

Cyber Security Awareness

Training



Importance of Cyber Security

- ① The internet allows an attacker to work from anywhere on the planet.
- ① Risks caused by poor security knowledge and practice:
 - Identity Theft
 - Monetary Theft
 - Legal Ramifications (for yourself and your organization)
 - Sanctions or termination if policies are not followed
- ① The top reasons for vulnerabilities available to a cyber criminal are:
 - Improper password control
 - Web Browser
 - IM Clients
 - Web Applications
 - Excessive User Rights

Motives behind cyber crimes – relevant to No Queue

- Disrupting Business Continuity
 - Changing rates of items or delete items
- Information Theft
 - Fake orders
- Manipulating Data
 - Changing rates
- Financial loss to target
 - Changing Payment gateways

How do we manage threats ?

- Confidentiality
 - Password Control (strong passwords)
 - Access Control (1 person- 1 Login)
- Integrity
 - Access Control (1 person- 1 Login)
- Availability
 - Data Available on Cloud on Access (via web browser)

Using Strong Passwords

- Make passwords easy to remember but hard to guess
- Be at least 8-10 characters in length
- Must contain characters from at least each of the following four types of characters:
 - English upper case (A-Z)
 - English lower case (a-z)
 - Numbers (0-9)
 - Non-alphanumeric special characters (\$, !, %, ^, ...)
- Must not contain the user's name or part of the user's name
- Must not contain easily accessible or guessable personal information about the user or user's family, such as birthdays, children's names, addresses, etc.

Password Guidelines

- Never use admin, root, administrator, or a default account or password for administrative access.
- A good password is:
 - Private: Used by only one person.
 - Secret: It is not stored in clear text anywhere, including on Post-It® notes!
 - Easily Remembered: No need to write it down.
 - Contains the complexity required by your organization.
 - Not easy to guess by a person or a program in a reasonable time, such as several weeks.
 - Changed regularly: Follow organization standards.
- Avoid shoulder surfers and enter your credentials carefully! If a password is entered in the username field, those attempts usually appear in system logs

Access Control

- 2 level access control
 - Username or Login email
 - Strong Password
- Never share your log-in credentials
- Limited Access
 - Download Sale Reports
 - Download Feedback Reports
 - Upload Banners
 - Access user data

Summary Instructions

- Connect with info@no-queue.in or 9689941762 in case of any concerns
- Have a strong password. Change password often
- Report anomalies or security threats
- Always use safe WiFi and devices to access No Queue Admin Panel

Links to training videos of admin panel

- Accessing Sale Reports
 - <https://youtu.be/Pe8Nij7ZDRU>
 - <https://youtu.be/8DOqLz7N9-U>
- Accessing Feedback Reports
 - <https://youtu.be/QMOVZkSpLCU>
- Uploading Banners or Surveys
 - <https://youtu.be/6FBToO12dSY>
- Adding/ Editing items of vendor
 - <https://youtu.be/-OnA87Y4nw0>
- Adding/ Editing Combos of Vendor
 - <https://youtu.be/DyRCfj7UTVI>