Summary

Loss of CIA Value	.00	Risk Level	<div style="width: 100%; height: 10px; background-color: gray;"></div>	1.5 - LOW
Asset Value	1.00	Threat Level	<div style="width: 100%; height: 10px; background-color: red;"></div>	1.5
		Vulnerability	<div style="width: 100%; height: 10px; background-color: yellow;"></div>	1.0

Threat Agent	Impact	Probability	Asset Threat Rating
New Threat	Low End	0-20%	1.5

Your Logo Here

Assets list

- Example Asset
 - Example Threat
 - Example Vulnerability
 - Example Control
 - Example Access Question
 - New Threat

Figure 52: Newly Added Threat

2. Replace "New Threat" by deleting it and entering the threat label, and then press **Enter**.
3. From the asset detail area, select the **Impact** and **Probability** to calculate the Asset Threat Rating.

See the following figure for an example.

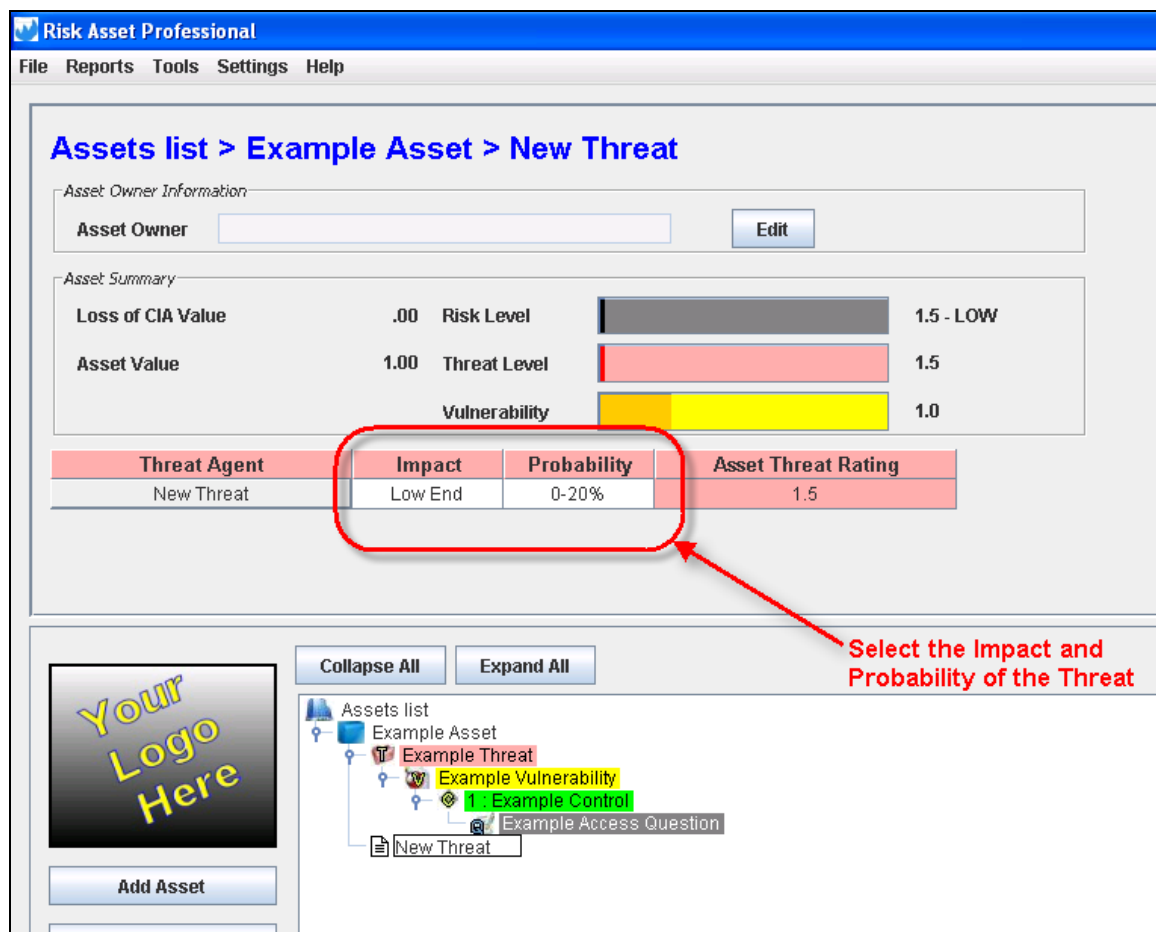



Figure 53: Entering Threat Details

 **Note:** You can edit the values available in the drop-down list of the Impact and Probability fields. For more information about editing drop-down values, see section 2.2.2.3.

3.5.2 Removing Threats

To remove a threat, do the following.

- From the Assets Outline Area, right-click the threat you want to remove, and select **Remove Threat**.

3.5.3 Renaming Threats

To rename a threat, complete the following steps.

1. From the Assets Outline Area, right-click the threat you want to rename, and select **Rename**.
2. Enter the new threat name in the space provided, and then press **Enter**.

3.6 Vulnerabilities

The following subsections provide you with instructions for adding, removing and renaming vulnerabilities.

3.6.1 Adding Vulnerabilities

To add a vulnerability to an asset, complete the following steps.

1. From the Assets Outline Area, right-click the associated threat, and select **Add Vulnerability**.

See the following figure for an example.

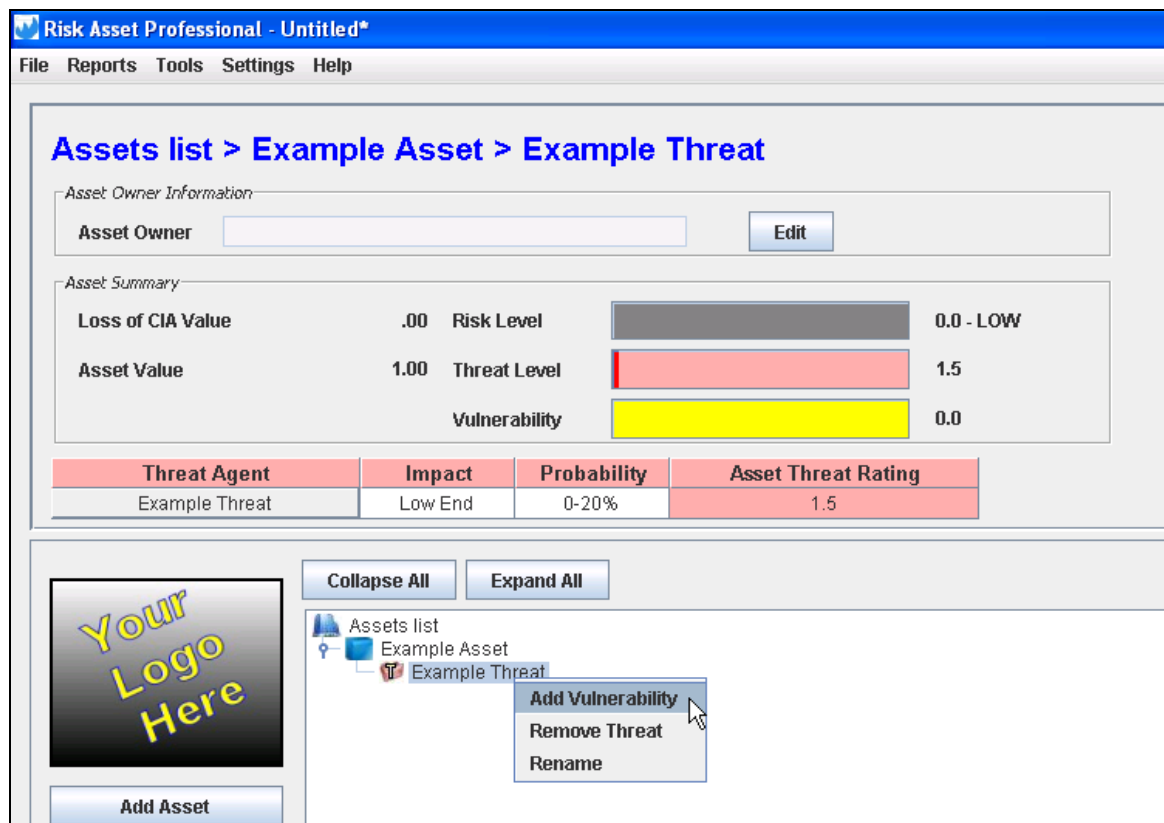


Figure 54: Adding a Vulnerability

A new vulnerability is added to the associated asset in the assets list.

See the following figure for an example.

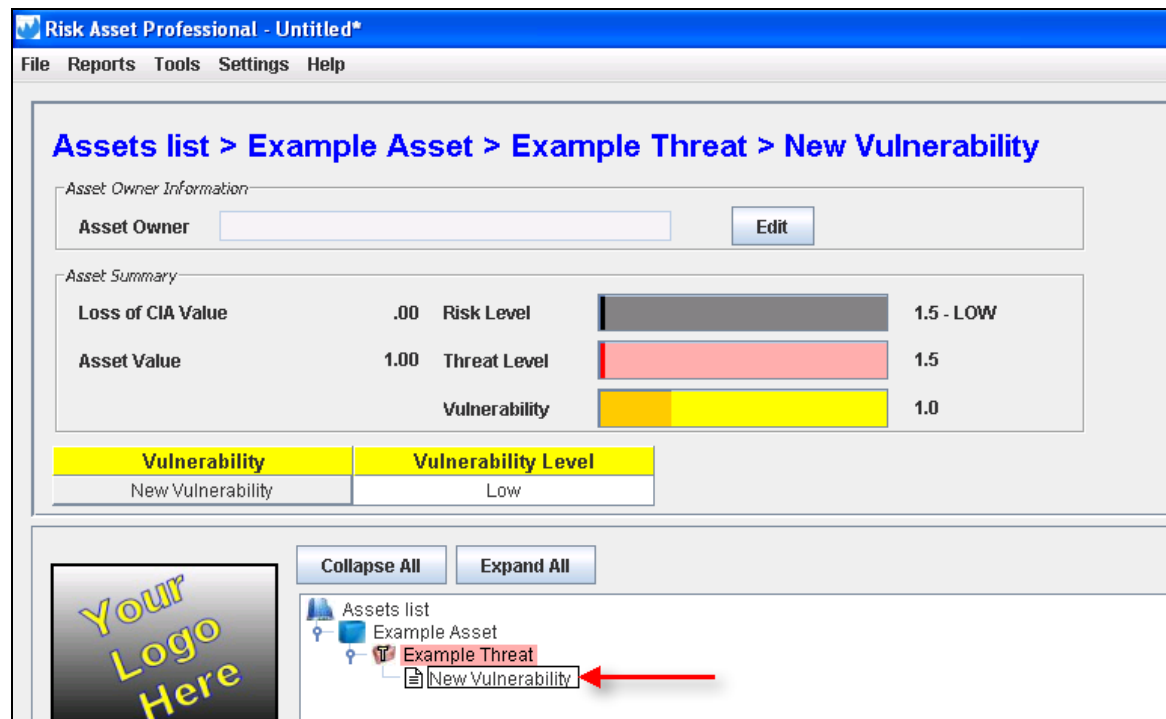



Figure 55: Newly Added Vulnerability

2. Replace "New Vulnerability" by deleting it and entering the vulnerability label, and then press **Enter**.
3. From the Assets Details Area, select the **Vulnerability Level**.

 **Note:** You can edit the values available in the Vulnerability field. For more information about editing drop-down values, see section 2.2.2.3.

See the following figure for an example.

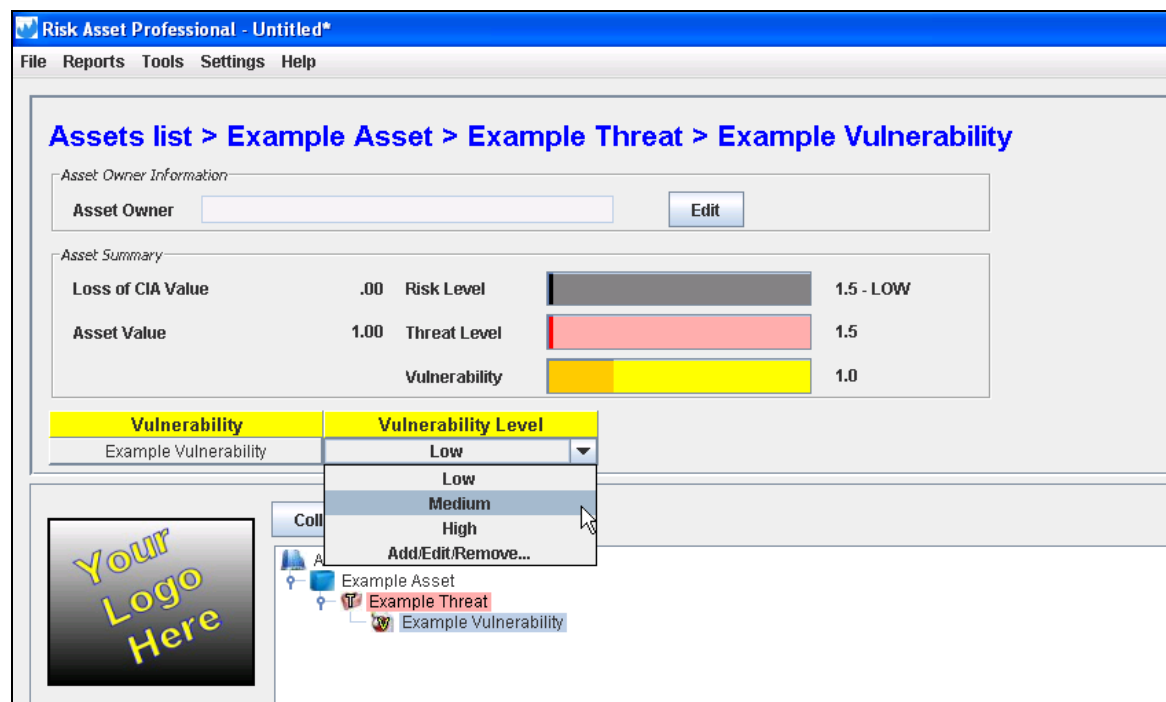


Figure 56: Entering Vulnerability Details

3.6.2 Removing Vulnerabilities

To remove vulnerabilities, do the following.

- From the Assets Outline Area, right-click the vulnerability you want to remove, and select **Remove Vulnerability**.

3.6.3 Renaming Vulnerabilities

To rename vulnerabilities, complete the following steps.

1. From the Assets Outline Area, right-click the vulnerability you want to rename, and select **Rename**.
2. Enter the new vulnerability name in the space provided, and then press **Enter**.

3.7 Controls

This section provides you with instructions for adding, removing and renaming controls.

3.7.1 Adding Controls

To add a control to an asset, complete the following steps.

1. From the Assets Outline Area, right-click the associated vulnerability, and click **Add Control**.

See the following figure for an example.

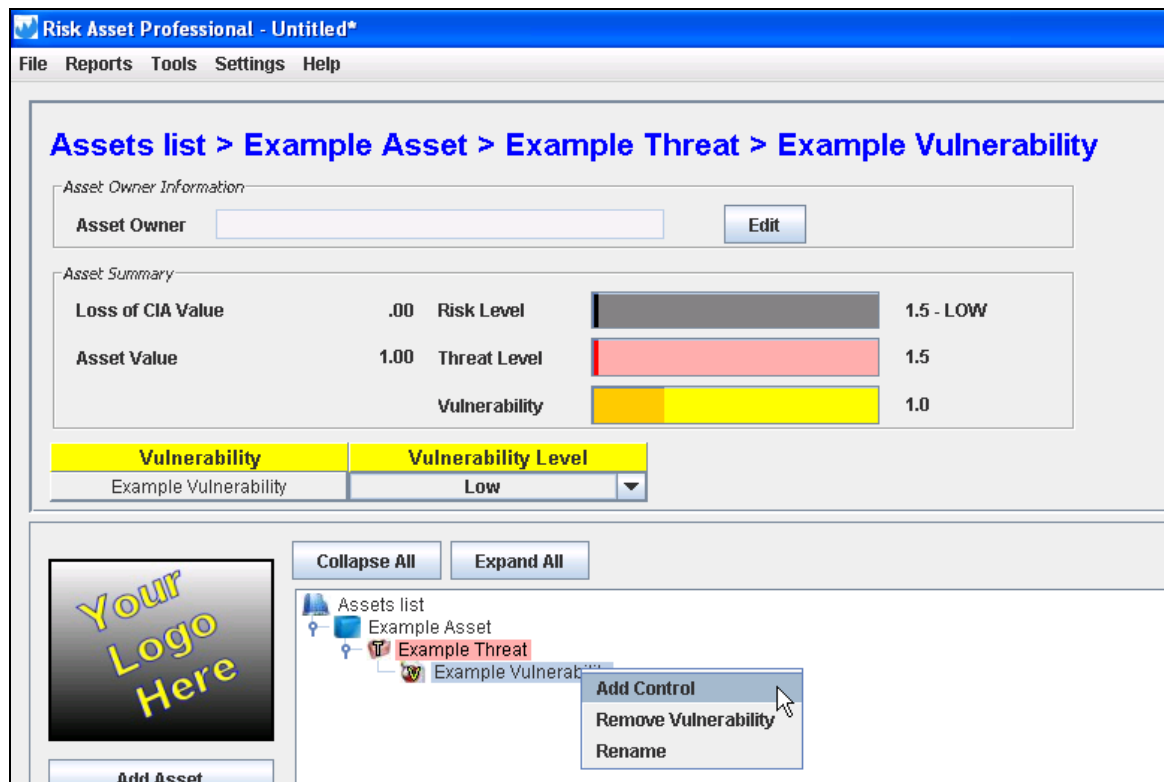


Figure 57: Adding a Control

The **Edit Control** dialogue box opens.

See the following figure for an example.

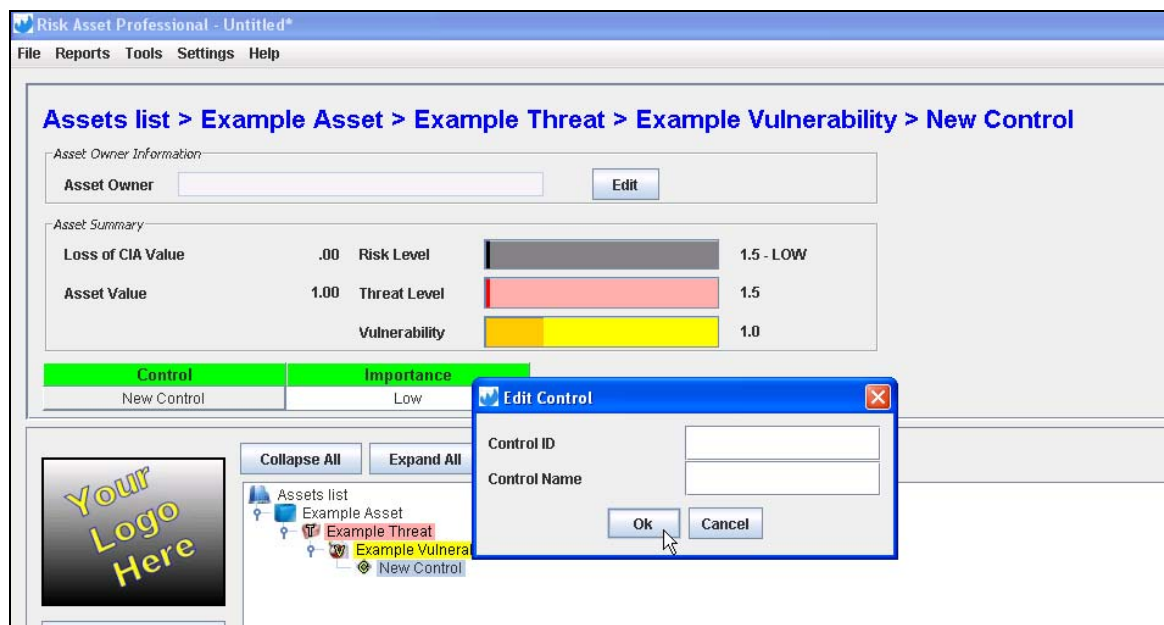



Figure 58: Edit Control Dialogue Box

2. Enter the **Control ID** and **Control Name**, and then click **Ok**.

- From the Asset Detail Area, select the **Importance**.

See the following figure for an example.

 **Note:** You can edit the values available from the drop-down list of the **Importance** field. For more information about editing drop-down values, see section 2.2.2.3.

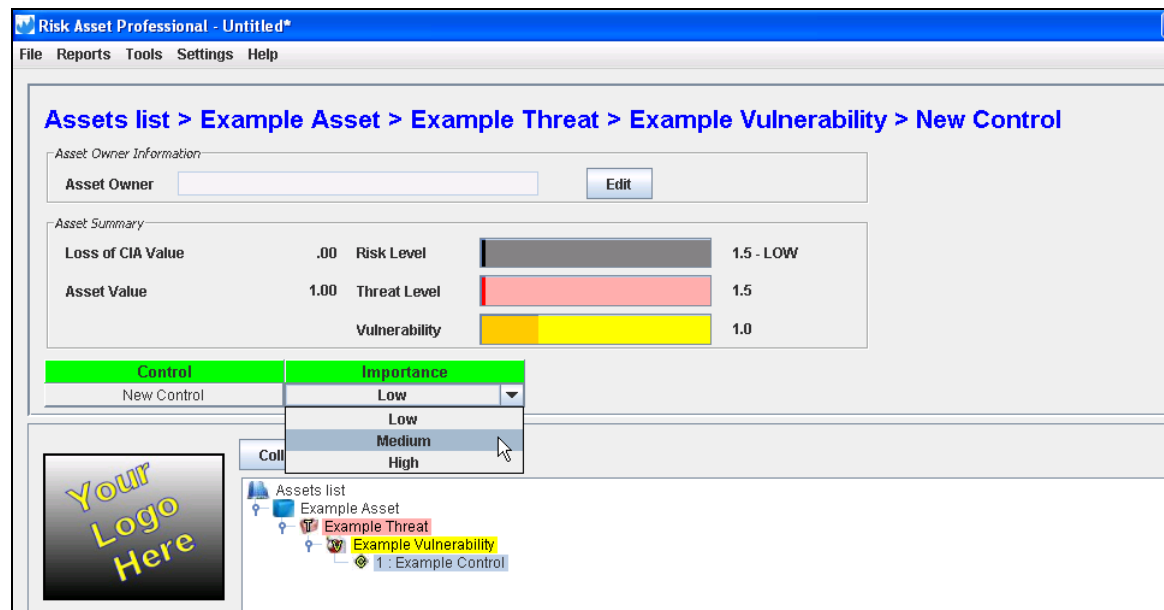


Figure 59: Entering Control Details

3.7.2 Removing Controls

To remove a control, do the following.

- From the Assets Outline Area, right-click the control you want to remove, and select **Remove Control**.

3.7.3 Renaming Controls

To rename a control, complete the following steps.

- From the Assets Outline Area, right-click the control you want to rename, and select **Rename**.
- Enter the new control name in the space provided, and then press **Enter**.

3.8 Access Questions

This section provides you with instructions for adding, removing, and renaming or changing access questions.

3.8.1 Adding Access Questions

To add an access question to a control, complete the following steps.

1. From the Assets Outline Area, right-click the associated control, and select **Add Access Question**.

See the following figure for an example.

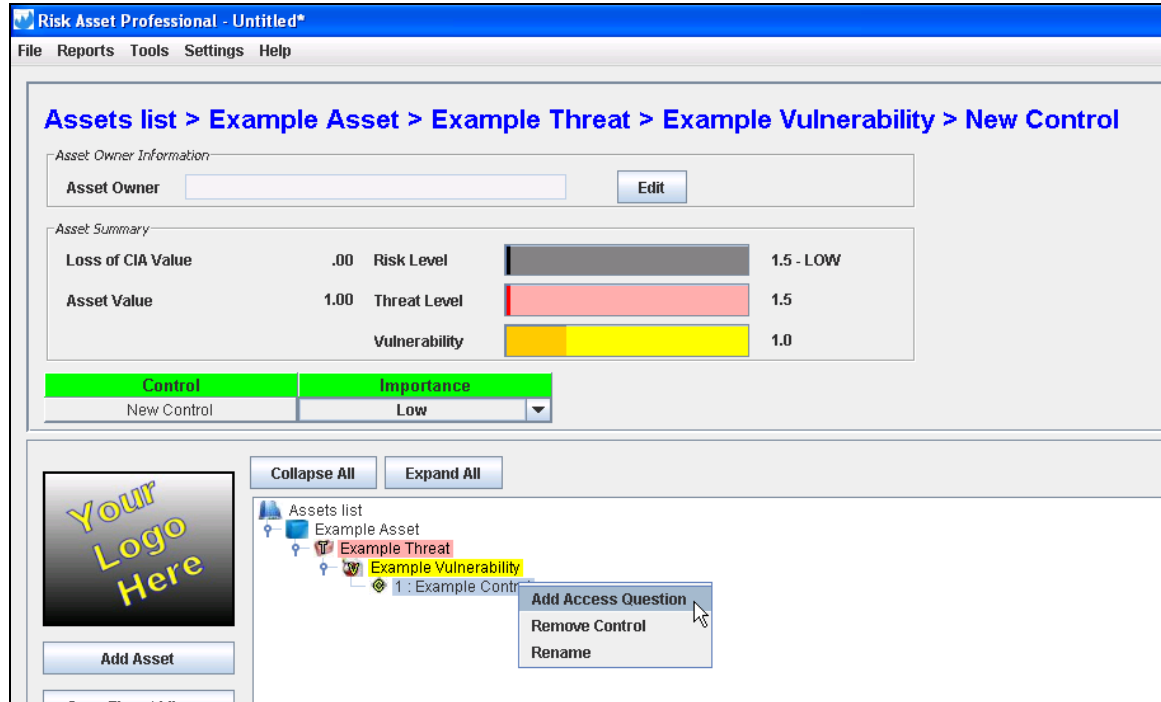


Figure 60: Adding an Access Question

A new access question is added to the associated control in the assets list.

See the following figure for an example.

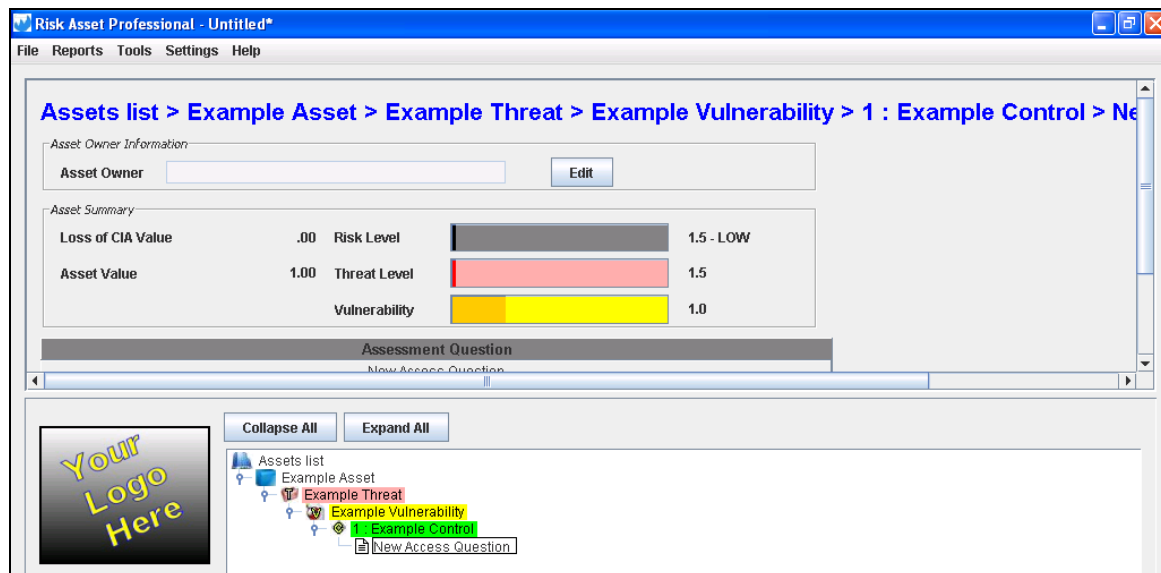


Figure 61: Newly Added Access Question

2. Replace “New Access Question” by deleting it and entering the access question, and then press **Enter**.

3.8.2 Removing Access Questions

To remove an access question, do the following.

- From the Assets Outline Area, right-click the access question you want to remove, and select **Remove Access Question**.

3.8.3 Renaming / Changing Access Questions

To rename or change an access question, complete the following steps.

1. From the Assets Outline Area, right-click the access question you want to change, and select **Rename**.
2. Enter the new access question in the space provided, and then press **Enter**.

3.9 Exporting all Assets to CAP CSV

You can export all assets from RAP to a file that is compatible with CAP in CSV format.

To export all assets from an assets list, complete the following steps.

1. From the **File** menu, click **Export all Assets to CAP CSV**.

See the following figure for an example.

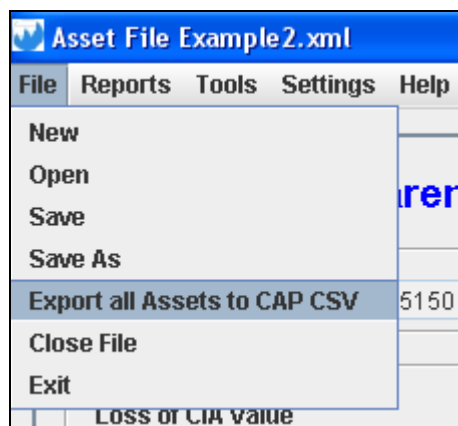


Figure 62: Exporting All Assets to CAP CSV

The **Select Save Location** dialogue box opens.

See the following figure for an example.

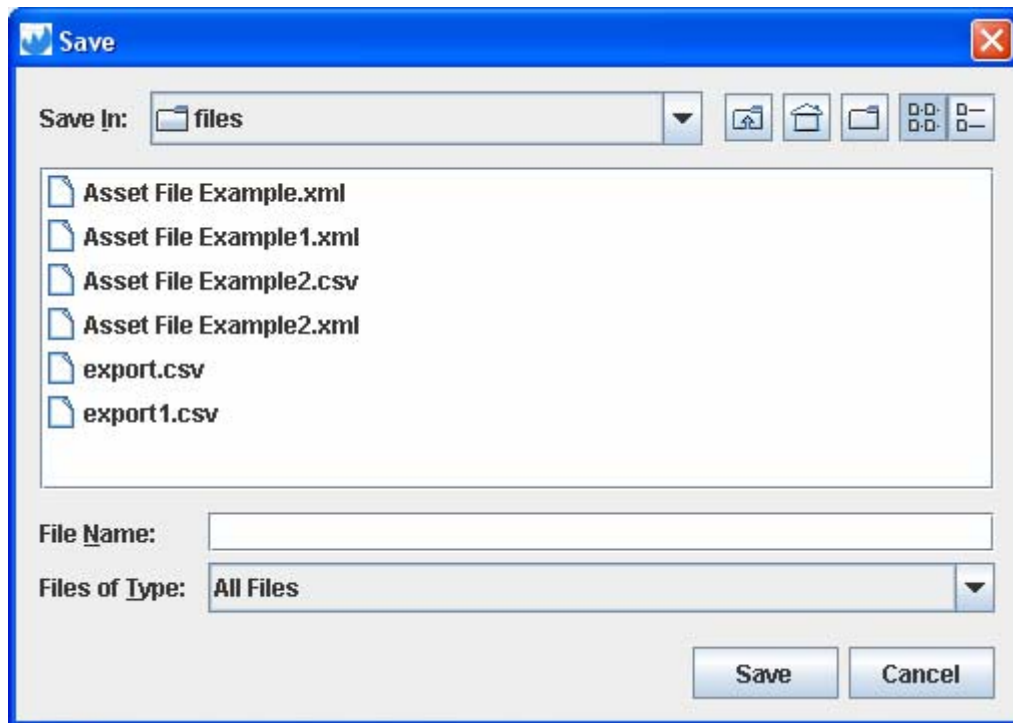


Figure 63: Select Save Location Dialogue Box

2. **Optional.** From the **File Name** field, change the file name.
3. Select the location where you want to save the file, and then click **Save**.
The assets list is exported successfully to the selected location.

Chapter 4 Threat Library

The Threat Library is a resource feature of RAP that you can reference when working with an assets list. This feature provides you with the ability to add a library file containing a list of commonly used threats and associated vulnerabilities, controls and access questions. When added, the Threat Library displays in an outline format similar to the assets list that displays in the Assets Outline Area of RAP. The Threat Library opens in a secondary window.

This chapter provides information and instructions for using and maintaining the Threat Library.

4.1 Opening / Viewing the Threat Library

To open and view the threat library, do the following.

1. Click Open Threat Library.

See the following figure for an example.

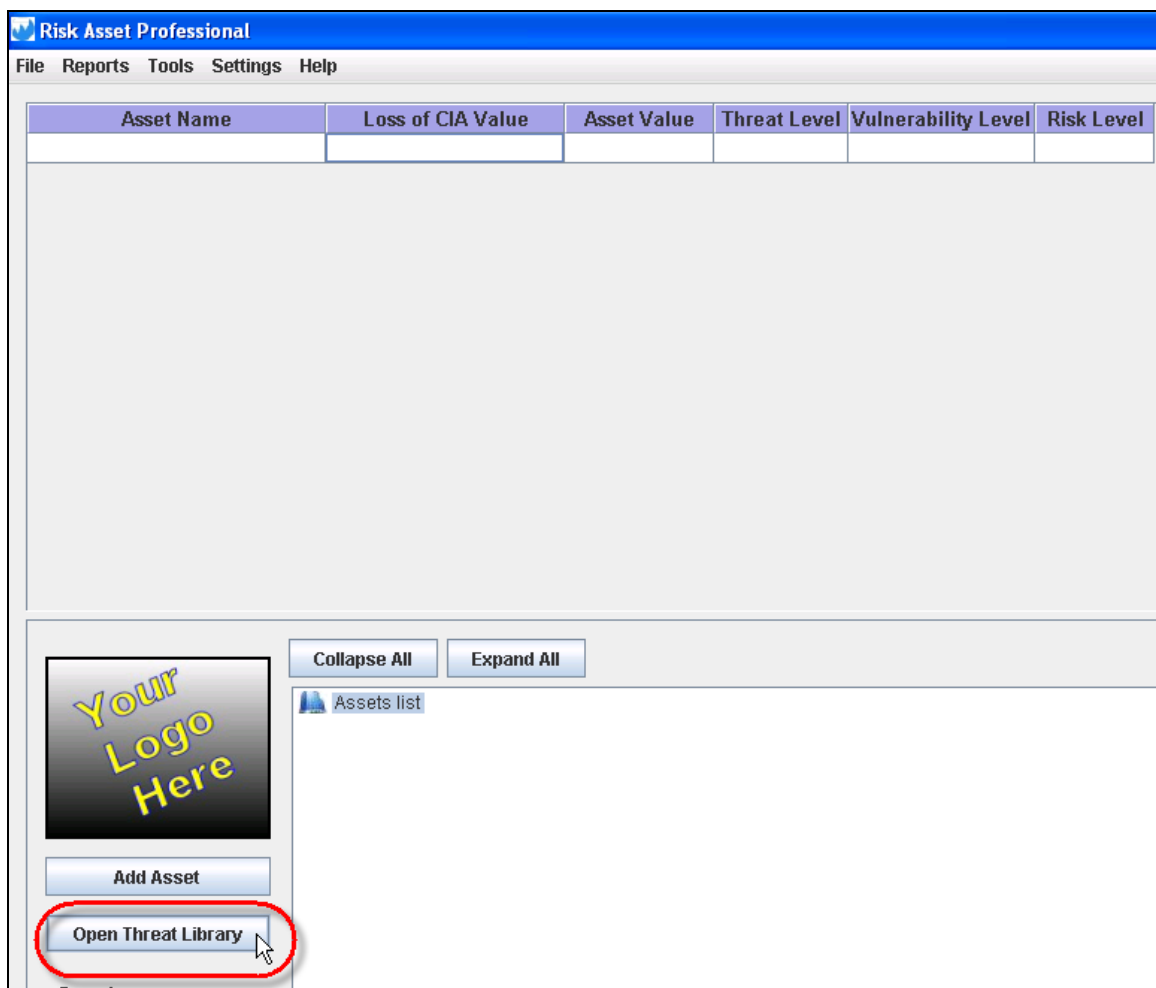


Figure 64: Opening and Viewing the Threat Library

The Threat Library opens in a secondary window.

See the following figure for an example. In this figure, the Threat Library is empty.

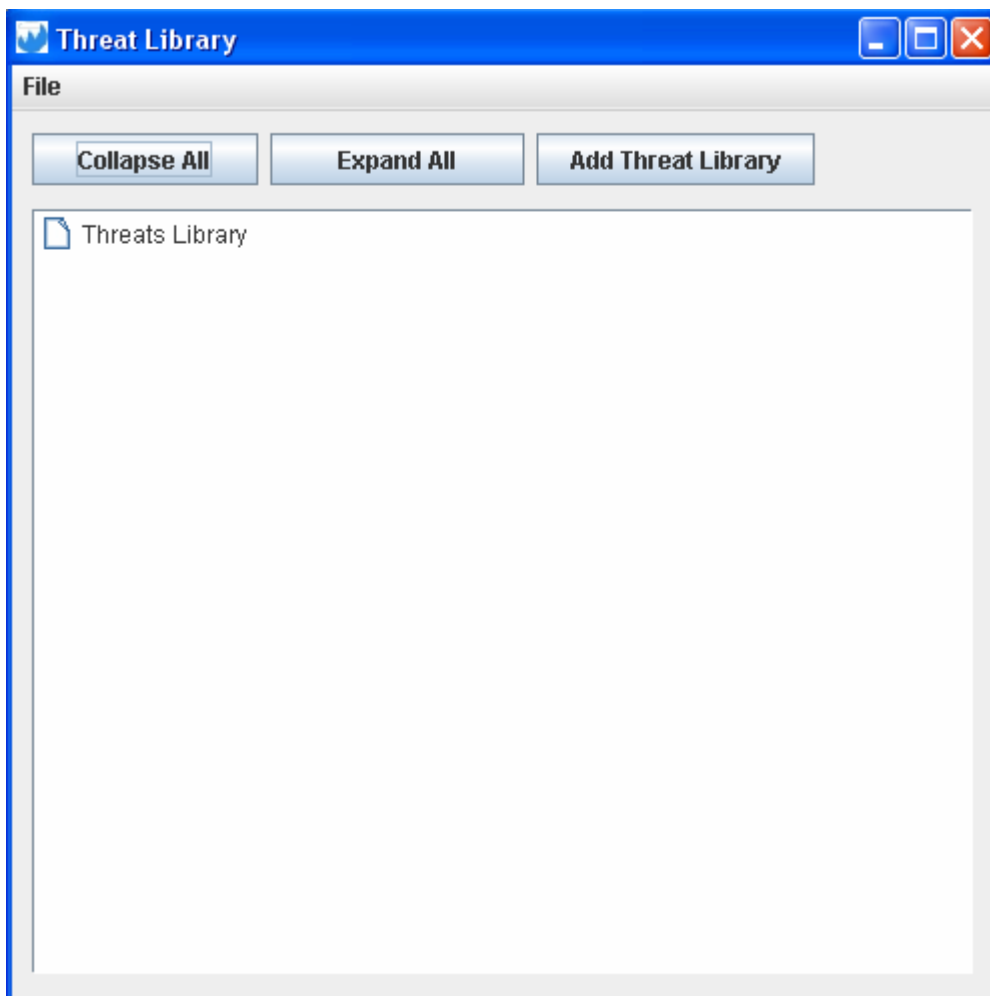


Figure 65: Threat Library

2. From the **File** menu, click **Open**.

See the following figure for an example.

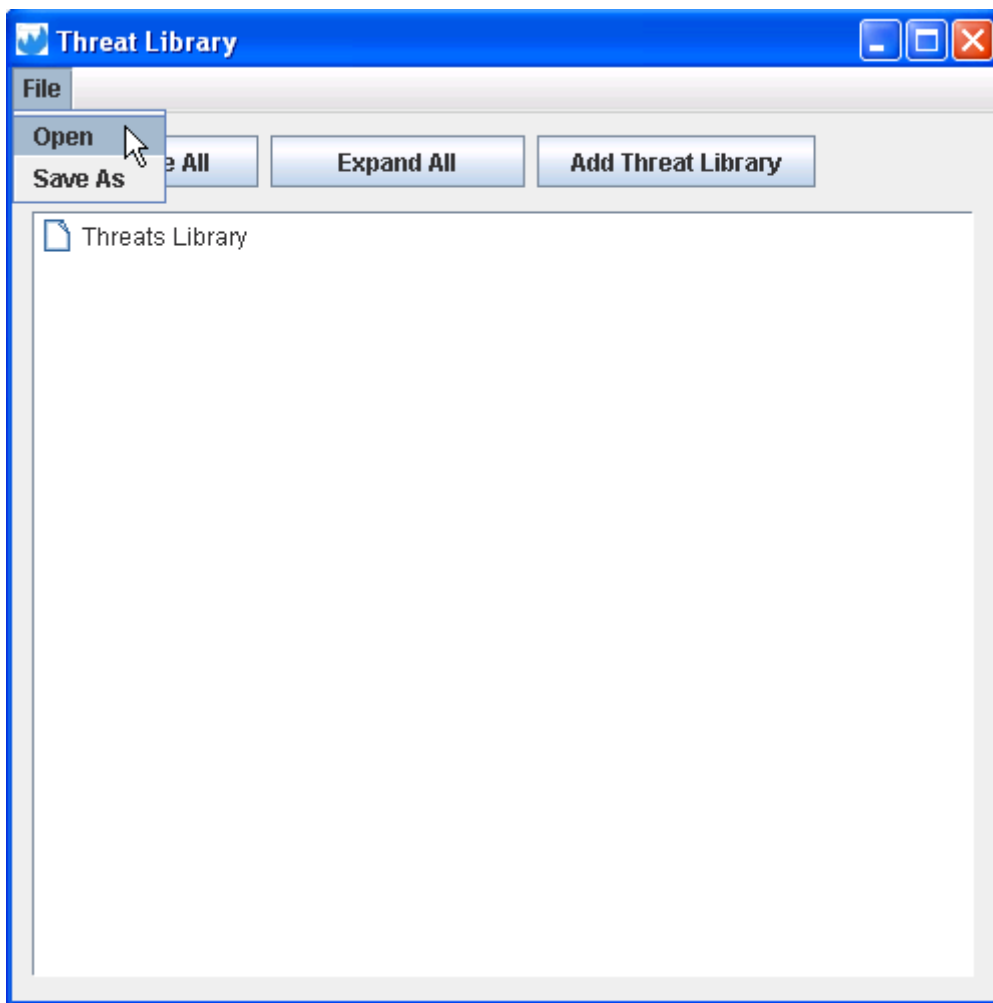


Figure 66: Opening a Threat Library File

The **Open** dialogue box opens.

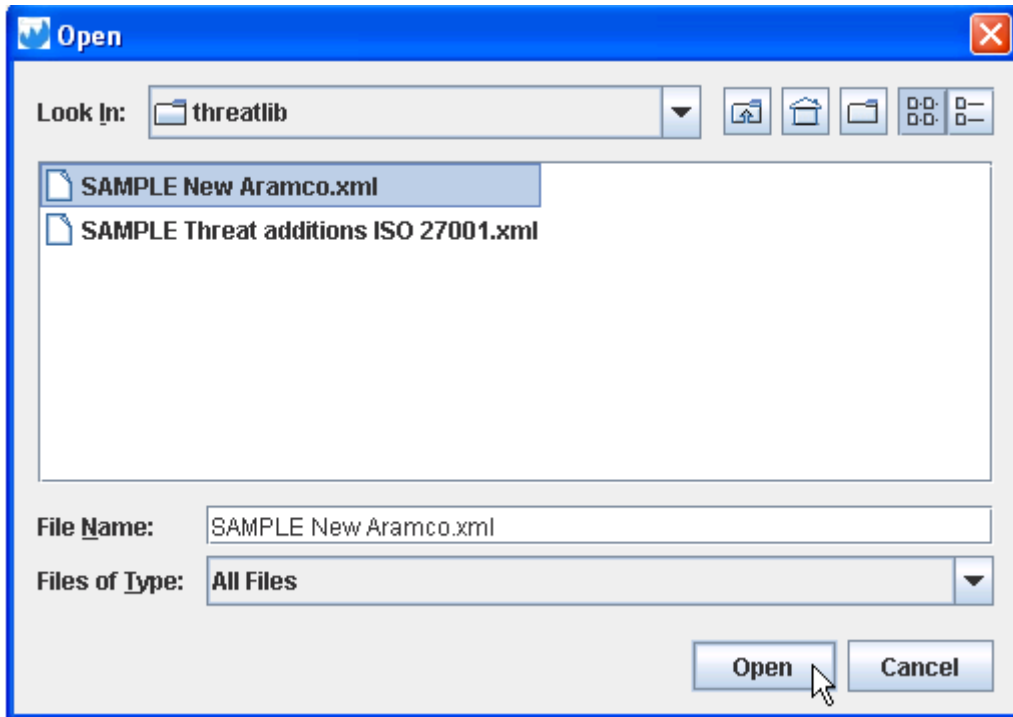


Figure 67: Opening a Threat Library File

3. Locate and select the Threat Library file you want to open, and then click **Open**.
The content of the file you selected displays in the Threat Library.

4.2 Adding a Threat Library

To add a Threat Library, complete the following steps.

1. Open the Threat Library by following the instructions provided in section 4.1 Opening / Viewing the Threat Library.
2. Do one of the following:
 - Click **Add Threat Library**.
 - Right-click "Threats Library".

See the following figure for an example.

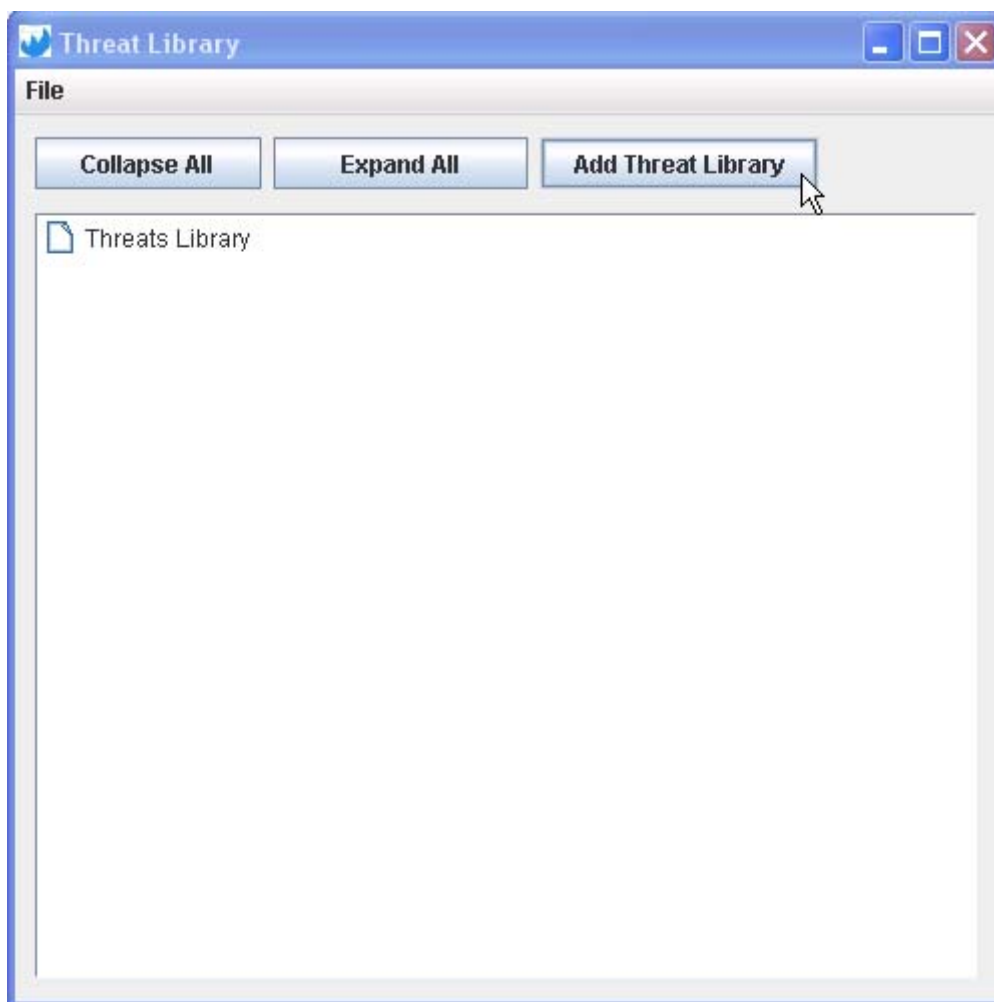


Figure 68: Adding a Threat Library

The **Open** dialogue box opens.

See the following figure for an example.

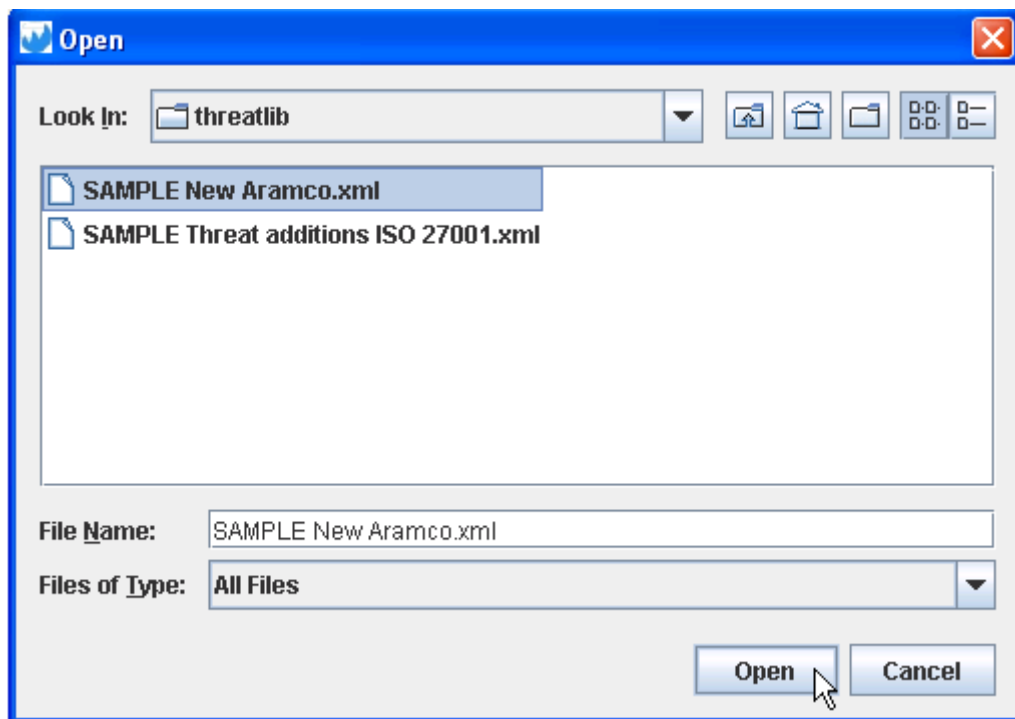


Figure 69: Adding a Threat Library – Open Dialogue Box

3. Locate and select the Threat Library XML file you want to add, and then click **Open**. The file is imported into RAP and the content of the file display in the Threat Library. See the following figure for an example.

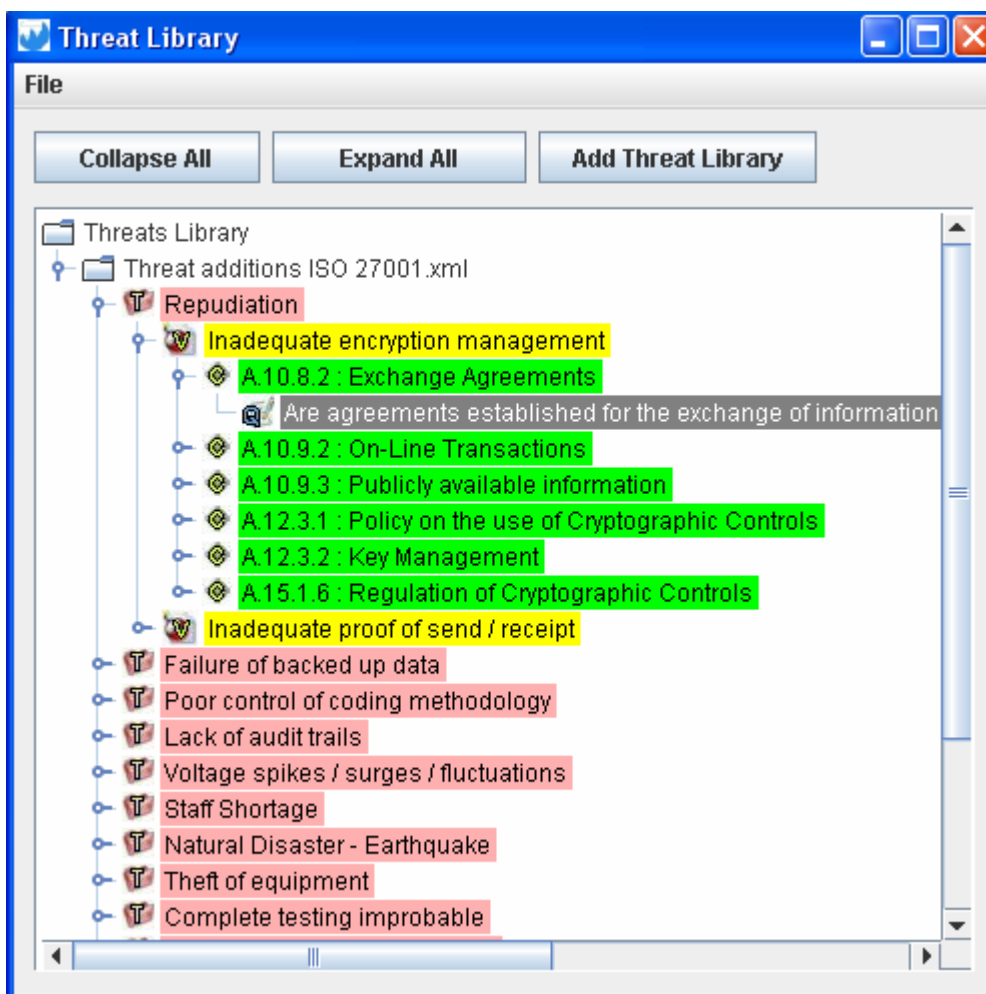


Figure 70: Threat Library Added

4.3 Updating the Threat Library

You can update the Threat Library by adding, removing, and renaming threats, vulnerabilities, controls and access questions.

Updating the Threat Library is similar to working with an assets list.

To add, remove or rename a threat, vulnerability, control or access question, do the following.

- Right-click the asset element from the Threat Library outline and select the appropriate action.

For example, to add a vulnerability, right-click the associated threat and then select **Add Vulnerability**.

4.4 Working with Multiple Threat Libraries

Rap provides you with the ability to have open and work with multiple threat libraries at a time. Opening multiple threat libraries is easy. Simply open one threat library by following the instructions in section 4.1 , and then follow the same instructions to open another threat library. Threat libraries open in secondary windows.

When working with multiple threat libraries, you can drag and drop the content from one threat library to another. Dragging and dropping does not remove or transfer content from one library to another; rather, dragging and dropping allows you to copy and paste the content from one library to another.

The following figure illustrates how to copy threat content from one threat library to another.

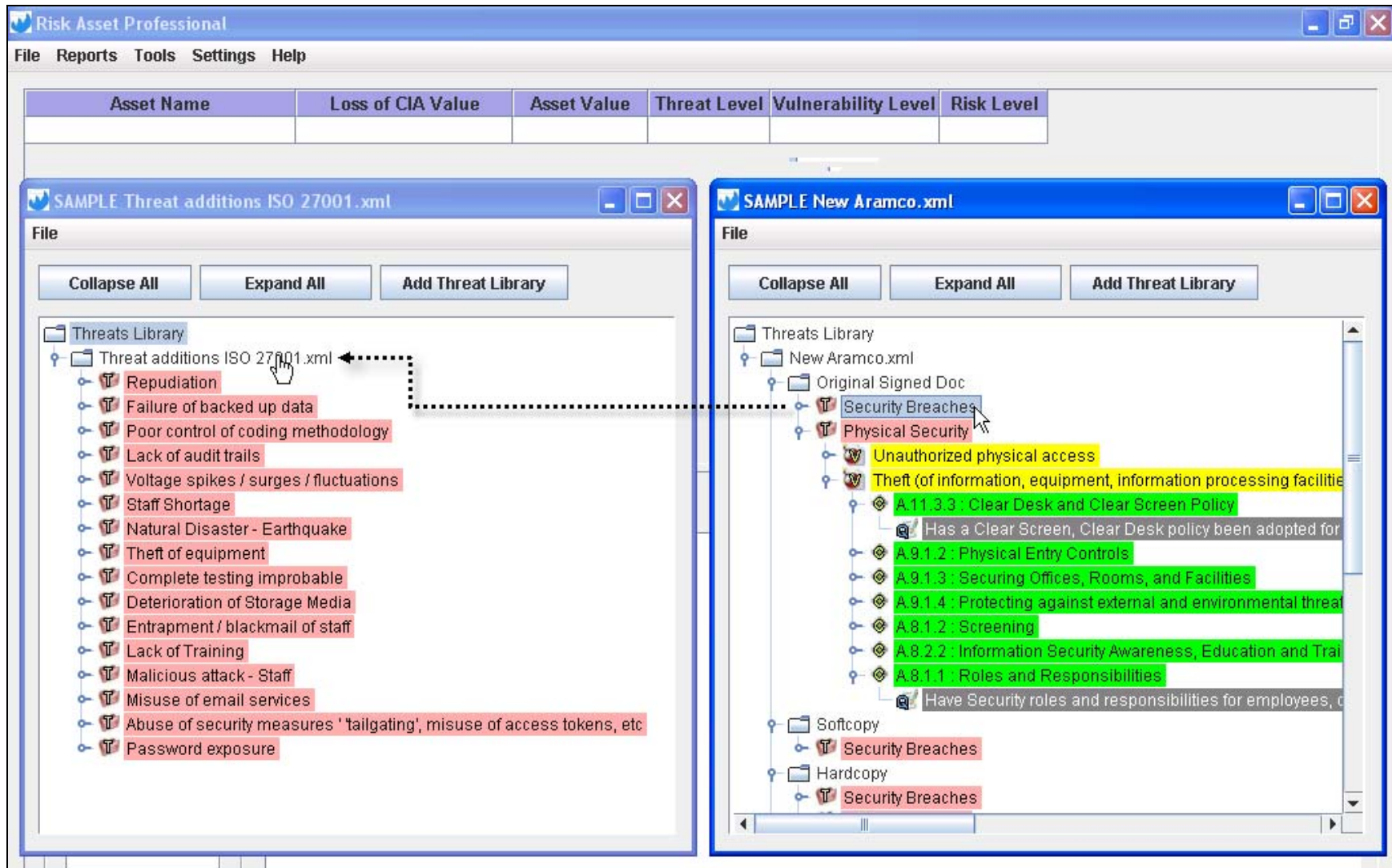


Figure 71: Dragging and Dropping Threat Content - Example

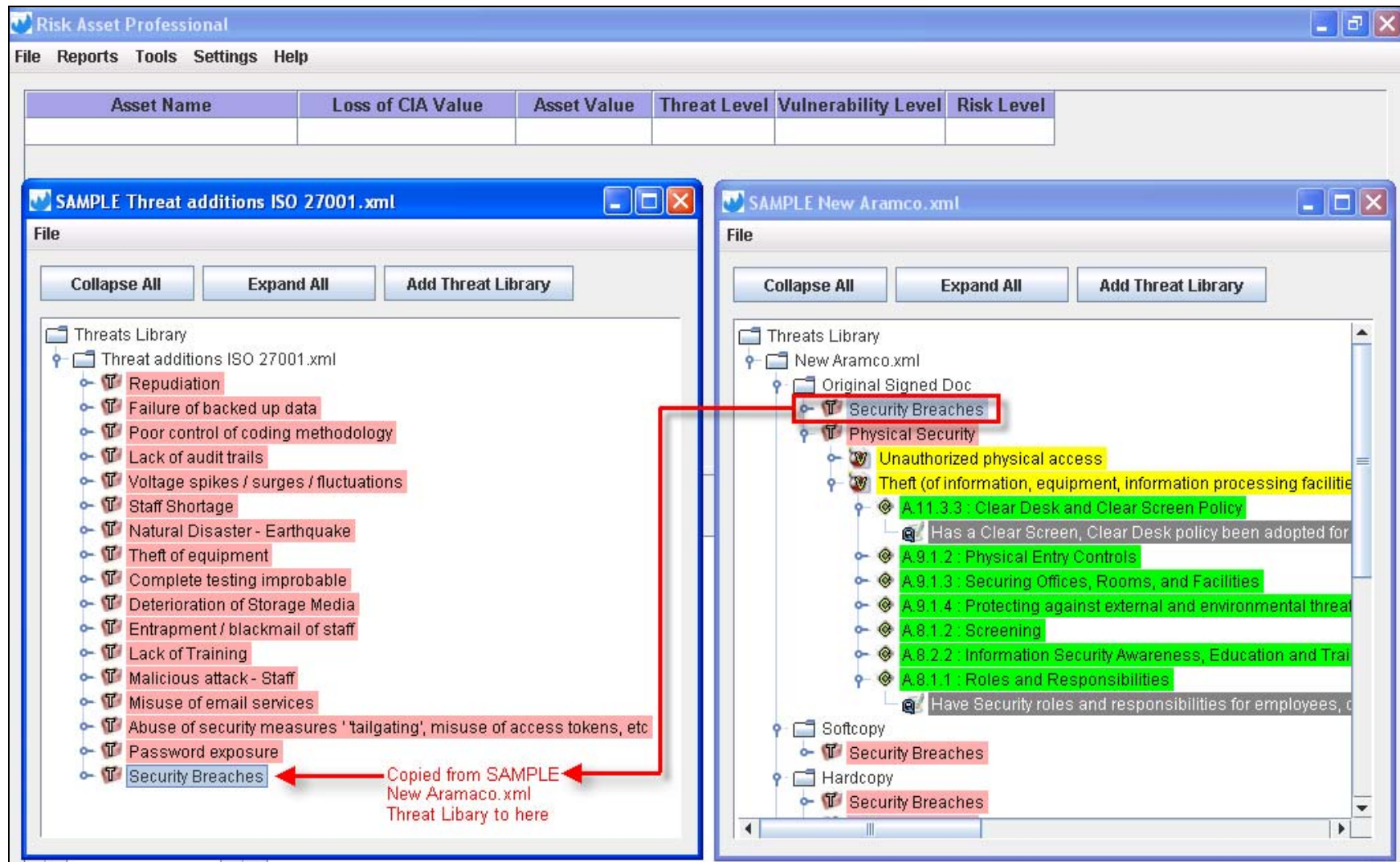


Figure 72: Dragging and Dropping Complete - Example

Chapter 5 Reports


This chapter provides you with information and instructions for generating, printing, saving, and exporting reports. The following report types are available in RAP.

- Asset Risk Report
- Control Summary
- Comparison Report
- Occurrence of Controls (Bar Chart)
- Statement of Applicability
- Risk Treatment
- Threat Summary

5.1 Generating an Asset Risk Report

RAP provides you with the ability to present asset data in a risk report.

To generate an Asset Risk Report, complete the following steps.

 **Note:** An assets file must be open in order to generate a report.

1. From the **Reports** menu, select **Asset Risk Report**.

See the following figure for an example.

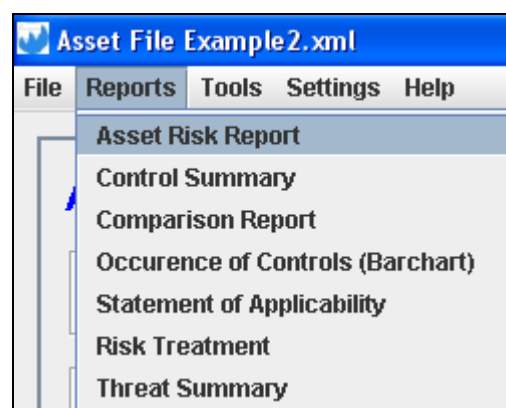


Figure 73: Generating an Asset Risk Report – Report Menu

The **Asset Risk** report opens in a secondary window.

See the following figure for an example.

#	Asset Name	Asset Level	Threat Level	Vulnerability Level	Risk Level	Risk Rating	Asset Owner	Building	Phone
1	pcs	1.00	1.50	1.38	2.07	Low	Fritzy Mikt	main buil...	240-22..
2	furniture	1.00	1.50	.00	.00	Low	Jenny McHilli...	HR building	540-22..
3	employees	1.00	1.50	.00	.00	Low	Mike Johnson	main buil...	703-28..

Figure 74: Asset Risk Report Example

The following table details the information provided in the Asset Risk Report.


Asset Risk Report	
Column Heading and Asset Data	
• Asset Name	• Asset Owner
• Asset Level	• Location
• Threat Level	• Type
• Vulnerability Level	• Identifier
• Risk Level	• Process Group
• Risk Rating	

- To export to CSV, select **Export to CSV** from the **File** menu.
- To export risk treatment, select **Export Risk Treatment** from the **File** menu.
- To close the report, select **Close** from the **File** menu or simply close the reports window.

5.2 Generating a Control Summary

RAP provides you with the ability to present asset data in a control summary.

To generate a Control Summary, complete the following steps.

 **Note:** An assets file must be open in order to generate a report.

1. From the **Reports** menu, select **Control Summary**.

See the following figure for an example.

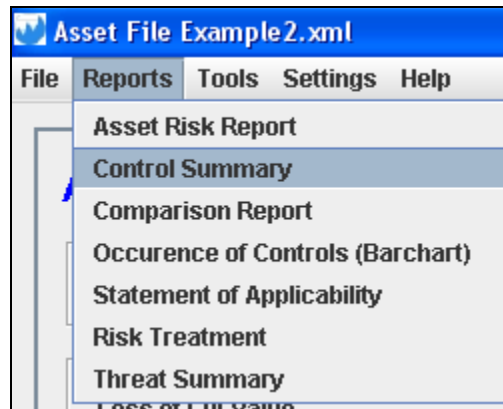


Figure 75: Generating a Control Summary Report

The **Control Summary** opens in a secondary window.


See the following figure for an example.

#	Control	Importance	Threat Level	Vulnerability Level	Asset Ow..
1	Authorization process for Informati...	3.0 : High	1.5 : Medium	2.0 : Medium	John Smith
2	Segregation of Duties	3.0 : High	1.5 : Medium		John Smith
3	Mobile Computing and Communic...	3.0 : High	1.5 : Medium		John Smith
4	Teleworking	3.0 : High	1.5 : Medium		John Smith
5	Prevention of misuse of Informatio...	3.0 : High	1.5 : Medium		John Smith
6	Use of System Utilities	3.0 : High	1.5 : Medium	3.0 : High	John Smith
7	Protection of Information System A...	3.0 : High	1.5 : Medium	3.0 : High	John Smith
8	Removal of property	3.0 : High	1.5 : Medium	3.0 : High	John Smith
9	Management of Removable Media	3.0 : High	1.5 : Medium	3.0 : High	John Smith
10	Information Handling Procedures	3.0 : High	1.5 : Medium	3.0 : High	John Smith
11	Security of System Documentation	3.0 : High	1.5 : Medium	3.0 : High	John Smith
12	Input Data Validation	3.0 : High	1.5 : Medium		John Smith
13	Information Handling Procedures	3.0 : High	1.5 : Medium		John Smith
14	Reporting information Security Eve...	3.0 : High	1.5 : Medium		John Smith
15	Collection of Evidence	3.0 : High	1.5 : Medium		John Smith
16	Learning from Information Security...	3.0 : High	1.5 : Medium		John Smith
17	Information Handling Procedures	3.0 : High	1.5 : Medium		John Smith
18	Output Data Validation	3.0 : High	1.5 : Medium		John Smith
19	Collection of Evidence	3.0 : High	1.5 : Medium		John Smith
20	Reporting information Security Eve...	3.0 : High	1.5 : Medium		John Smith
21	Learning from Information Security...	3.0 : High	1.5 : Medium		John Smith
22	Control of Internal Processing	3.0 : High	1.5 : Medium		John Smith
23	Collection of Evidence	3.0 : High	1.5 : Medium		John Smith
24	Reporting information Security Eve...	3.0 : High	1.5 : Medium		John Smith
25	Learning from Information Security...	3.0 : High	1.5 : Medium		John Smith

Figure 76: Control Summary Example

The following table details the information provided in the Control Summary.

Control Summary Report	
Column Heading and Asset Data	
• Asset	• Vulnerability Level
• Threat	• Asset Owner
• Vulnerability	• Location
• ID	• Type
• Control	• Identifier
• Importance	• Process Group
• Threat Level	

 **Note:** You can adjust the width of the report's column headings and arrange column headings by dragging and dropping the heading in the order you desire.

- To export to CSV, select **Export to CSV** from the **File** menu.
- To export risk treatment, select **Export Risk Treatment** from the **File** menu.
- To close the report, select **Close** from the **File** menu or simply close the reports window.

5.3 Generating a Comparison Report

You can compare two assets files and associated asset data by using the Comparison Report.

To generate a Comparison Report, complete the following steps.

1. From the **Reports** menu, select **Comparison Report**.

See the following figure for an example.

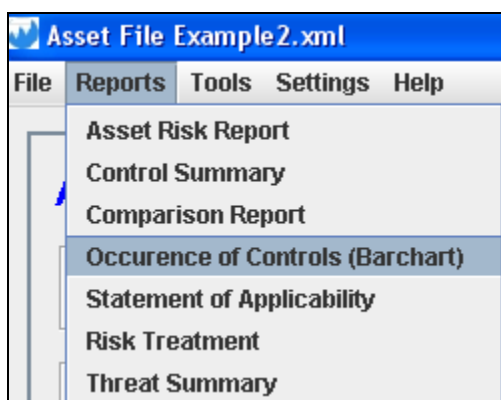


Figure 77: Generating a Comparison Report

The **Select base file** dialogue box opens.

See the following figure for an example.

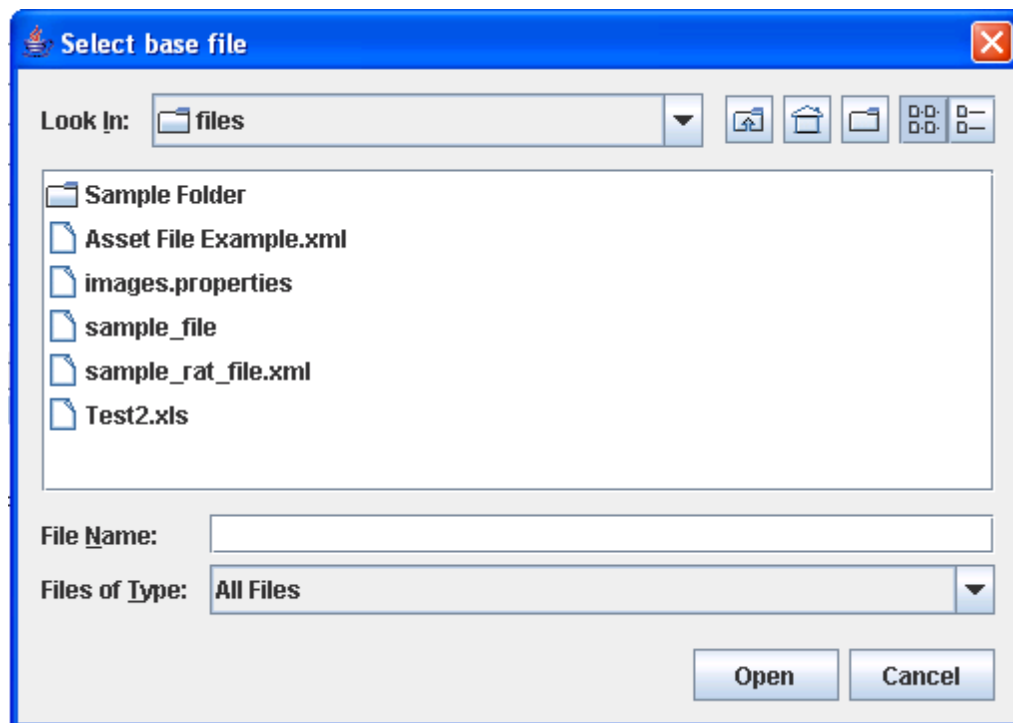


Figure 78: Select base file Dialogue Box

2. Locate the assets file you want to use as your baseline for the comparison, and then click **Open**.

The **Select file to compare with** dialogue box opens.

See the following figure for an example.

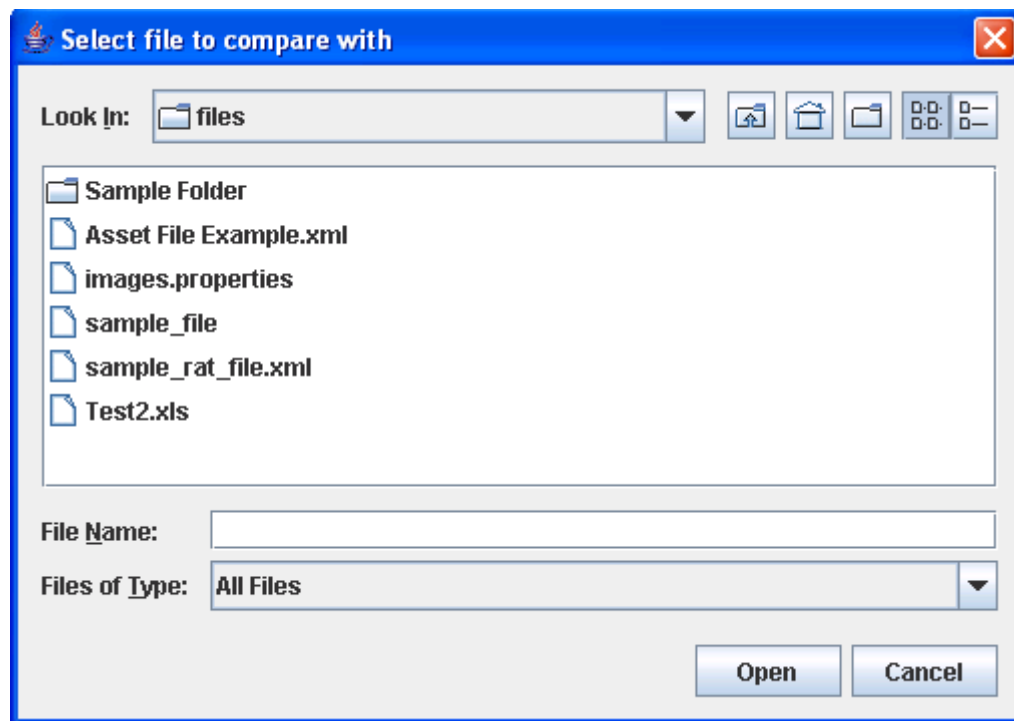


Figure 79: Select file to compare file Dialogue Box

3. Locate the assets file you want to use to compare with the baseline file previously selected, and then click **Open**.

The *Select location to save exported file* dialogue box opens.

See the following figure for an example.

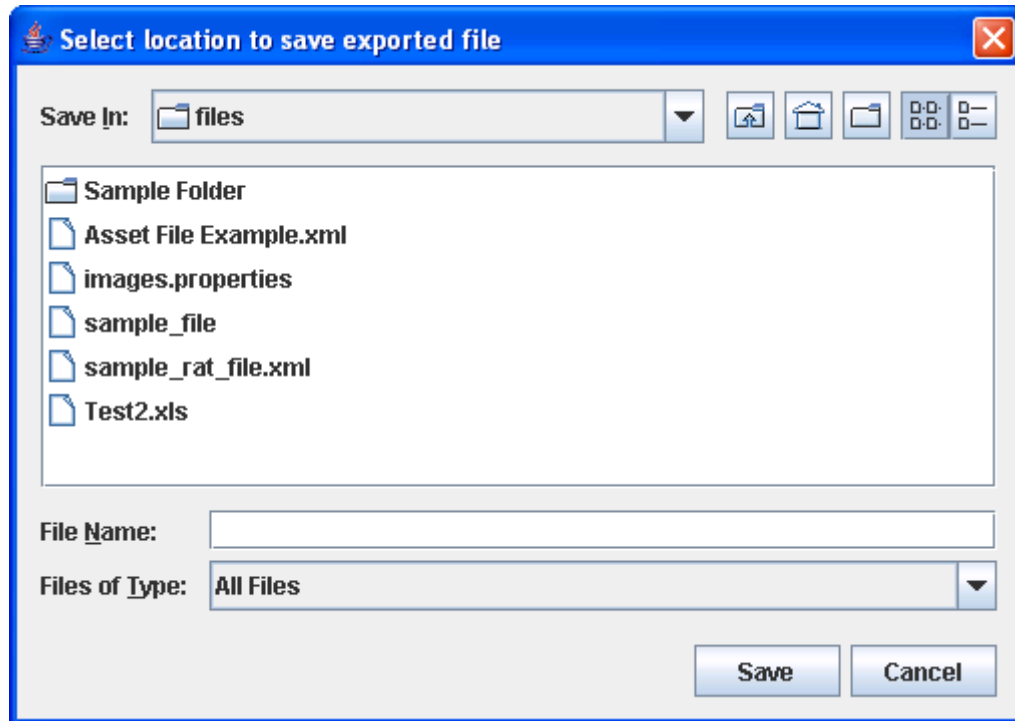


Figure 80: Select location to save exported with Dialogue Box

A **Message** dialogue box opens, providing you with the location of the exported file.

See the following figure for an example.

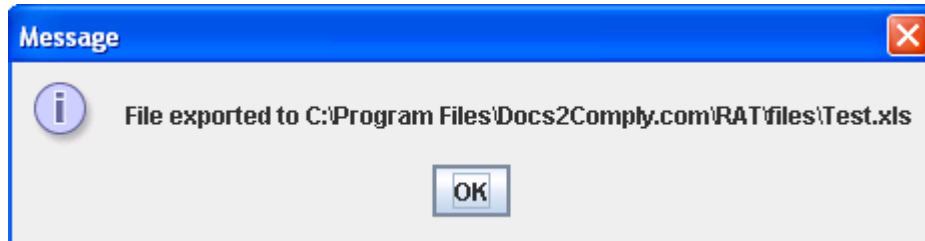


Figure 81: Message Dialogue Box – Location of File

4. Click **OK**.

5.4 Generating an Occurrence of Controls Bar Chart

To generate an Occurrence of Controls Bar Chart, complete the following steps.

1. From the **Reports** menu, select **Occurrence of Controls (Barchart)**.

See the following figure for an example.

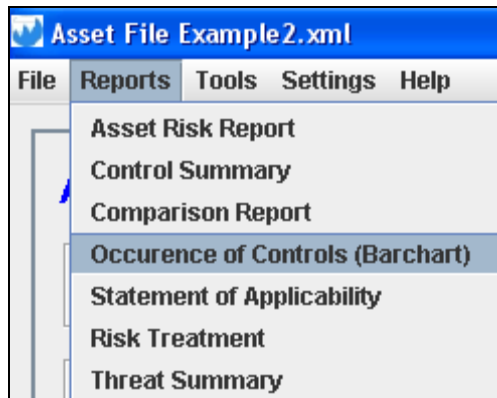


Figure 82: Generating an Occurrence of Controls Bar Chart

The **Select Report** dialogue box opens.

See the following figure for an example.

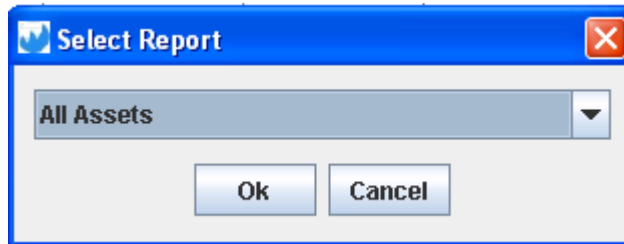



Figure 83: Occurrence of Controls – Select Report Dialogue Box

2. Select a report format from the list provided.

The following table provides you with information that will help you select a report format.

Generating an Occurrence of Controls Bar Chart	
Report Format	Description
All Assets	This format displays the number of control occurrences in multiple charts. Each chart presents control data for one asset.
All Assets Combined	This format displays the number of control occurrences for all assets in one chart.
Individual Asset	This format displays the number of control occurrences of controls in one chart for the selected asset.
 Note: Individual Asset is not the name of the report format. To display the control data from one asset, select the name of the asset.	

See the following figure for an example.

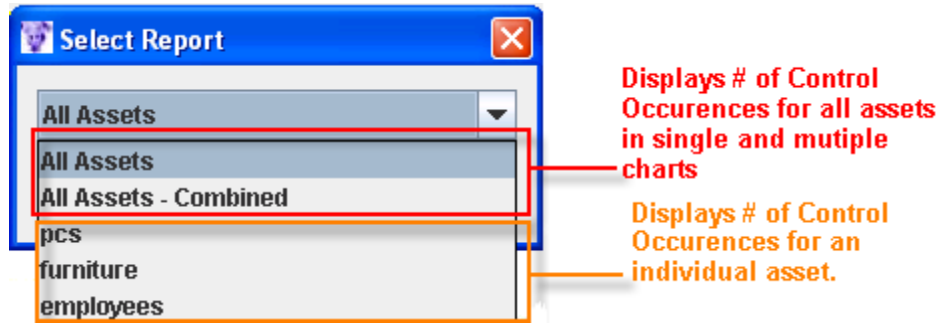


Figure 84: Occurrence of Controls Bar Chart Formats

- See Figure 85 for an example of an Occurrence of Controls Bar Chart in All Assets format.
- See Figure 86 for an example of an Occurrence of Controls Bar Chart in All Assets - Combined format.
- See Figure 87 for an example of an Occurrence of Controls Bar Chart in individual asset format.

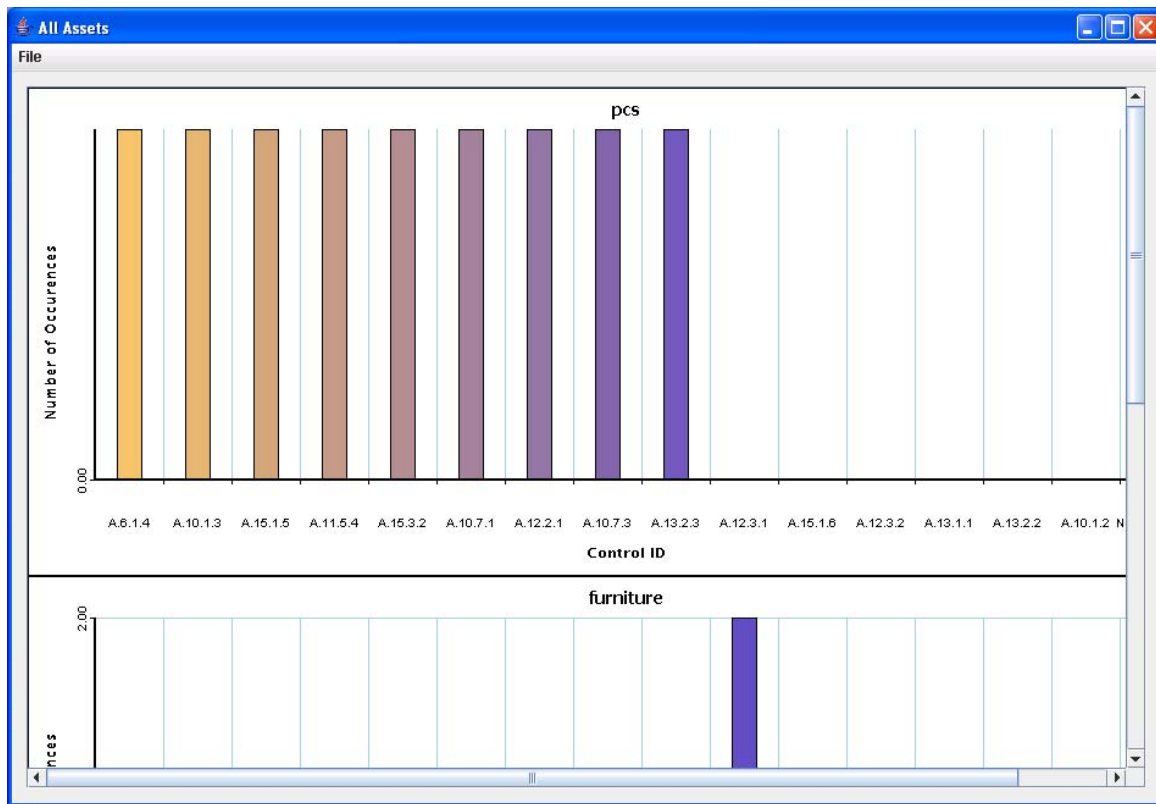


Figure 85: Occurrence of Controls Bar Chart – All Assets

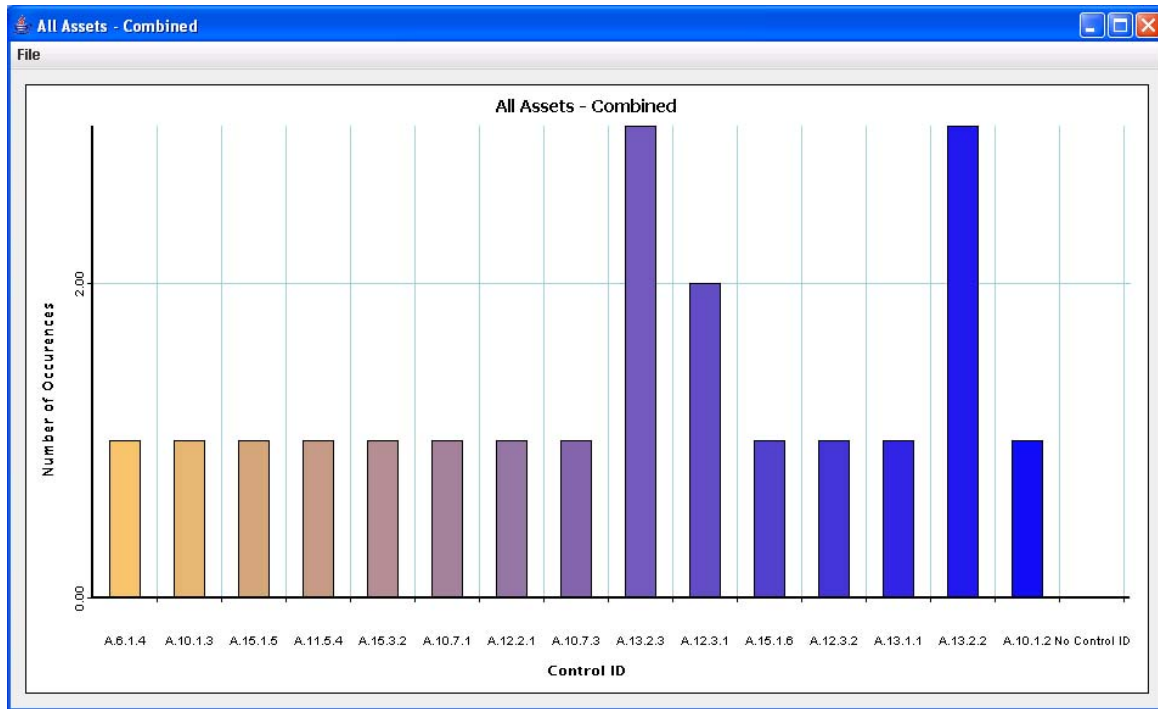


Figure 86: Occurrence of Controls Bar Chart – All Assets Combined

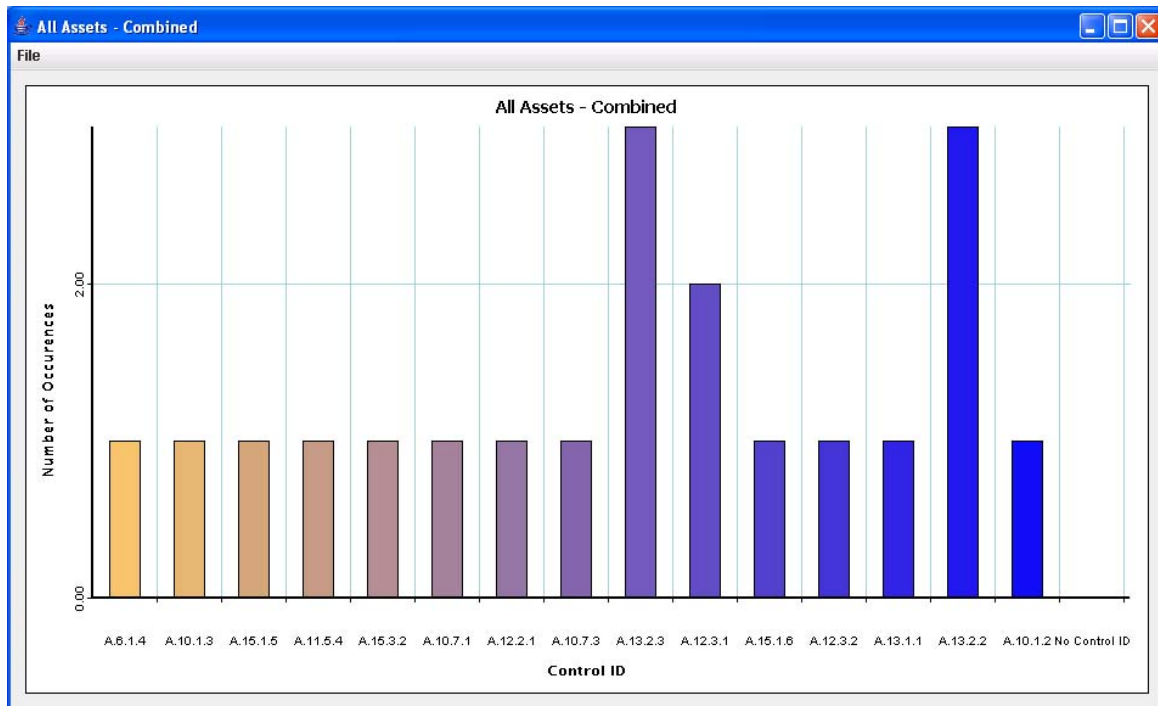


Figure 87: Occurrence of Controls Bar Chart – Individual Asset

- To print the report, select **Print** from the **File** menu.

- To close the report, select **Close** from the **File** menu.

5.5 Generating a Statement of Applicability

You can compare an assets list you are working with to another assets list containing standard asset information as a baseline to produce a statement of applicability.

To generate a Statement of Applicability, complete the following steps.

1. From the **Reports** menu, select **Statement of Applicability**.

See the following figure for an example.

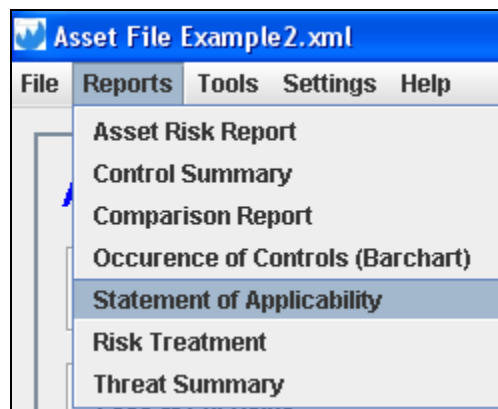


Figure 88: Generating a Statement of Applicability

The **Select Baseline File To Compare To** dialogue box opens.

See the following figure for an example.

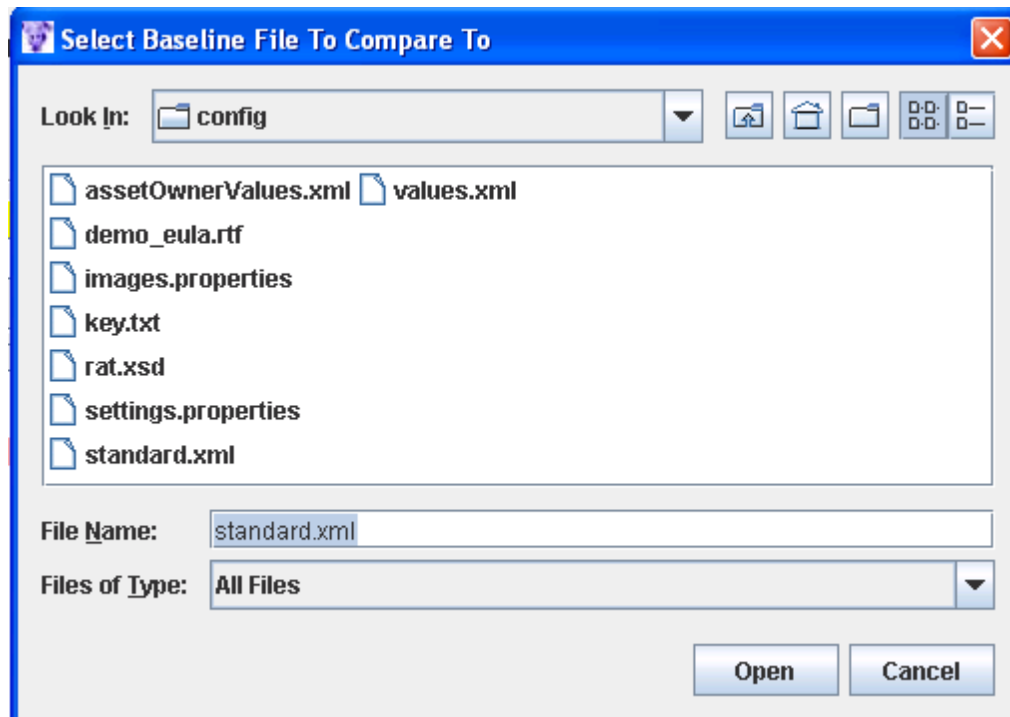


Figure 89: Select Baseline File To Compare To Dialogue Box

2. Locate the assets file you want to use as your baseline for the comparison, and then click **Open**.

The **Statement of Applicability** report opens in a secondary window.

See the following figure for an example.

The screenshot shows a window titled "Statement of Applicability" with a "File" menu. The main content is a table with the following columns: #, Applicable, Group, Control, and Assets. The table lists 24 rows of controls, with row 6 checked in the "Applicable" column.

#	Applicable	Group	Control	Assets
1	<input type="checkbox"/>	A.5.1 Information Security Policy	A.5.1.1 Information Security Policy Document	
2	<input type="checkbox"/>	A.5.1 Information Security Policy	A.5.1.2 Review of the Information Security Policy	
3	<input type="checkbox"/>	A.6.1 Internal Organization	A.6.1.1 Management Commitment to Information Sec...	
4	<input type="checkbox"/>	A.6.1 Internal Organization	A.6.1.2 Information Security Coordination	
5	<input type="checkbox"/>	A.6.1 Internal Organization	A.6.1.3 Allocation of Information Security Responsibili...	
6	<input checked="" type="checkbox"/>	A.6.1 Internal Organization	A.6.1.4 Authorization process for Information Process...	pcs
7	<input type="checkbox"/>	A.6.1 Internal Organization	A.6.1.5 Confidentiality Agreements	
8	<input type="checkbox"/>	A.6.1 Internal Organization	A.6.1.6 Contact with Authorities	
9	<input type="checkbox"/>	A.6.1 Internal Organization	A.6.1.7 Contact with Special Interest Groups	
10	<input type="checkbox"/>	A.6.1 Internal Organization	A.6.1.8 Independent Review of Information Security	
11	<input type="checkbox"/>	A.6.2 External Parties	A.6.2.1 Identification of Risks related to External Parti...	
12	<input type="checkbox"/>	A.6.2 External Parties	A.6.2.2 Addressing Security when dealing with Custod...	
13	<input type="checkbox"/>	A.6.2 External Parties	A.6.2.3 Addressing Security in Third Party Agreements	
14	<input type="checkbox"/>	A.7.1 Responsibility for assets	A.7.1.1 Inventory of Assets	
15	<input type="checkbox"/>	A.7.1 Responsibility for assets	A.7.1.2 Ownership of Assets	
16	<input type="checkbox"/>	A.7.1 Responsibility for assets	A.7.1.3 Acceptable use of Assets	
17	<input type="checkbox"/>	A.7.2 Classification Guidelines	A.7.2.1 Classification Guidelines	
18	<input type="checkbox"/>	A.7.2 Classification Guidelines	A.7.2.2 Information Labeling and Handling	
19	<input type="checkbox"/>	A.8.1 Prior to Employment	A.8.1.1 Roles and Responsibilities	
20	<input type="checkbox"/>	A.8.1 Prior to Employment	A.8.1.2 Screening	
21	<input type="checkbox"/>	A.8.1 Prior to Employment	A.8.1.3 Terms and Conditions of Employment	
22	<input type="checkbox"/>	A.8.2 During Employment	A.8.2.1 Management Responsibilities	
23	<input type="checkbox"/>	A.8.2 During Employment	A.8.2.2 Information Security Awareness, Education a...	
24	<input type="checkbox"/>	A.8.2 During Employment	A.8.2.3 Disciplinary Process	

Figure 90: Statement of Applicability

- To export the file to CVS, select **Export to CSV** from the **File** menu.
- To close the Statement of Applicability, select **Close** from the **File** menu.

5.6 Generating a Risk Treatment

To generate a Risk Treatment, complete the following steps.

1. From the **File** menu, select **Risk Treatment**.

See the following figure for an example.

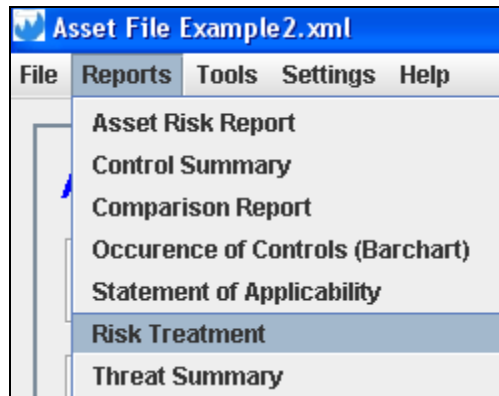


Figure 91: Generating a Risk Treatment

2. The **Risk Treatment** opens in a secondary window.

See the following figure for an example.

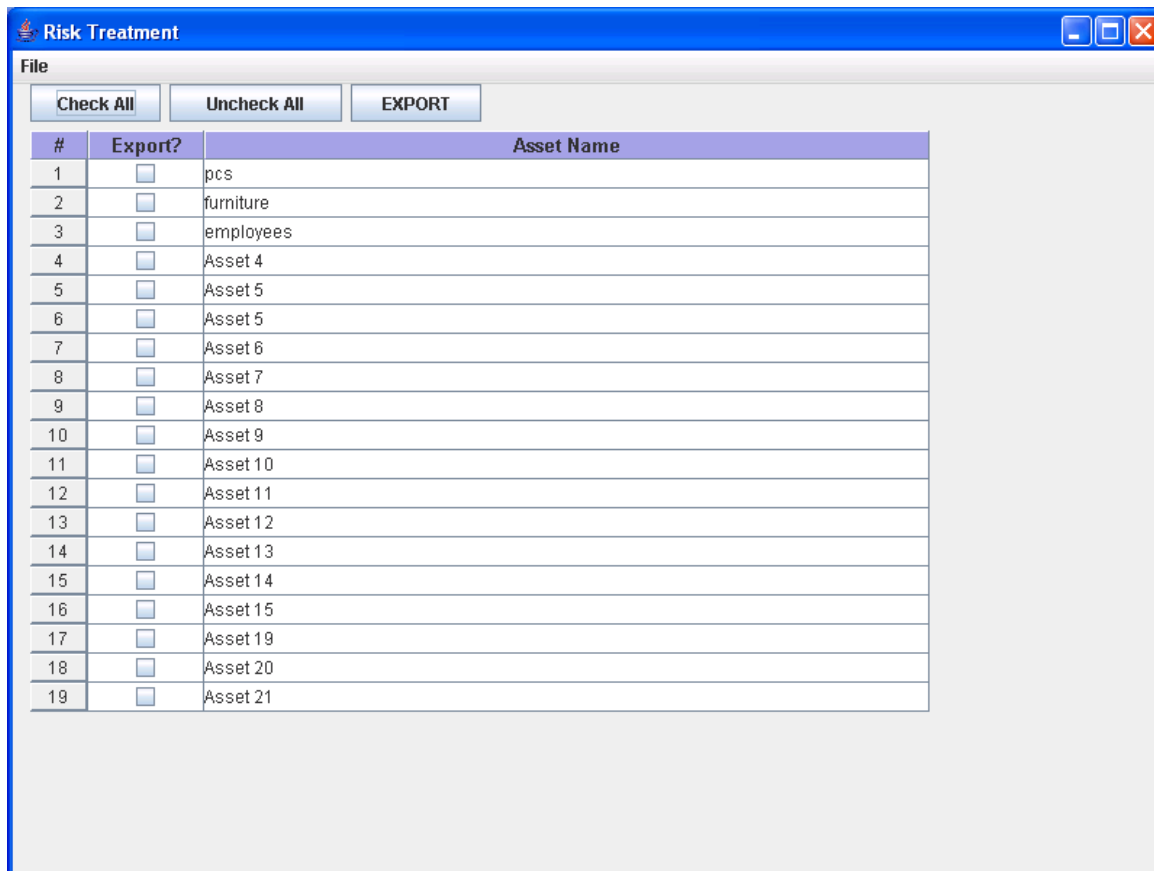


Figure 92: Risk Treatment Example

3. Select one or more assets you want to use to generate the risk treatment file, and then click **EXPORT**.



Note: You can also export by clicking **Export to CSV** from the **File** menu.

- To select all assets, click **Check All**.
- To deselect all assets, click **Uncheck All**.

The **Select a Directory to save files to** opens.

See the following figure for an example.

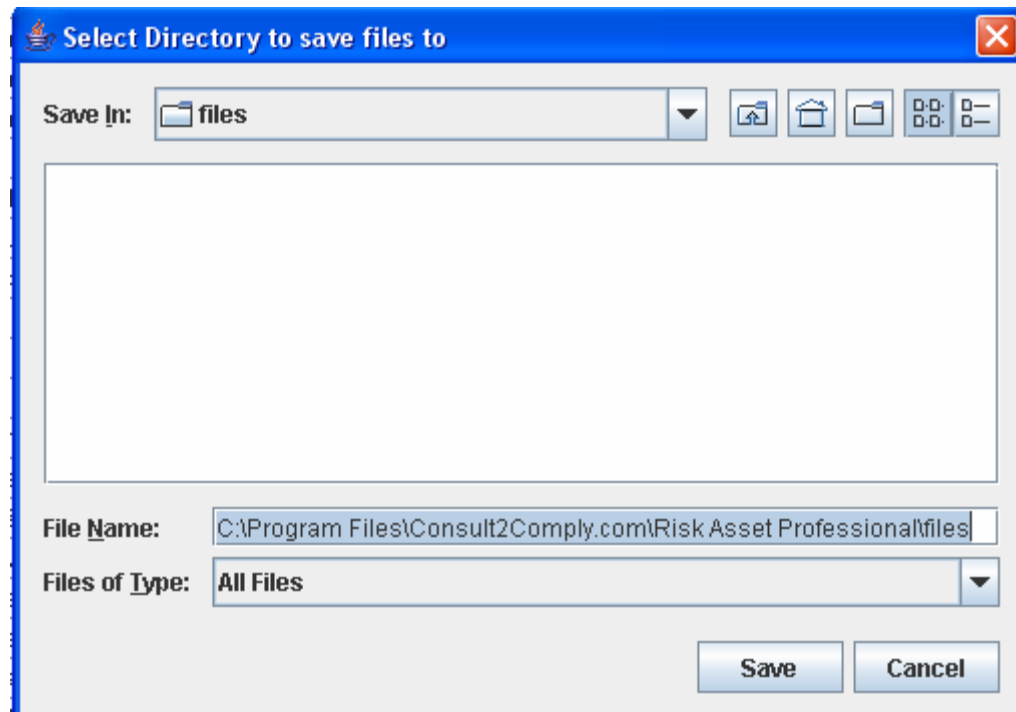



Figure 93: Select a Directory to save files to Dialogue Box

4. Select the location where you want to save the risk treatment file, and then click **Save**.
The Risk Treatment is exported to the selected location.
 - To close the Risk Treatment window, select **Close** from the **File** menu.

5.7 Generating a Threat Summary

RAP provides you with the ability to present asset data in a threat summary.

To generate a Threat Summary, complete the following steps.

 **Note:** An assets file must be open in order to generate a report.

1. From the **Reports** menu, select **Threat Summary**.

See the following figure for an example.



Figure 94: Generating a Threat Summary Report – Report Menu

The **Threat Summary** opens in a secondary window.

See the following figure for an example.


The screenshot shows a window titled 'Threat Summary' containing a table. The table has the following data:

#	Asset	Threat	Impact	Probability	Individual Threat Level
1	pcs	Misuse	1.0 : Low End	1.0 : 0-20%	1.5 : Me
2	pcs	Inaccurate Information	1.0 : Low End	1.0 : 0-20%	1.5 : Me
3	pcs	Bomb Scares	1.0 : Low End	1.0 : 0-20%	1.5 : Me
4	furniture	Use of cryptographic controls	1.0 : Low End	1.0 : 0-20%	1.5 : Me
5	furniture	Inaccurate Information	1.0 : Low End	1.0 : 0-20%	1.5 : Me
6	employees	Legislation	1.0 : Low End	1.0 : 0-20%	1.5 : Me
7	employees	User Errors	1.0 : Low End	1.0 : 0-20%	1.5 : Me
8	employees	Mobile Computing & Mobile Comp...	1.0 : Low End	1.0 : 0-20%	1.5 : Me

Figure 95: Threat Summary Report Example

The following table details the information provided in the Threat Summary.

Threat Summary	
Column Headings and Asset Data	
• Asset	• # of Controls
• Threat	• Asset Owner
• Impact	• Location
• Probability	• Type
• Individual Threat Level	• Identifier
• # of Vulnerabilities	• Process Group

 **Note:** You can adjust the width of the report's column headings and arrange column headings by dragging and dropping the heading in the order you desire.

- To export to CSV, select **Export to CSV** from the **File** menu.
- To export risk treatment, select **Export Risk Treatment** from the **File** menu.
- To close the report, select **Close** from the **File** menu or simply close the reports window.

Chapter 6 Help

This chapter provides you with information and instructions for using the Help feature. Help allows you to view current RAP version information and appropriate contact and copyright information. Additionally, you can check for program updates as well as configure updates.

6.1 About RAP

To view current RAP version information and appropriate contact and copyright information, do the following.

1. From the **Help** menu, click **About**.

See the following figure for an example.



Figure 96: Help -About RAP – Example

6.2 Check for Updates

When checking for updates, RAP sends a request to the Consult2Comply server. If a program update is found, a prompt will ask if you would like to update your application. You decide how often RAP performs these checks.

Important: RAP will check for updates only when an Internet network connection is found.

To check for program updates, complete the following steps.

1. From the **Help** menu, click **Check for Updates**.

See the following figure for an example

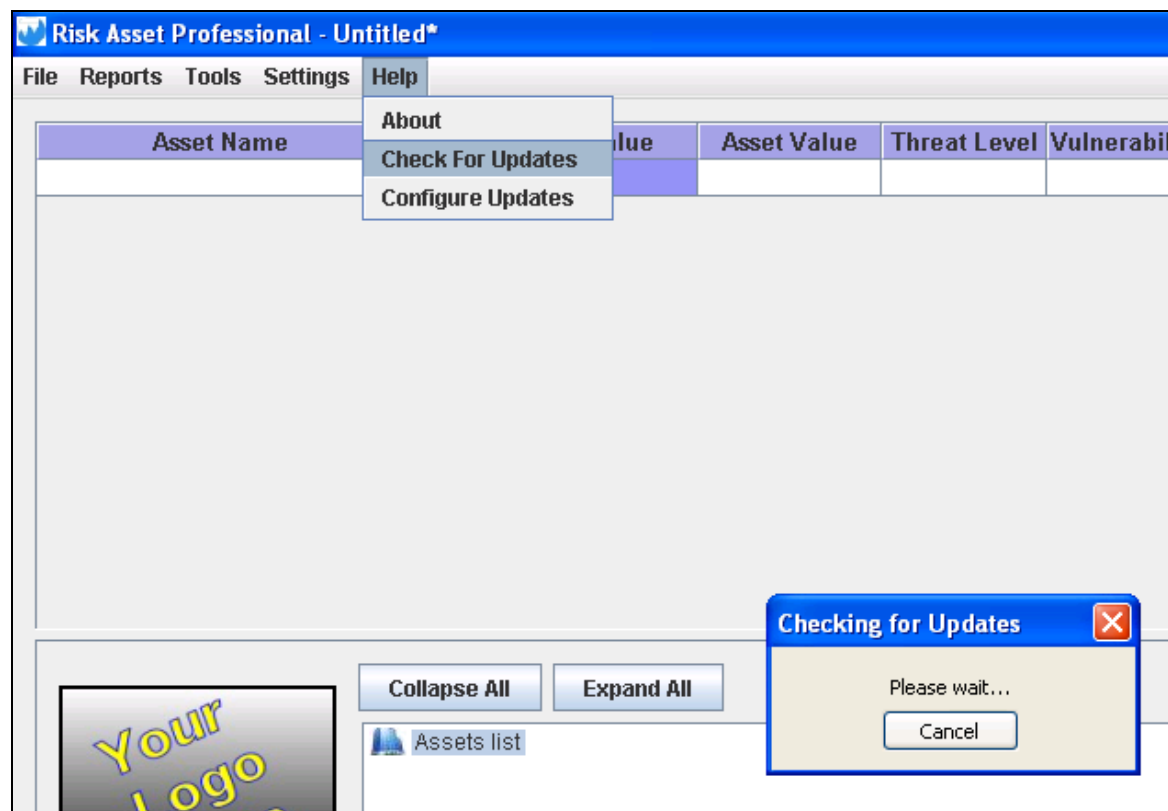


Figure 97: Checking for Updates

If updates are available, the **Choose Updates to Install** dialogue box opens.

See the following figure for an example.

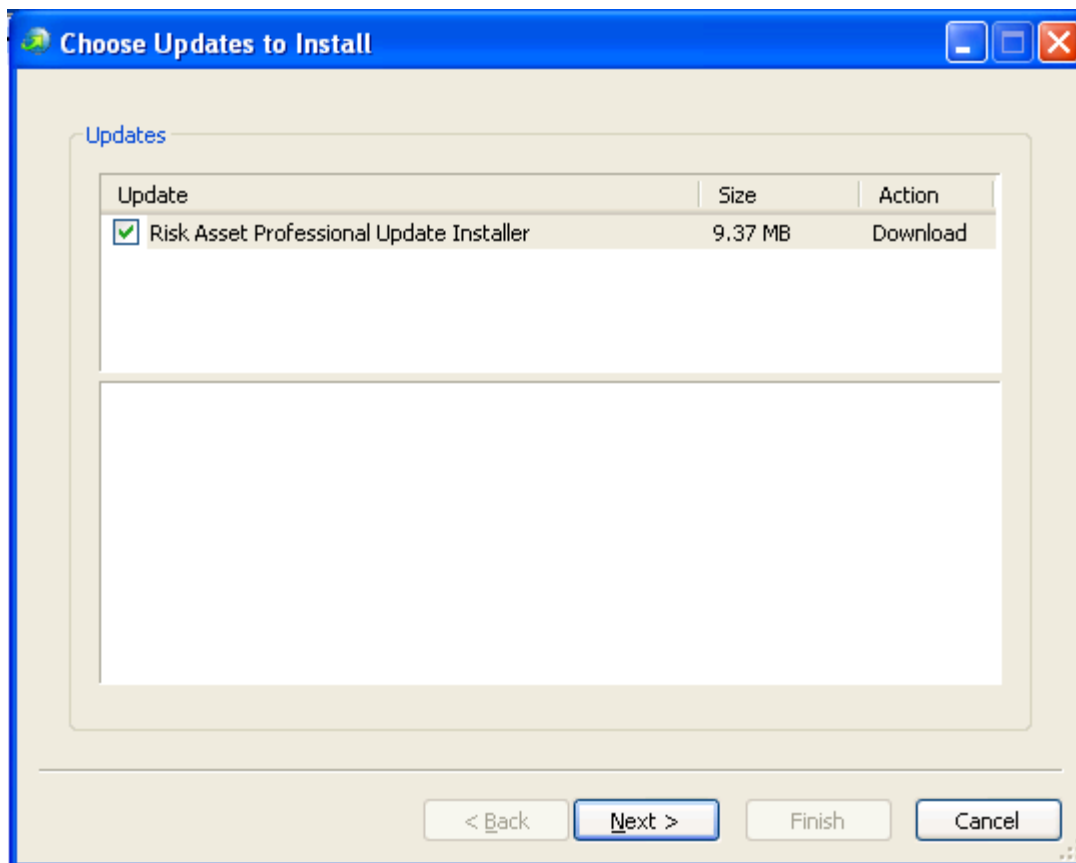



Figure 98: Choosing Updates to Install - Example Update

 **Note:** You can cancel the download / installation at any time by clicking **Cancel**.

Once the installation is complete

6.3 Configuring Updates

6.3.1.1 Setting Update Frequency

When setting the update frequency, you can choose to check for updates each time you start the application, every day, every week or every month.

To set the update frequency, do the following.

- From the General tab of the **Preference** dialogue box, select the update frequency that you prefer, and then click **Save/Close**.

To configure RAP program updates, complete the following steps.

1. From the **Help** menu, click **Configure Updates**.

The **Updates Options** dialogue box opens.

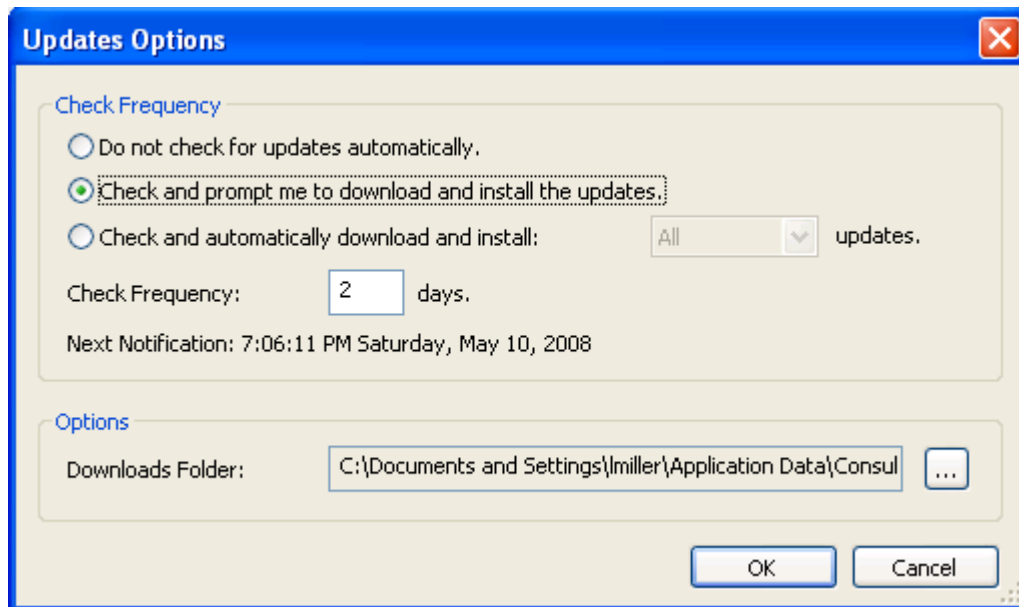


Figure 99: Updates Options Dialogue Box

You can manage how often checks are made for RAP program updates using the Check Frequency section of the **Updates Options** dialogue box. Additionally, you can specify the download folder location for your application updates from the Options section of the **Updates Options** dialogue box.

2. Make change as desired, and then click **OK**.

RAP saves your changes, and then the **Updates Options** dialogue box closes.

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