

# proofpoint.

Security Awareness Training

# BUSINESS INTELLIGENCE Reporting Overview

April 2020

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# **OVERVIEW**

Proofpoint's **Security Education Platform** captures each employee's interaction with our simulated attacks, knowledge assessments, and interactive training. This means that security officers quickly have detailed information about not only who completed which assignments, but also in which topics they are strong or weak, and how they have improved over time. All user data can be characterized, filtered, and reported using administrator-defined fields, such as job function, geographic location, department, hire date, and role.

Administrators can export reports to various output formats, such as Excel and CSV, to easily share results with interested parties. Reports can be generated any time. Additionally, with our Scheduled Export feature, you can automatically send reports to managers and administrators to track progress, gauge results, and plan accordingly. This feature allows administrators to define recipients, frequency, time, and format of the report output, which aids in sharing the responsibility of driving completion of assessment training. For an LMS implementation, user performance data and results for our training modules are based on the reporting capabilities of the LMS system used.

Below is a summary of reports available in the Security Education Platform. For more details about each report, please refer to the sections that follow in the guide.

	Reports
Knowledge Assessment	<ul><li>CyberStrength Performance</li><li>Knowledge Assessment and Training Progress*</li></ul>
Phishing Simulation	<ul> <li>Phishing Campaign Performance</li> <li>Phishing User Performance</li> <li>ThreatSim Campaign Overview</li> <li>ThreatSim Raw Campaign Data CSV</li> <li>ThreatSim Reports on Individual Campaign Details         <ul> <li>All Email Campaigns History</li> <li>Individual Campaign Overview</li> <li>Geographic Distribution</li> <li>Endpoints</li> <li>Users</li> </ul> </li> <li>ThreatSim USB Campaign Details</li> </ul>
Reported Email Performance and Analysis	<ul><li>Reported Email Performance</li><li>PhishAlarm Analyzer Report</li></ul>
Training	<ul> <li>Knowledge Assessment and Training Progress*</li> <li>Training Assignment Performance</li> <li>Training Category Performance</li> <li>Training Module Performance</li> </ul>
Users	User Record Export     Training Report Card

\* Report pertains to both areas.

# **KNOWLEDGE ASSESSMENT REPORTS**

The reports in this section pertain to CyberStrength assessments. They include:

- <u>CyberStrength Performance Report</u>
- <u>Knowledge Assessment & Training Progress Report</u>

## **CYBERSTRENGTH PERFORMANCE REPORT**

#### **OBJECTIVE**

The CyberStrength Performance report displays a comprehensive array of user and assessment data so that organizations can track the progress and performance of their CyberStrength assignments.

#### **BENEFITS**

- Track the progress and performance of the organization's cybersecurity initiatives.
- Quickly identify security risk at the organization, department, and user level or any other defined custom grouping.
- Benchmark the organization's performance data against the same or other industries, other Proofpoint customers, and the organization itself over time to gauge results and develop an action plan to improve or maintain a competitive edge.

#### **FEATURES**

- Determine the organization's weaknesses and strengths across a range of cybersecurity areas, identify the riskiest users or business units, identify the most missed question categories, and customize programs to reduce the identified risks.
- Track user progress and performance across all CyberStrength assignments.
- Compare company performance against the same or other industries, Proofpoint customers, and the organization itself over time.
- Display aggregate and detail-level data per assessment, user, category, and other customizable properties.
- Export options: Excel and CSV.

#### SAMPLE CYBERSTRENGTH PERFORMANCE REPORT

### SAMPLE CYBERSTRENGTH PERFORMANCE REPORT (CONT.)

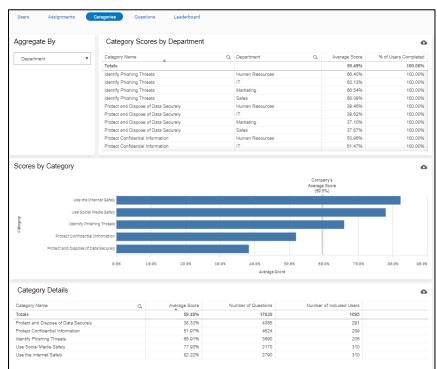
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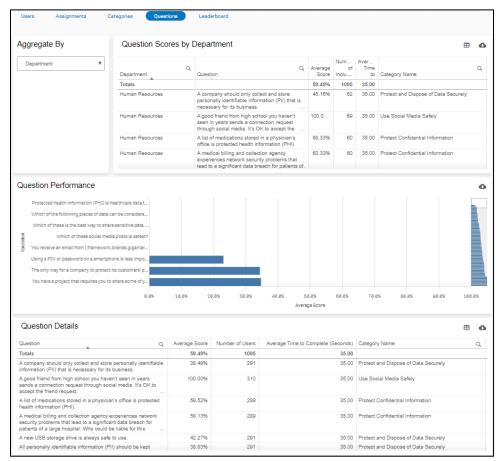
#### View of Assignments Tab

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	Totals											59.49%	9.36	
	Huma	n Resources		2020 Cyber Assignn	nent 17		Complete	ed	2020-01-11	2020-0	01-15	93.75%	9.33	
		n Resources		2020 Cyber Assignn	nent 14		Complete	ed	2020-01-06	2020-0		87.50%	9.33	
	Huma	n Resources		2020 Cyber Assignn	nent 55		Complete	ed	2020-01-06	2020-0	01-15	84.38%	9.33	
		n Resources		2020 Cyber Assignn	nent 96		Complete	ed	2020-01-13	2020-0		81.25%	9.33	
	Huma	n Resources		2020 Cyber Assignn	nent 102		Complete	ed	2020-01-12	2020-0	01-15	81.25%	9.33	
		n Resources		2020 Cyber Assignn	nent 67		Complete	ed	2020-01-07	2020-0		81.25%	9.33	
		n Resources		2020 Cyber Assignn			Complete		2020-01-11	2020-0		81.25%	9.33	
		n Resources		2020 Cyber Assignn			Complete	ed	2020-01-12	2020-0		81.25%	9.33	
	Huma	n Resources		2020 Cyber Assignn	nent 12		Complete	ed	2020-01-04	2020-0	01-15	81.25%	9.33	
Marketing B B B Human Resources														
Human Resources Sales 0.05	5.6%	18.8%	15.0%	20.8% 2	5.0% 30.			40.0%	45.8X	50.0%	55.	85	60.0X	65.
A Human Resources Sales		18.8%	15.8%	20.0% 2		0% 35 Average Score		40.8%	45.8%	50.0%	55.	ex	60.0X	65.0
A Human Resources Sales		18.8%	15.0%	20.8K 2				40.0%	45.8%		55.			•
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#### **View of Categories Tab**



#### **View of Questions Tab**



#### **View of Leaderboard Tab**

Jser	Ranking								0
Rank	Q, First Name	Last Name	٩	Email Address	Average Score	Time to Com	Assig Attempt Duration	Num of Que	As Estart Date
-					59.49%	5.09	561.72	17639	
1	Samuel	Ross		samuel.ross@amyco.wombatqa.com	93.75%	0.64	560.00	16	2020-01
2	Melissa	Garcia		melissa.garcia@amyco.wombatqa.com	93.75%	2.60	560.00	16	2020-01
3	Kevin	Bailey		kevin.bailey@amyco.wombatqa.com	93.75%	2.66	560.00	16	2020-01
4	George	Russell		george.russell@amyco.wombatqa.com	93.75%	2.66	560.00	16	2020-01
5	Emily	Hughes		emily.hughes@amyco.wombatqa.com	93.75%	4.60	560.00	16	2020-01
6	Paul	Hayes		paul.hayes@amyco.wombatqa.com	93.75%	6.63	560.00	16	2020-01
7	Helen	Clark		helen.clark@amyco.wombatqa.com	93.75%	7.59	560.00	16	2020-01
7	Stephen	Carter		stephen.carter@amyco.wombatqa.com	93.75%	7.59	560.00	16	2020-01
9	Amy	Lee		amy.lee@amyco.wombatqa.com	93.75%	7.61	560.00	16	2020-01
10	David	Rivera		david.rivera@amyco.wombatqa.com	93.75%	7.63	560.00	16	2020-01
11	Ruth	Henderson		ruth.henderson@amyco.wombatqa.com	93.75%	9.70	560.00	16	2020-01
12	Brian	Collins		brian.collins@amyco.wombatqa.com	87.50%	0.60	560.00	16	2020-01
12	Gary	Brooks		gary.brooks@amyco.wombatqa.com	87.50%	0.60	560.00	16	2020-01
12	Virginia	Howard		virginia.howard@amyco.wombatqa.com	87.50%	0.60	560.00	16	2020-01
15	Anna	Griffin		anna.griffin@amyco.wombatqa.com	87.50%	0.63	560.00	16	2020-01
15	Christine	Jenkins		christine.jenkins@amyco.wombatqa.com	87.50%	0.63	560.00	16	2020-01
17	Patrick	Wood		patrick.wood@amyco.wombatqa.com	87.50%	0.63	560.00	16	2020-01
18	Larry	Diaz		larry diaz@amyco wombatna.com	87 5096	0.64	560.00	16	2020-01

## **KNOWLEDGE ASSESSMENT AND TRAINING PROGRESS REPORT**

#### **OBJECTIVES**

The Knowledge Assessment and Training Progress report displays results and information regarding end users' progress completing CyberStrength assessments and training modules. It lists the assignment and module completion status for all users by percentage Completed, In Progress, and Not Started.

#### BENEFITS

- Quickly compare completion rates across training assignments to determine which assignments require additional action to drive them to completion.
- Track all users' progress on all CyberStrength assessments and training assignments in a single report, gauging their effectiveness at completing assignments.
- At-a-glance view of overall results and status of training assignments.
- Ability to drill-down to assignment-level details.

#### **KEY FEATURES**

- Provides a variety of filtering options, such as by assignment, start/due date, overall assignment progress, user assignment progress, and auto enrollment assignments.
- Flexibility to select which data fields to include or exclude from the table to meet specific analysis needs.
- Displays key performance indicators for the total number of training modules, categories, correct responses, and incorrect responses.
- Displays user progress by assignment as well as assignment details.
- Results can be compared across assignments, with the ability to include or exclude deleted assignments, deleted users, and users removed from the assignments.
- Displays users' progress in CyberStrength assessments and training assignments.
- Displays completion percentage per module that is part of an assignment.
- One-page display of all numbers and percentage details about a specific assignment and the modules included in it.
- Multiple assignments can be displayed and compared at one time.
- Export options: Excel and CSV

### SAMPLE KNOWLEDGE ASSESSMENT AND TRAINING PROGRESS REPORT

k end user progress in completing Cyber a updated twice a day. Last update: 2020			nments to identi	ту топоw-up	steps.				
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# **PHISHING SIMULATION REPORTS**

The reports in this section pertain to ThreatSim phishing campaigns. They include:

- Phishing Campaign Performance Report
- Phishing User Performance Report
- <u>ThreatSim Campaign Overview Report</u>
- <u>ThreatSim Reports on Individual Campaign Details</u>
- <u>ThreatSim Raw Campaign Data CSV Reports</u>
- ThreatSim USB Campaign Details Report

## PHISHING CAMPAIGN PERFORMANCE REPORT

#### **OBJECTIVES**

The Phishing Campaign Performance report aggregates the results of multiple phishing campaigns, reflects overall performance results, displays failure trends, and shows how individuals performed in each campaign received. Administrators can compare campaign performance level trends based on overall failure rates and individual events (such as, email viewed, link clicked, attachment opened).

#### BENEFITS

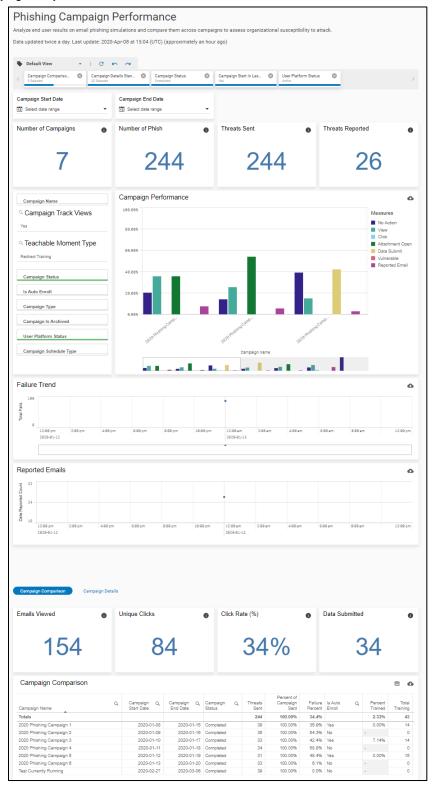
- Determine at the campaign- and user-level which campaign types end users are most vulnerable to so that additional campaigns can be developed and implemented.
- Drill-down to the user-level details to enable deeper analysis.
- Track phishing failure performance over time and use the trends to determine the organization's optimal security awareness training programs.
- Compare campaigns types alongside each other to gain at-a-glance insight into the most effective campaigns and campaign types.

#### **KEY FEATURES**

- Provides a variety of filtering options, such as by campaign type and status, start and end date range, and include/exclude archived campaigns.
- Flexibility to select which data fields to include or exclude from the table to meet specific analysis needs.
- Displays key performance indicators for number of campaigns, number of phish, threat emails sent, and threat emails reported.
- Provides details about each current and past campaign as well as the participating end users.
- Shows user behavior statistics for individual campaigns, such as how many times each user viewed, clicked, and submitted data.
- Compares performance results of different campaigns, whether of the same type or different type.
- Displays the failure trend of campaigns and number of reported emails of a campaign over time.
- Export options: Excel and CSV

#### SAMPLE PHISHING CAMPAIGN PERFORMANCE REPORT

#### View includes Campaign Comparison Tab



#### View of Campaign Details Tab

Total Clicks	0	Messages Viewed	0	Data Entry Count	0	Auto Enroll Count		•
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## **PHISHING USER PERFORMANCE REPORT**

#### **OBJECTIVE**

The Phishing User Performance report analyzes users' interactions with simulated phishing attack campaigns, causes of single failures, and identifies repeat offenders.

#### **BENEFITS**

- Assists in identifying simulated phishing attack campaigns, campaign types, and templates that might be more effective than others within their organization.
- Focus on the phishing risk at the campaign, department, and individual user level to identify and tailor security awareness training programs.
- Instantly identify riskiest users and repeat offenders to perform immediate corrective action.

#### **KEY FEATURES**

- Displays detailed charts showing results and statistical information about users who fell for the phishing campaigns.
- Compares results of campaigns grouped by most failed users, templates, campaigns, departments, as well as any other groupings uploaded into the Platform.
- Shows repeat offenders who can be grouped and targeted for additional training.
- Outlines the comparisons of failure results for different users, departments, templates, campaigns and campaign types all in one report.
- Export options: Excel and CSV.

#### SAMPLE PHISHING USER PERFORMANCE REPORT

### SAMPLE PHISHING USER PERFORMANCE REPORT (CONT.)

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Switt Transfer         2017-02-23         6.00%         -         2         33         Drive By         2000         Consumer	Campaign Name User Details First Name First Name Alexander Anande Anande Anande Anande Any Any Any Any Any Angela Campaign Details Campaign Name 2020 Phabing Campaign 4 2020 Phabing Campaign 6 Test Currently Running	Carter Edwards Collins Rogers Brown Gray Kelly Lee Wood Gonzalez Hughes	arks	Email Addre alexander cz anarda.col amarda.col amarda.col amy balegi amy zełogi amy zeło	riar Qampoo Award Qampo eregampoo Jampoo wont Jampoo w	co worbstaga.com combatga.com astaga.com staga.com staga.com staga.com mbatga.com mbatga.com mbatga.com ombatga.co		Date 2020-01-13 2020-0	Cam Count 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0.05 0.05 0 0 0 0 0 0 0 0 0 0 1 1 1 0 0 0 1 1 1 0 0 0 0 0 0 0 0 0 0 0 0 0	Overall Palice Aske (%) 0.00% 0.00% 100.00% 0.00% 0.00% 0.00% 0.00% 77 77 77 77 77 77 77 77 77 77 77 77 77	At Coveral Failules Coveral Sector Coverant Sector Co	48.85 (3)  Data Entry Palace Campaign Palace Campaign O00% 0.00% 0	Attachm Gampaign Palute 0.05% 0.00% 0.00% 0.00% 0.00% 100.00% 100.00% 0.00%

## **THREATSIM CAMPAIGN OVERVIEW REPORT**

#### **OBJECTIVE**

The ThreatSim Campaign Overview report provides an at-a-glance view into the short-term phishing performance of simulated phishing campaigns and associated user activity. Information displayed includes:

- Click rate
- Multiple clicks
- No response
- Open messages

- Users who reported the mock phish
- Users who acknowledged viewing the Teachable Moment
- Browser vulnerabilities
- Compromised users (provided credentials to a fake site)
- Attachment opened

#### BENEFITS

- Quickly view the organization's recent phishing campaign performance, analyze trends, and determine next steps in your program.
- Scan campaign results side-by-side and determine which campaigns are most effective for the organization.

#### **KEY FEATURES**

- Provides a bar chart of campaigns detailing and comparing the results with the ability to display campaigns over a period of up to a year.
- Displays a list of all the campaigns, overall results, create, start and end dates, status, and creator of each campaign. They can be filtered by status, shown as numbers or percentages.
- Export option: CSV

#### SAMPLE THREATSIM CAMPAIGN OVERVIEW REPORT



## THREATSIM REPORTS ON INDIVIDUAL CAMPAIGN DETAILS

#### **OBJECTIVE**

Within the ThreatSim Campaign Overview report, each campaign can be accessed to provide administrators with statistical details in a variety of reports. Refer to the reports below.

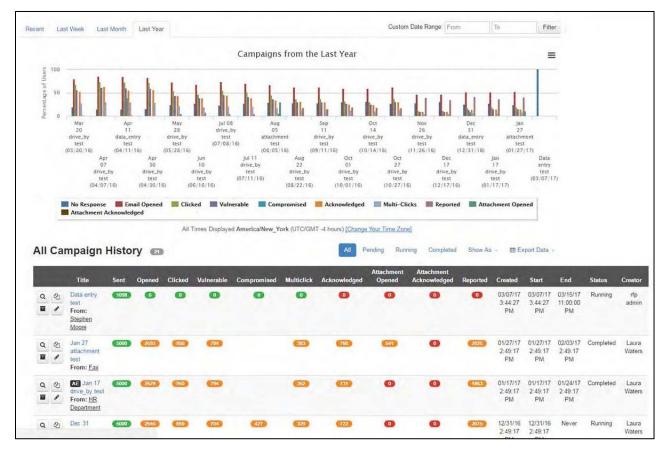
#### BENEFIT

Easily analyze comprehensive details of each campaign to determine riskiest users, geography, IP addresses, devices (desktop vs mobile), and browser plug-in vulnerabilities.

#### SAMPLE THREATSIM INDIVIDUAL CAMPAIGN DETAILS REPORTS

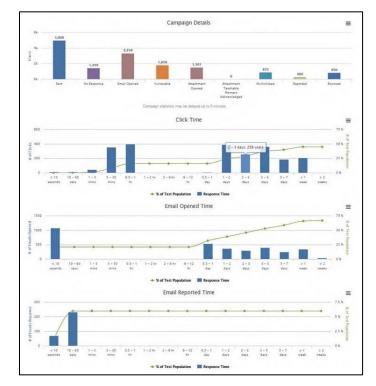
#### **All Campaigns History Report**

Provides statistical details about each campaign, including visibility into past, current, and pending campaigns.



#### Individual Campaign Overview Report

Displays relevant incident response data such as time-to-click, time-to-open, time-to-report, time-to-open attachments, user clicks vs. no responses, vulnerable vs. non-vulnerable users, compromised vs. non-compromised users, and acknowledged vs. non-acknowledged users. Option to print Executive Summary.



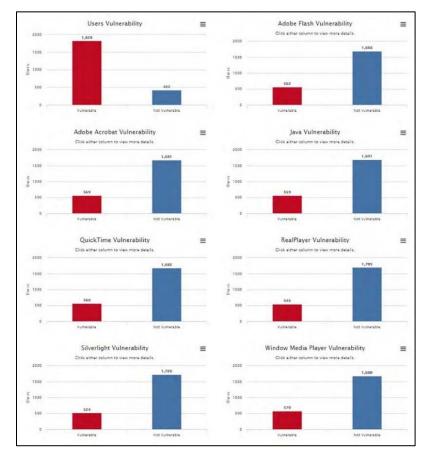
#### **Geographic Distribution Report**

Displays worldwide mapping of user activity per campaign, which helps identify anomalies in the organization's data regions with high levels of susceptibility.

ig 05 attachment test			
FROM NAME IT Helpdesk FROM EMAL IThelpdesk	SUBJECT: POS Software Upgrade	status: Running	
START AT: 08/05/2016 03:49:17 PM EDT UTC/GMT-0400		END DATA COLLECTION: Never	
CAMPAION TYPE: Classic Attachment	PHISHING LINK TEACHABLE MOMENT: How IT Works		
SENT TO: 1 List(s)	LANDING DOMAIN: Ithelpdesk.corp-internal.com	CREATED BY: Laura Waters (08/05/2016 03:49:17 PM EDT UTC/GMT-0400)	
		REPLY TO: IThelpdesk	
mpaign Overview Endpoints Users	Geographic Distribution Notes	Parsing .	wind a
	Geographic Distribution Notes	75	neters
		Rama Rama Rama Rama Rama Rama Rama Rama	Later Later

#### **Endpoints Report**

Indicates the types of devices (desktop vs. mobile), operating systems, browsers, and browser versions that were used by employees who fell for a mock phishing email. Also reports on out-of-date and potentially vulnerable third-party plug-ins (via the optional Weak Network Egress feature).



#### **Users Report**

Shows detailed and complete user activity, including clicks, opens, and reported phish. Also identifies out-of-date third-party browser plug-ins and detection of off-end points (via the optional Weak Network Egress feature).

							000	arch by	enian	Ur ridi	ile:	_		Clear S	earch <b>Y</b> Filter: All
Name / Click Date	Email Opened	Vulnerable Plugins	Reported	Weak Egress	Acknowledged	os	Browser				Ph	ugins			IP
First Last 04/15/16 10:03:34 AM	Yes	None	No	Yes	No	WINDOWS	CHROME	0	E		19	0	•		208.103.114.186 9 Map Q Whois
First Last 04/22/16 1:34:25 PM	Yes	None	No	Yes	No	NINDOWS	CHROME	0	(2)			2	$\langle \phi \rangle$	10	208.103.114.186 Map Q. Whois
First Last 04/22/16 1:34:04 PM	Yes	None	No	Yes	No	MINDOWS	X N/A	0			121	9	-	10	208.103.114.186 9 Map Q. Whois
First Last 04/22/16 1:34:14 PM	Yes	None	No	Yes	No	N WINDOWS	CHROME	0	Ł		(2)	150	Ð	<b>N</b>	208.103.114.186 9 Map Q. Whois

## THREATSIM RAW CAMPAIGN DATA CSV REPORTS

#### **OBJECTIVE**

The ThreatSim Raw Campaign Data CSV reports provide user and user's equipment details that are not available in other reports, reflecting all information available on campaigns in one report. Administrators can export all campaign data and build custom charts based on desired fields and stats.

#### BENEFIT

Simple export of comprehensive ThreatSim data for quick and easy import into the organization's preferred analysis tool for evaluation.

#### **KEY FEATURES**

- Located under the campaign overview page under Export Data > Campaign History.
- Provides raw data of all campaigns within a selected range, which enables administrators to manipulate and create different charts from the results.
- Displays details about campaigns such as campaign title, type, template used, from name and from email fields, summarized results, and many other fields.
- Export option: CSV

#### SAMPLE THREATSIM RAW CAMPAIGN DATA CSV REPORTS

#### **Campaign Overview CSV Report**

	A	В	с	D	E	F	G	н	I	J	к	L	м	N
1	First Nam	e Last Name	Campaign Guid	Users Guid	Primary Email Opened	Date Email Opened	Primary Clicked	Date Clicked	Multi Email Open	Multi Click Event	Email Address	Date Sent	Campaign Title	Template Sophistication
2	FIRST	LAST	8ba4684d7e	b2726a7acd	FALSE		FALSE		0	0	EMAIL	7/3/2017 15:31	Anonymize	0
з	FIRST	LAST	8ba4684d7e	320af47f71	TRUE	7/3/2017 15:36	TRUE	7/3/2017 15:36	1	2	EMAIL	7/3/2017 15:31	Anonymize	0
4	FIRST	LAST	8ba4684d7e	c4ac60b6e2	FALSE		FALSE		0	0	EMAIL	7/3/2017 15:31	Anonymize	0
5	FIRST	LAST	8ba4684d7e	896a476e5f	FALSE		FALSE		0	0	EMAIL	7/3/2017 15:31	Anonymize	0
6	FIRST	LAST	8ba4684d7e	4cc11173bd	TRUE	7/3/2017 15:36	TRUE	7/3/2017 15:36	0	0	EMAIL	7/3/2017 15:31		0
7	FIRST	LAST	8ba4684d7e	d5bef94696	FALSE		FALSE		0	0	EMAIL	7/3/2017 15:31	Anonymize	0
8	FIRST	LAST	8ba4684d7e	f66a21a0e7	TRUE	7/3/2017 15:36	TRUE	7/3/2017 15:36	0	0	EMAIL	7/3/2017 15:31	Anonymize	0

#### **Campaign History CSV Report**

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#### **Campaign Details CSV Report**

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## **THREATSIM USB CAMPAIGN DETAILS REPORT**

#### **OBJECTIVE**

The ThreatSim USB Campaign Details report shows the number of USB devices that were accessed and the IP addresses of the users who fell for the USB drop.

#### **BENEFITS**

- Examine the organization's recent USB campaigns and performance at a glance, analyze the details, and determine the next steps in cybersecurity training programs.
- View USB campaign results and determine which campaigns are most effective for the organization.

#### **KEY FEATURES**

- Provides the number of USBs that had no response, one-click or multi-clicked responses, and the total number of users who acknowledged the Teachable Moment.
- Displays details about the USBs within each campaign, USB unique ID, external and internal IP addresses of users' PCs as well as the Windows login used on the PC.
- Lists the filename the user fell for and clicked on.
- Shows the event types and when an event took place.
- Export options: PNG, JPEG, SVG and PDF.

#### SAMPLE THREATSIM USB CAMPAIGN DETAILS REPORT



# **REPORTED EMAIL PERFORMANCE & ANALYSIS REPORTS**

The reports in this section pertain to PhishAlarm and PhishAlarm Analyzer. They include:

- PhishAlarm Analyzer Results Report
- <u>Reported Email Performance Report</u>

## PHISHALARM ANALYZER RESULTS REPORT

#### **OBJECTIVE**

The PhishAlarm Analyzer Results report shows the number of reported threats identified over time (hours, day, weeks, months, quarters). Results are displayed for the three classification categories – "Likely a Phish," "Suspicious," and "Not Likely a Phish" – for all email domains analyzed by PhishAlarm Analyzer.

#### **BENEFITS**

- Quickly review the total number, types, and trends of phishing emails reported for a given period so you can gauge the effectiveness of your awareness and training of reporting suspected phish.
- Evaluate users' ability to identify and report actual phishing emails and track performance over time.

#### **KEY FEATURES**

- Provides the total number of phishing emails reported monthly.
- Shows the trend of reported emails over a specific date range.
- Assists in identifying the overall understanding of cybersecurity topics within an organization based on the emails reported as well as the trend of the type of emails reported.
- Breaks down the number of emails reported, per category.
- Export option: CSV

#### SAMPLE PHISHALARM ANALYZER RESULTS REPORT

### SAMPLE PHISHALARM ANALYZER RESULTS REPORT (CONT.)



## **REPORTED EMAIL PERFORMANCE REPORT**

#### **OBJECTIVE**

The Reported Email Performance report displays the information reported by end users via the PhishAlarm button. It lists the users' names and email addresses, type of email (simulated phish, training email, or potential phish), action taken by end users (opened, unopened with preview, or unopened), associated phishing campaign name, and time elapsed to report potential phish. Additional information, such as the end users' operating system and email client version, can also be displayed.

#### **BENEFITS**

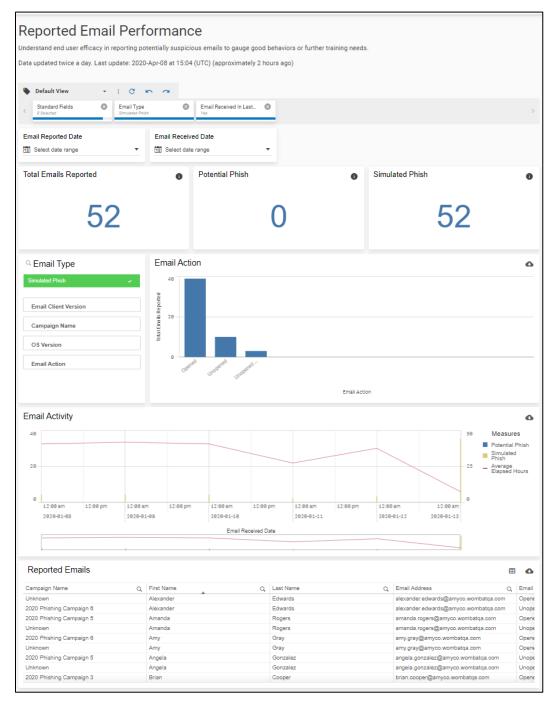
- Gauge end users' ability to identify phishing emails and their responsiveness to reporting phish to determine further training needs.
- Identify most active and accurate phish reporters for rewards and recognition.

#### **KEY FEATURES**

- Provides a variety of filtering options, such as email type, email action taken by users, and campaign name.
- Flexibility to select which data fields to include or exclude from the table to meet specific analysis needs.
- Displays key performance indicators for the total emails reported, potential phish, and simulated phish.
- Displays detailed results on who reported the email, the type of email reported (simulated phish, potential phish, or training email), the action taken by the end user (opened, unopened, or unopened with preview), and the associated phishing campaign.
- Provides an elapsed time stamp between the receipt of the email and the time reported.
- Specifies end users' operating system and email client version.
- Export options: Excel and CSV

#### SAMPLE REPORTED EMAIL PERFORMANCE REPORT

#### SAMPLE REPORTED EMAIL PERFORMANCE REPORT (CONT.)



# **TRAINING REPORTS**

The reports in this section pertain to Training modules. They include:

- Knowledge Assessment & Training Progress Report
- <u>Training Assignment Performance Report</u>
- Training Category Performance Report
- Training Module Performance Report

## **KNOWLEDGE ASSESSMENT & TRAINING PROGRESS REPORT**

Refer to Knowledge Assessment and Training Progress Report under Knowledge Assessment.

## **TRAINING ASSIGNMENT PERFORMANCE REPORT**

#### **OBJECTIVE**

The Training Assignment Performance report provides comprehensive user-level information for training assignments. Administrators can drill down to the user-level and module-level to view several data points, including standard information such as user module score percentage, time to complete the module, and total questions answered.

#### **BENEFITS**

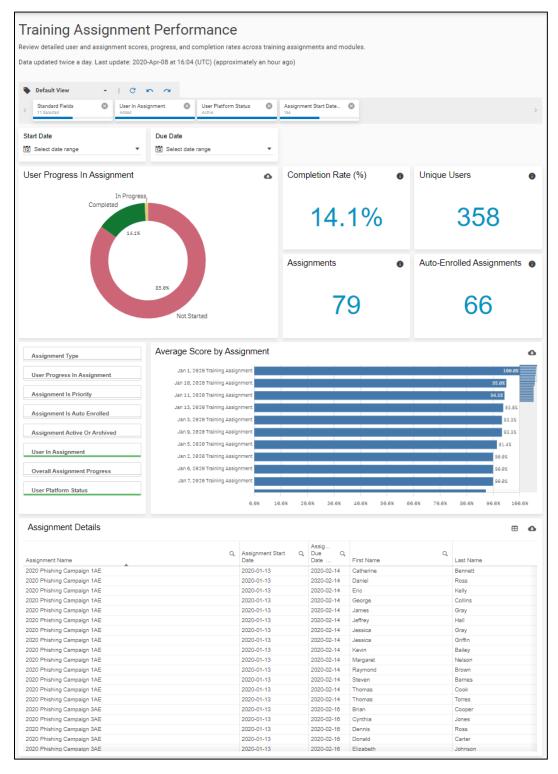
- Easily view and analyze detailed user-level results, progress, and completion rates across training assignments and modules.
- Use gathered information to notify users who have not completed assignments, identify poorly
  performing users for further training, and identify top performing users for rewards and
  recognition.

#### **KEY FEATURES**

- View detailed results about progress and assignment completions for users within an assignment.
- Flexibility to select and display different column headers within the report, to see progress by different departments, regions, or other properties.
- Administrators can include or exclude deleted assignments, deleted users, and users removed from assignments in their view.
- Ability to create and save different views based on Administrator's preferences.
- Export options: Excel and CSV.

#### SAMPLE TRAINING ASSIGNMENT PERFORMANCE REPORT

#### SAMPLE TRAINING ASSIGNMENT PERFORMANCE REPORT (CONT.)



## TRAINING CATEGORY PERFORMANCE REPORT

#### **OBJECTIVE**

The Training Category Performance report tracks the questions and topics end users are having the most trouble with based on the training assignments they have completed. By highlighting weaknesses, an organization can more effectively focus on training efforts.

#### BENEFIT

Quickly pinpoint the most missed categories across training modules or by individual module so that security awareness training programs can be implemented to focus on those areas for improvement.

#### **KEY FEATURES**

- Provides a variety of filtering options, such as by training module name, date, assignment, and include/exclude deleted users.
- Flexibility to select which data fields to include or exclude from the table to meet specific analysis needs.
- Displays key performance indicators for the total number of training modules, categories, correct responses, and incorrect responses.
- Clearly identifies the most missed training categories in a bar chart.
- Ability to view per category details on percentage and total number of incorrect and correct questions and total user responses.
- Ability to view user-level details on how many questions were answered correctly and incorrectly, the corresponding category, module, and assignment names, and the module and assignment completion dates.
- Results include topics in modules taken as part of an assignment and as a standalone (Free Play).
- Export options: Excel and CSV

#### SAMPLE TRAINING CATEGORY PERFORMANCE REPORT

### SAMPLE TRAINING CATEGORY PERFORMANCE REPORT (CONT.)

#### View includes Category Tab

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Incorrect J. 245 J. 255 Correct Category Users Category Details Category Name Category Details Category Name Category Name Totals Access to Restricted Areas Apply basic best practices appropriately. Apply best practices when provided access to Pill. Assess the risk of an app permission request Apply best practices when provided access to Pill. Assess the risk of an app permission request Anoiding Pirated Media Best Practices in Browsing Blustoot Security Breach Reporting Blusiness Data on Home Computer Categorize Pil Connecting to Safe WFi Comporter Mobile Device Policy Create a Password Family	Re	cogniting Spear Phishing Email Paseword Compliance Iding Pirated Media or Software Defining a paseword manage Round USD 0.6% 0.6% 0.6% 0.6% 0.0% 0.0% 0.0% 0.11.30% 0.0% 0.10.42% 0.6% 0.6% 0.0% 0.10.42% 0.6% 0.0% 0.10.42% 0.6% 0.0% 0.10.42% 0.6% 0.0% 0.10.42% 0.6% 0.0% 0.10.42% 0.6% 0.0% 0.10.42% 0.6% 0.0% 0.10.42% 0.6% 0.0% 0.10.42% 0.6% 0.0% 0.0% 0.10.42% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.	Correct Question Percent 87.62% 770.00% 88.64% 84.42% 85.00% 89.58% 00.48% 80.58% 00.48% 80.58% 00.48% 80.58% 00.48% 80.58% 00.00% 88.08% 78.00%	Incorrect Question Per Total User Responses 18453 200 88 00 83 240 125 88 400 5 1811 50	Incorrect Responses 2285 0 0 10 12 12 12 12 12 10 10 12 12 12 12 10 10 11 11	Correct Responses 16168 14 78 65 68 86 68 68 68 68 73 73 73 33 4 133 39
Incorrect Joint Correct Lategory Users Category Details Category Details Category Name Category Name Category Name Category Name Costs Category Name Costs Category Details Category Details Category Details Category Details Category Details Category Details Category Name Costs Apply best practices when provided access to PII. Assess the risk of an app permission request Avoiding Pirated Media Best Practices in Browsing Bluetooth Security Breach Reporting Business Data on Home Computer Categorize PII Compering to Safe WIFI Comporate Mobile Device Policy Creating Good Passphrases Creating Good Passphrases	Re	cogniting Spear Phishing Email Paseword Compliance Iding Pirated Media or Software Defining a password manage Round USS 0.8% 0.8% 0.8% 0.8% 0.8% 0.8% 0.8% 0.8%	Correct Question Percent 87.62% 770.00% 88.64% 84.42% 85.00% 89.58% 00.48% 84.82% 80.00% 88.08% 78.00% 88.08% 78.00% 88.09% 100.00% 84.89% 80.25%	Incorrect Question Per Total User Responses 18453 200 88 30 200 105 105 105 105 105 105 105 1	Incorrect Responses 2285 2285 0 0 10 10 12 12 13 13 13 13 13 14 11 12 13 13 13 13 13 13 13 13 13 13	Correct Responses 16168 14 78 65 68 88 88 88 22 215 114 73 33 4 133 4 133 4 133 9 97 5 1157 69
Incorrect Users Correct Users Correct Users Correct Users Category Users Category Details Category Name Category Details Category Name Category Name Category Name Category Name Category Details Category Name Category Details Category Details Category Name Category Details Category Name Category Name Category Name Category Name Category Details Category Name Category Details Category Name Cat	Re	cogniting Spear Phishing Email Paseword Compliance diding Pirated Media or Sortivare Defining a password manage Round USB 8.8% 	Correct Question Percent 87.62% 70.00% 88.64% 84.42% 85.00% 86.58% 66.67% 80.58% 66.87% 80.48% 84.88% 82.50% 80.00% 88.09% 73.00% 88.09% 74.00% 88.09% 74.00% 88.09% 74.00% 75.0	Incorrect Question Per Total User Responses 18433 200 88 30 96 96 96 96 96 96 96 96 96 96 96 96 96	cent Incorrect Responses 2285 6 6 100 12 12 12 12 12 12 12 12 13 17 1 1 18 11 11 12 10 0 0 28 111 11 28	Correct Responses 16168 14 78 05 05 05 05 05 05 05 05 114 114 73 02 215 114 133 39 07 5 157 157 09 09 120
Incorrect Joint Correct Lategory Users Category Details Category Details Category Name Category Name Category Name Category Name Costs Category Name Costs Category Details Category Details Category Details Category Details Category Details Category Details Category Name Costs Apply best practices when provided access to PII. Assess the risk of an app permission request Avoiding Pirated Media Best Practices in Browsing Bluetooth Security Breach Reporting Business Data on Home Computer Categorize PII Compering to Safe WIFI Comporate Mobile Device Policy Creating Good Passphrases Creating Good Passphrases	Re	cogniting Spear Phishing Email Paseword Compliance Iding Pirated Media or Software Defining a password manage Round USS 0.8% 0.8% 0.8% 0.8% 0.8% 0.8% 0.8% 0.8%	Correct Question Percent 87.62% 770.00% 88.64% 84.42% 85.00% 89.58% 00.48% 84.82% 80.00% 88.08% 78.00% 88.08% 78.00% 88.09% 100.00% 84.89% 80.25%	Incorrect Question Per Total User Responses 18453 200 88 30 200 105 105 105 105 105 105 105 1	Incorrect Responses 2285 2285 0 0 10 10 12 12 13 13 13 13 14 11 12 13 13 13 13 13 13 13 13 13 13	Correct Responses 16168 14 78 65 68 88 88 22 215 114 73 33 4 133 4 133 4 133 9 97 5 1157 69

### View of Users Tab

User Details								0
Category Name	Q, First Name	Q	Last Name	Q	Email Address	Q Correct Res	Incor Res	Module (Adr
Totals						16168	2285	
Access to Restricted Areas	Cynthia		Perry		cynthia.perry@amyco.wombatqa.com	1	0	Workplace S
Access to Restricted Areas	Donald		Martin		donald.martin@amyco.wombatqa.com	2	1	Workplace S
Access to Restricted Areas	Dorothy		Foster		dorothy.foster@amyco.wombatqa.com	1	0	Workplace S
Access to Restricted Areas	Emily		Sanchez		emily.sanchez@amyco.wombatqa.com	2	1	Workplace \$
Access to Restricted Areas	Frank		Howard		frank.howard@amyco.wombatqa.com	2	1	Workplace \$
Access to Restricted Areas	Matthew		Ward		matthew.ward@amyco.wombatqa.com	1	1	Workplace \$
Access to Restricted Areas	Melissa		Rogers		melissa.rogers@amyco.wombatqa.com	2	1	Workplace \$
Access to Restricted Areas	Michelle		Patterson		michelle.patterson@amyco.wombatqa.com	1	0	Workplace S
Access to Restricted Areas	Ruth		Thompson		ruth.thompson@amyco.wombatqa.com	1	0	Workplace S
Access to Restricted Areas	Shirley		Harris		shirley.harris@amyco.wombatqa.com	1	1	Workplace \$
Apply basic best practices appropriately.	Alexander		Hernandez		alexander.hernandez@amyco.wombatqa.co	m 2	0	PII in Action
Apply basic best practices appropriately.	Amy		Brown		amy.brown@amyco.wombatqa.com	1	1	PII in Action
Apply basic best practices appropriately.	Angela		Robinson		angela.robinson@amyco.wombatqa.com	1	0	PII in Action
Apply basic best practices appropriately.	Anna		Sanchez		anna.sanchez@amyco.wombatqa.com	2	0	PII in Action
Apply basic best practices appropriately.	Anthony		Griffin		anthony.griffin@amyco.wombatqa.com	1	0	PII in Action
Apply basic best practices appropriately.	Benjamin		Alexander		benjamin.alexander@amyco.wombatqa.com	2	0	PII in Action
Apply basic best practices appropriately.	Carol		Howard		carol.howard@amyco.wombatqa.com	1	0	PII in Action
Apply basic best practices appropriately.	Carolyn		Lewis		carolyn.lewis@amyco.wombatqa.com	1	1	PII in Action
Apply basic best practices appropriately.	Deborah		Carter		deborah.carter@amyco.wombatqa.com	1	1	PII in Action
Apply basic best practices appropriately.	Dorothy		Foster		dorothy.foster@amyco.wombatqa.com	2	0	PII in Action
Apply basis bast practices appropriately	Edward		Lowin		odward lowic@anwoo wombataa oom	1	0	Dill in Action

## **TRAINING MODULE PERFORMANCE REPORT**

#### **OBJECTIVES**

The Training Module Performance report displays results and information for Training modules. It tracks individual completion rates and attempts for specific or multiple modules, whether part of an assignment or not, in addition to capturing whether the user responded to a policy acknowledgment statement added through our Training Jacket feature. The report displays average scores for each module, in addition to individual user's scores. It also tracks and ranks completion rates for individuals and departments to help determine best performing groups.

#### **BENEFITS**

- Easily view and monitor users' training module completion status, completion rate, and scores.
- Identify cybersecurity awareness topics where individuals are strongest and weakest so that future training programs can be tailored accordingly.
- View training completion percentage and average score by module.
- Review detailed scores for each module and compare results across modules.
- Clearly identify users who have acknowledged, declined, or took no action on the companyspecified policy acknowledgment to comply with organizational policies.
- Quickly identify leaderboard data showing best performing individuals or departments on training module assignment completion time and scores for rewards and recognition and, conversely, identify lower performing individuals or departments to determine action plans for improvement.

#### **KEY FEATURES**

- Provides a variety of filtering options, such as by module name, status, and attempt start date as well as user completion status.
- Flexibility to select which data fields to include or exclude from the table to meet specific analysis needs.
- Displays key performance indicators for the number of modules, assigned modules, attempts and completion.
- Provides detailed results about which users attempted or completed a specific module as part of an assignment or standalone (Free Play).
- Tracks user-level scores on modules taken within or outside of an assignment.
- Displays an overall acceptance rate percentage as well as a breakdown of who accepted, declined, or took no action on the Policy Acknowledgement inserted in a Training Jacket of the modules.
- Provides an exportable Leaderboard table that ranks all users with a formula that uses completion time and module scores across any combination of training modules.
- Reflects a score distribution for users who are part of an assignment.
- Export options: Excel and CSV

#### SAMPLE TRAINING MODULE PERFORMANCE REPORT

### SAMPLE TRAINING MODULE PERFORMANCE REPORT (CONT.)

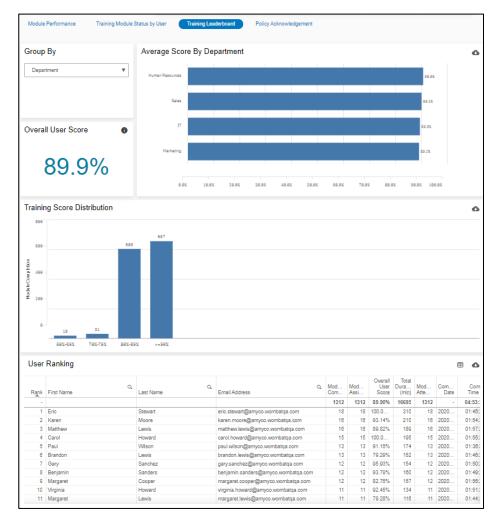
#### View includes Module Performance Tab

Default View		me 💿 Module Completed in	🔇 User Platform Status 🔇	
8 Selected	3 Selected	Yes	Active	
odule Attempt Start Date				
Select date range				
Inique Modules 🛛 🕚	Modules Assigned	Module Atten	pts 🕜 Module C	ompletion
49	1,312	1	312	1,312
43	1,512			1,312 100%)
			`	,
Module (Admin Display)	Training Completion Per	centage By Module		
Module (User Display)	Anti-Phishing P	nil		199.9%
User Platform Status	Anti-Phishing Phy			199.9%
	Avoiding Dangerous Attachmer			199.9%
Active 🗸	Avoiding Dangerous Lin Beyond Passwor			199.9X 199.9X
User Completion Status In Module	Business Email Comprom			199.9%
	Data Entry Phishi	ng		199.9%
Assignment Name	Data Protection and Destructi			199.9%
Module Status	Email Protection To			199.9X
	Email Secur	ity		199.9%
		0.0% 20.0%	40.0% 60.0%	50.0% 100.0
verage Score By Module				
Social Enginee				95.8%
Social Engines Data Entry Phia	hing			95.8X 94.9X
Social Enginee	hing DSS			95.8%
Social Enginee Data Entry Phia PCt	ihing DSS ztion			93.8X
Social Engine Data Entry Phis PCI GDPR in A Inaider Threat Over Video: Security Easen	hing DBS			93.8X 93.5X 93.3X 93.3X 93.9X
Sotai Engine Data Entry Pha Pot OpR in Ar Indier Threat Over Vien: Recurry Ease Mobile App Permiss	hing bos			95.62 94.92 93.82 93.52 93.52 93.82 93.82 93.92
Social Engine Data Entry Phis PCI GDPR in A Insider Threat Over Video: Security Easen	hing DBS DBS Control DBS Contr			95.8X 94.9X 93.8X 93.3X 93.3X 93.3X
Social Engine Data Entry Phi CODR In AL Engine Threat Over Video: Security Sea Mobile App Fernia Mibigating Compromised Des	ning DBS DBS DBS DBS DBS DBS DBS DBS DBS DBS			93.8x 93.5x 93.3x 93.8x 93.8x 92.9x 92.9x 92.3x
Social Engine Data Entry Phi Pot ODPR In Al Insider Threat Over Mobile App Permiss Mobile App Permiss Mobile App Permiss Mobile App Permiss Entry Compromised De Entail Security on Mobile De Entail Security on Mobile De	hing			2522 9482 9382 9382 9352 9352 9282 9235 9235 9235 9215 9215
Social Engines Data Entry Phi ODR in Ar Indiaer Threat. Over Water: Beauthy Search Mobile App Permits Mitogating Compromised Der Barls Social Netw Email Security on Mobile Divincentional Indiaer Th	hing Des Caston Andrea Caston			958X 948K 938X 938X 933X 933X 935X 925X 923X 921X 913X 913X
Social Engine Data Entry Phi Pot ODPR In Al Insider Threat Over Mobile App Permiss Mobile App Permiss Mobile App Permiss Mobile App Permiss Entry Compromised De Entail Security on Mobile De Entail Security on Mobile De	Imp         Imp           Imp			25.5 24.5 24.5 24.5 24.5 24.5 24.5 24.5
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Social Engline Data Enfly Pha PCI ODPR III AL Indicer Threat Over Video: Security Staret Mobile App Permita Mobile App Permita Mobile Data Sets Social Netw Email Security on Mobile De Unintentional Indicer Austiding Dangerous Autoch	hing DBB DBB HING HING HING HING HING HING HING HING			7.5.5 7.6 7.6 7.6 7.5 7.5 7.5 7.5 7.5 7.5 7.5 7.5 7.5 7.5
Social Engines Data Entry Phil Pcc GDPR Int Trainer Thread Over Video: Security Essen Mitigating Compromised Des Rafe Bocinit New Email Security on Mobile Des Universitorical Indiant Prograd Bas Universitorical Statement Universitorical Statement Video: Data Entry Phil Vision: Data Statement Vision: Data Statement Protected Health Inform	hing DDD (C) DDD (C			73.20 74.20
Social Engines Data Entry Pha PCI ODPR IA A Indiane Threat Over Mobile App Pamilia Mobile App Pamilia Mobile App Pamilia Mobile Data Ensisted App Pamilia Mobile Data Ensisted App Pamilia Social Network Enail Decurity on Mobile Data Physical Bec Unintentional Indiane Program Attemp Mobile Data Social Network Video: Incolar Data Information Video: Mobile Device Bec	hing DDD DDD DDD DDD DDD DDD DDD D			2 2 2 4 2 3 2 5 2 4 5 2 4 5 2 4 5 2 4 5 2 5 2 5 2 5 2 5 2 5 2 5 2 5 2
Social Engines Data Entry Phil Pcc GDPR Int Trainer Thread Over Video: Security Essen Mitigating Compromised Des Rafe Bocinit New Email Security on Mobile Des Universitorical Indiant Prograd Bas Universitorical Statement Universitorical Statement Video: Data Entry Phil Vision: Data Statement Vision: Data Statement Protected Health Inform	hing DDD DDD DDD DDD DDD DDD DDD D			9182 9282 9382 9382 9282 9282 9282 9282 92
Social Engine Lata Entry Phil Por GOPR In Al Inder These Water, Security Essen Mitigating Compromised De English Social Netw Phylical Social Netw Unimetrioonal Inder Th Anotoding Dangerous Attachm Unimetrioonal Inder Th Mitigating Dangerous Attachm Unimetrioonal Inder Th Unimetrioonal Inder Th Unimetrioonal Inder Th	hing DDD DDD DDD DDD DDD DDD DDD D			**** **** **** **** **** **** **** **** ****
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Boold Engine Loss Enroy Phil Rec GOPR In Al Dealer The Model App Temila Model App Temila Mo	ning	Last Name	Email Address	Q User Q Use
Social Engines Las a Entry Phil Port ODPR III Usa Entry Phil Usa Entry Phil Usa Engines Mitigating Componies Das Sate Social New Email Security on Mobile Des Universito au Instein Preside Becurity on Mobile Des Universito au Instein Universito au Instein Universito au Instein Preside Becurity on Mobile Des Universito au Instein Universito au Instein Preside Meeting Des Universito au Instein Usa: Mobile Device Bec Universito Ender Participation	ning	Last Name Q Edwards Edwards	Email Address alexander.edwards@amyco.wombatqa.com	95.5.5           92.65           92.65           93.55<
Social Engine Lata Enry Phil Por GDPR In Al Trainer Theory Control Video: Security Exer Mobile App Permise Mogening Comportied De anti Social Network Email Security on Mobile De Personal Sec Universitional Insider Th Asocialing Dangerous Attacht Theoreaction to Phil Video: Lata Enry Phil Video: Lata Enry Phil Video: Lata Enry Phil Video: Lata Enry Phil Protected Health Inform User: Information To Phil Video: Mobile Device Sec User Transcription Video: Mobile Device Sec User Theorem Sec User Theorem Sec Video: Mobile Device Sec User Theorem Sec Video: Mobile Device Sec	ning	Last Name Edwards Edwards Edwards	Email Address alexander.edwards@amyco.wombatqa.com alexander.edwards@amyco.wombatqa.com alexander.edwards@amyco.wombatqa.com	95.55 92
Social trigrines Data Erriy Phil Por ODPR in At Social Three Video: Security Exer Mobile App Permise Mobile App Permise Mobile App Permise Mobile App Permise Mobile App Permise Mobile App Permise Descriptional Inform Projection Applies University on Mobile Des Projection Applies University Phil Video: Data Brity Phil Persection Applies Data Brity Phil Persection Applies User Participation Colles Des Mobile Device Sec ULL Tri Informentals Taf Fundamentals Each Mobion Sec	ning	Last Name Edwards Edwards Edwards Edwards	Email Address alexander.edwards@amyco.wombatqa.com alexander.edwards@amyco.wombatqa.com alexander.edwards@amyco.wombatqa.com alexander.edwards@amyco.wombatqa.com	35.5.5           2.4.5.5           3.3.5.5           3.3.5.7
Social Engine Less Enny Phil Soci GDPR In AL Ension Theory of the Mobile App Termina Mitigating Componing of the mail Beauty on Mobile Dri Ensil Beauty on Mobile Dri Physical Beauty Universitional Insider Th Anothing Dangeroux Attachm Enrobaction to Phil Video: Exercution to Phil Video: Exercution to Phil Video: Exercution to Phil Protected reation Inform Universition to Internet Universition to Phil Protected reation Inform Universities Attachm Enrobaction to Phil Protected reation Inform Utac: Mobile Devices Sec U Litter User Participation Protocole (User Display) Cotals	ning	Last Name Edwards Edwards Edwards	Email Address alexander.edwards@amyco.wombatqa.com alexander.edwards@amyco.wombatqa.com alexander.edwards@amyco.wombatqa.com	95.55 92
Boold Engines Data Enry Phil Bool GOPR Ha Usale Three Video: Security Exer Model: App Remits Molgating Compromised The Security on Model: On Phylical Bool Unintertional Inder Th Avoiding Dangerout Attach Broadcott on Phile Video: Toto action 11 Note: Toto action 11 Note: Toto action Unintertional Inder Th Avoiding Dangerout Attach Broadcott on Phile Protected Health Inform Video: Toto action U.U. Trail Dependent Content Video: Toto action U.U. Trail Dependent Content Video: Toto action Dependent Video: Toto action U.U. Trail Dependent Video: Toto action Dependent Video: Toto action Video: Toto action Dependent Video: Toto action Video: Toto action Dependent Video: Toto action Dependent Video: Toto action Video: Toto actio	ning	Last Name Edwards Edwards Edwards Edwards Edwards Edwards Edwards Edwards Edwards	Email Address alexander edwards@amyco.wombatqa.com alexander edwards@amyco.wombatqa.com alexander edwards@amyco.wombatqa.com alexander edwards@amyco.wombatqa.com alexander edwards@amyco.wombatqa.com alexander edwards@amyco.wombatqa.com alexander edwards@amyco.wombatqa.com	95.5.X           94.0X           93.1X
Less Entry Phil Por ODPR Int Union Vision: Security Exer Mobile App Permise Mobile App Permise Mobile App Permise Mobile App Permise Mobile Descontineon Projection Security Phil Availing Dangroup aut Exter Mobile Descontions on Phil Mobile Descontions on Phil Protection Applies Protection Applies Union Security Phil Protection Applies Union Applies Uni	hing	Last Name Edwards Edwards Edwards Edwards Edwards Edwards Edwards	Email Address alexander adwards@amyco.wombatqa.com alexander edwards@amyco.wombatqa.com alexander edwards@amyco.wombatqa.com alexander edwards@amyco.wombatqa.com alexander edwards@amyco.wombatqa.com alexander.edwards@amyco.wombatqa.com	95.55 92.55 92.55 92.55 92.35 92.55 92

#### View of Training Module Status by User Tab

User Module Stati	us					6
irst Name	Q	Last Name	Q	Email Address Q	Assignment Name C	Module (User Display)
Jexander		Edwards		alexander.edwards@amyco.wombatqa.com	Jan 7, 2020 Training Assignment	GDPR Overview
lexander		Edwards		alexander.edwards@amyco.wombatqa.com	Jan 7, 2020 Training Assignment	Mitigating Compromised E
lexander		Edwards		alexander.edwards@amyco.wombatqa.com	Jan 7, 2020 Training Assignment	Mobile App Security
lexander		Edwards		alexander.edwards@amyco.wombatqa.com	Jan 7, 2020 Training Assignment	Physical Security
lexander		Edwards		alexander.edwards@amyco.wombatqa.com	Jan 7, 2020 Training Assignment	PII Fundamentals
lexander		Edwards		alexander.edwards@amyco.wombatqa.com	Jan 7, 2020 Training Assignment	Safe Social Networks
lexander		Edwards		alexander.edwards@amyco.wombatqa.com	Jan 7, 2020 Training Assignment	Security Beyond the Office
lexander		Hernandez		alexander.hernandez@amyco.wombatqa.com	Dec 6, 2019 Training Assignment	Protecting Against Ransor
lexander		Hernandez		alexander.hernandez@amyco.wombatqa.com	Dec 6, 2019 Training Assignment	Travel Security
lexander		Hernandez		alexander.hernandez@amyco.wombatqa.com	Dec 6, 2019 Training Assignment	URL Training
lexander		Hernandez		alexander.hernandez@amyco.wombatqa.com	Dec 13, 2019 Training Assignment	Anti-Phishing Phyllis
lexander		Hernandez		alexander.hernandez@amyco.wombatqa.com	Dec 13, 2019 Training Assignment	Mobile Device Security
lexander		Hernandez		alexander.hernandez@amyco.wombatqa.com	Dec 13, 2019 Training Assignment	PII in Action
lexander		Hernandez		alexander.hernandez@amyco.wombatqa.com	Dec 13, 2019 Training Assignment	Video: Physical Security
lexander		Hernandez		alexander.hernandez@amyco.wombatqa.com	Dec 28, 2019 Training Assignment	Email Security on Mobile I
lexander		Hernandez		alexander.hernandez@amyco.wombatqa.com	Dec 28, 2019 Training Assignment	Introduction to Phishing
manda		Bryant		amanda.bryant@amyco.wombatqa.com	Dec 21, 2019 Training Assignment	Beyond Passwords
manda		Edwards		amanda.edwards@amyco.wombatqa.com	Dec 30, 2019 Training Assignment	Data Entry Phishing
manda		Nelson		amanda.nelson@amyco.wombatqa.com	Dec 16, 2019 Training Assignment	Beyond Passwords
manda		Nelson		amanda.nelson@amyco.wombatqa.com	Dec 16, 2019 Training Assignment	Email Protection Tools
manda		Nelson		amanda.nelson@amyco.wombatqa.com	Dec 16, 2019 Training Assignment	Mobile Device Security
manda		Nelson		amanda.nelson@amyco.wombatqa.com	Dec 16, 2019 Training Assignment	Security Beyond the Office

#### View of Training Leaderboard Tab



### View of Policy Acknowledgement Tab

Accepted	0	No Response	θ	Acceptance Rate (%)	6
995			544	64.	7%
Policy Acknowledgment					⊞ €
First Name Q	Last Name	Q	Email Address	Q Date of Q Acknowledgment	Module (User Display)
Kathleen	Perez		kathleen.perez@amydemo1.wombatqa.com	2020-01-17 06:55:55 PM	Data Entry Phishing
Kathleen	Perez		kathleen.perez@amydemo1.wombatqa.com	2020-01-17 06:55:54 PM	Email Protection Tools
Kathleen	Perez		kathleen.perez@amydemo1.wombatqa.com	2020-01-17 06:55:53 PM	URL Training
Kathleen	Perez		kathleen.perez@amydemo1.wombatqa.com	2020-01-17 06:55:51 PM	Mobile App Permissions
Kathleen	Perez		kathleen.perez@amydemo1.wombatqa.com	2020-01-17 06:55:50 PM	Security Essentials
Kathleen	Perez		kathleen.perez@amydemo1.wombatqa.com	2020-01-17 06:55:47 PM	Password Policy
Samantha	Barnes		samantha.barnes@amydemo1.wombatqa.com	m 2020-01-17 06:55:46 PM	Data Entry Phishing
Samantha	Barnes		samantha.barnes@amydemo1.wombatqa.com	m 2020-01-17 06:55:45 PM	Email Protection Tools
			samantha.barnes@amydemo1.wombatga.com	m 2020-01-17 06:55:44 PM	URL Training
Samantha	Barnes		authorite addition of the second and		
Samantha Samantha	Barnes Barnes		samantha.barnes@amydemo1.wombatqa.com	m 2020-01-17 06:55:42 PM	Mobile App Permissions
Samantha Samantha Samantha					a second the second second
Samantha Samantha Samantha Samantha Samantha	Barnes		samantha.barnes@amydemo1.wombatqa.com	m 2020-01-17 06:55:41 PM	Security Essentials

# **USERS**

The reports in this section pertain to User records. They include:

- User Record Export
- Training Report Card

## **USER RECORD EXPORT**

#### **OBJECTIVE**

The User Record Export provides a complete list of users and assigned attributes that were uploaded into the Platform.

#### BENEFIT

Enables a backup copy of all users and user attributes to be saved, in the event of any potential maintenance issues.

#### **KEY FEATURES**

- Displays all your users and their attributes for reference.
- Exportable information to retain in the event of a recovery need.
- Export option: CSV

#### SAMPLE USER RECORD EXPORT

KS	a	fx							
K									
	A	В	С	D	E	F	G	н	I
1	Email	First Name	Last Name	Archive	Region	Department	Division	Manager	Hire Date
2	reporting.admin@amydemo1.	Reporting	Admin						
3	user.admin@amydemo1.wom	User	Admin						
4	super.admin@amydemo1.wor	Super	Admin						
5	training.admin@amydemo1.w	Train	Admin						
6	simple.user1@amydemo1.wo	Simple1	User1						
7	complicated.user3@amydemc	Simple3	User3						
8	phishing.admin@amydemo1.v	Phishing	Admin						
9	simple.user2@amydemo1.wo	Simple2	User2						
10	benjamin.lopez@amydemo1.v	Benjamin	Lopez		East	Human Resour	Healthcare	Scott Torres	12/24/2017
11	nicholas.king@amydemo1.wo	Nicholas	King		South	Human Resour	Corporate	Betty Thompson	1/23/2014
12	betty.foster@amydemo1.won	Betty	Foster		West	Human Resour	Healthcare	Frank Jackson	2/20/2012
13	nicholas.wright@amydemo1.v	Nicholas	Wright		West	IT	Non-Profit	Dennis Perry	10/8/2017
14	anna.brown@amydemo1.won	Anna	Brown		East	IT	Manufacturing	Lisa Perez	5/14/2018
15	gary.lee@amydemo1.wombat	Gary	Lee		West	IT	Manufacturing	Helen Wright	2/4/2019
16	scott.torres@amydemo1.wom	Scott	Torres		East	Human Resour	Non-Profit	George Lewis	10/9/2011
17	steven.phillips@amydemo1.w	Steven	Phillips		South	Marketing	Non-Profit	Rebecca Anderson	8/11/2015
18	dorothy.thomas@amydemo1.	Dorothy	Thomas		East	IT	Healthcare	Janet Hall	3/27/2013
19	rachel.peterson@amydemo1.v	Rachel	Peterson		West	IT	Non-Profit	Andrew Collins	3/4/2014
20	jack.foster@amydemo1.womb	Jack	Foster		South	IT	Corporate	Joseph Sanchez	9/10/2014
21	janet.mitchell@amydemo1.wo	Janet	Mitchell		South	Human Resour	Corporate	Rachel Brooks	12/4/2017
22	stephen.davis@amydemo1.wo	Stephen	Davis		South	Marketing	Manufacturing	Karen Davis	8/29/2017
23	kenneth.garcia@amydemo1.w	Kenneth	Garcia		South	Marketing	Non-Profit	Jessica Hill	6/17/2014
24	jessica.wood@amydemo1.wo	Jessica	Wood		North	Marketing	Non-Profit	Janet Edwards	7/29/2017
25	lisa.patterson@amydemo1.wo	Lisa	Patterson		West	Human Resour	Healthcare	Steven Gonzales	12/20/2014
26	jerry.johnson@amydemo1.wo	Jerry	Johnson		North	Human Resour	Corporate	Ruth Peterson	4/29/2016
27	betty.thompson@amydemo1.	Betty	Thompson		South	Marketing	Healthcare	Katherine Scott	9/20/2013
28	carol.foster@amydemo1.wom	Carol	Foster		South	Human Resour	Non-Profit	Daniel Hernandez	10/22/2017
29	anna.young@amydemo1.wom	Anna	Young		North	п	Healthcare	Dorothy Martinez	10/18/2011

## TRAINING REPORT CARD

#### **OBJECTIVE**

The Training Report Card tracks the overall progress and performance of a single user, including scores for specific modules and a cumulative performance rating.

#### **BENEFITS**

- Quickly identify users who need extra training in specific topic areas.
- Track a user's performance over time.

#### **KEY FEATURES**

- Displays a user's overall status and progress, for all activities, in the Platform on one page.
- Allows an administrator to see all the modules that user completed or attempted, in two tables individually and cumulative on the same page.
- Displays all modules completed by a user (even if the user was removed from an assignment) as well as the best and most recent score for each module completed.
- Administrator can see all assignments that are assigned to a user and the status for each on one page.
- Export option: CSV

#### SAMPLE TRAINING REPORT CARD

aining Repo	rt Card				
		XYZ Co	ompany		
			for: Amanda King		
	Score by Mod	ule	User A	ssignment Status	
Module Name	Best Score	Last Score	Assignment	Status Moo	lules Remaining
CyberStrength	69%	69%	2020 Cyber Assignment 44	Completed 0	
FIRST PREV		NEXT LAST	FIRST PREV		NEXT LAST
Module Name CyberStrength		Correct An:	swers Total Que	23110113	Percent
CyberStrength		11	16		69%
Anti-Phishing Phil		0	0		0%
Anti-Phishing Phyllis		0	0		0%
Avoiding Dangerous Atta		0	0		0%
Avoiding Dangerous Link	(S				
Beyond Passwords	(5	0	0		0%
Beyond Passwords Data Entry Phishing			0		0% 0%
Beyond Passwords		0	0		0%
Beyond Passwords Data Entry Phishing Data Protection and Des		0 0 0	0 0 0		0% 0% 0%
Beyond Passwords Data Entry Phishing Data Protection and Des Email Protection Tools		0 0 0 0	0 0 0		0% 0% 0%
Beyond Passwords Data Entry Phishing Data Protection and Des Email Protection Tools Email Security		0 0 0 0	0 0 0		0% 0% 0% 0%
Beyond Passwords Data Entry Phishing Data Protection and Des Email Protection Tools Email Security		0 0 0 0	0 0 0		0% 0% 0% 0%