

Welcome to Security and Data Safety

In this session we will be reviewing best practices when it comes to security and data safety

What is MFA?

Multi-factor Authentication (MFA) is an authentication method that requires the user to provide two or more verification factors to gain access to a resource such as an application, online account, or a VPN. MFA is a core component of a strong [identity and access management \(IAM\)](#) policy. Rather than just asking for a username and password, MFA requires one or more additional verification factors, which decreases the likelihood of a successful cyber-attack.

What types of MFA does Multiview support?

Azure OIDC

Multi-factor Web Authentication

LDAP

Why are backups so important?

Backups are required from a disaster recovery point of view. Backups should be taken on a nightly basis and tested annually for proof of success. This ensures that all files are restored to limit any data loss.

What should I backup if I have an On-Premise installation?

Standard file configuration should be backed up. The list of files are as follows:

D:\MVCS\bin

D:\MVCS\MV

Within MV you will have a back directory consisting of the RMAN backup. As well as ARCH directory that stores the point in time transactions.

What type of monitoring should I enable?

From an infrastructure point of view, you would want to monitor disk, CPU, and memory. This would allow for proactive increases to disk to ensure you are limiting downtime.

Is there a way to enable alerts within Multiview?

The quick answer is yes, this can be done to set thresholds within the Tablespace thresholds, Disk usage screens.

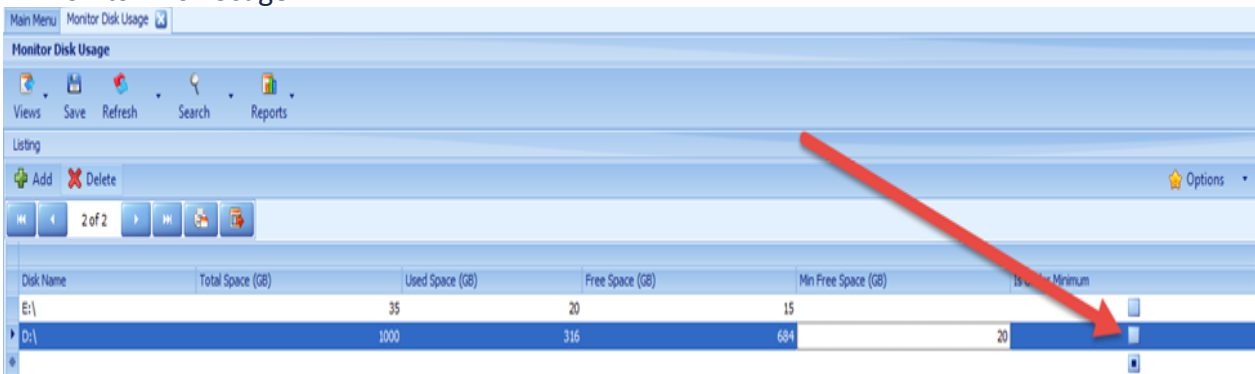
Can an alert be sent to an email from within Multiview?

Yes, you can set this up to run through email:

1. Setup a user with a valid email address
2. Create a position ID
3. Create a workflow position
4. Assign that workflow to a user with the email address or distribution rule.

Example:

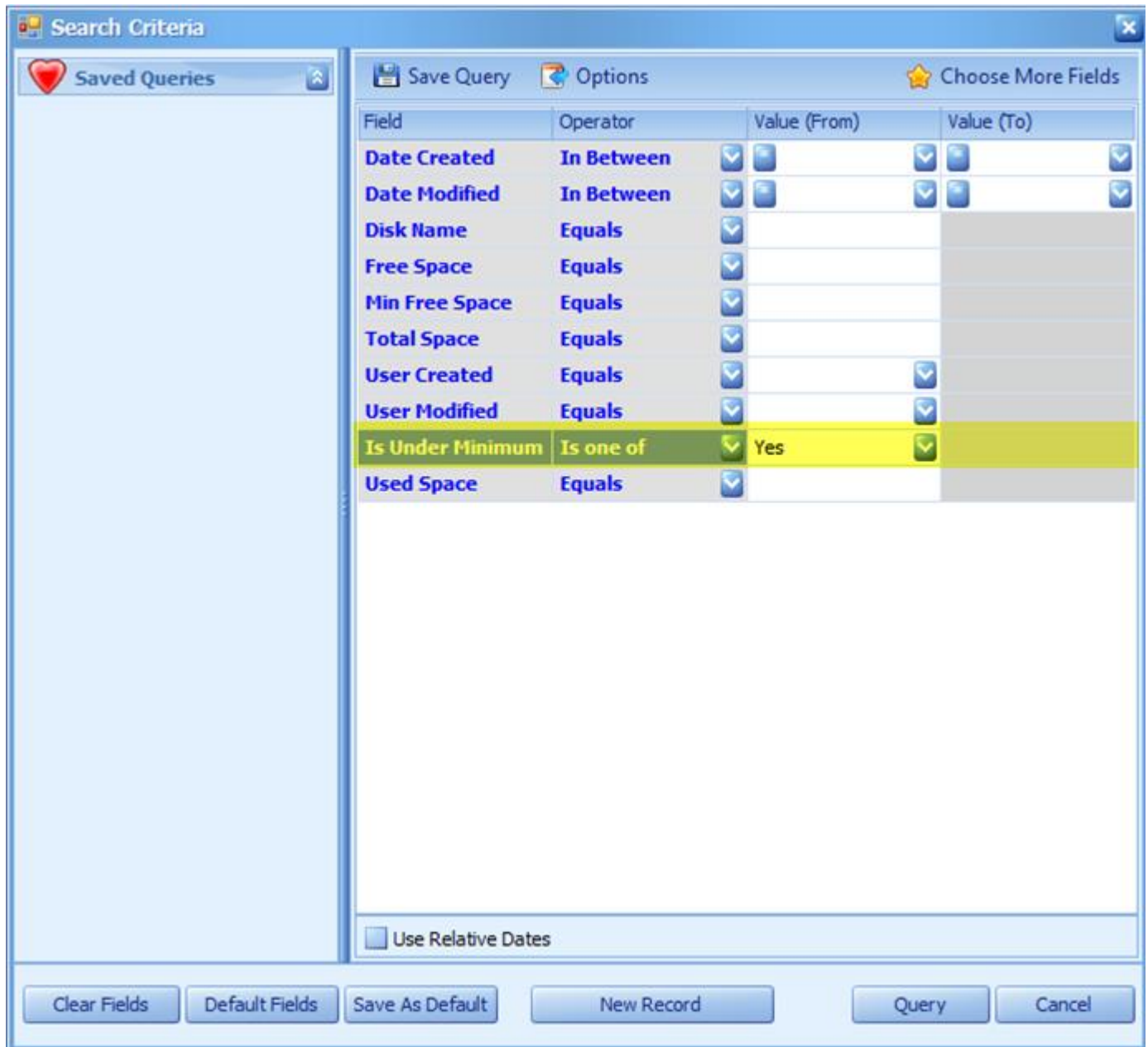
1. Access the "Monitor Disk Usage" which is accessible from System Maintenance à System Tools à Monitor Disk Usage



Disk Name	Total Space (GB)	Used Space (GB)	Free Space (GB)	Min Free Space (GB)	Is over Minimum
E:\	35	20	15		<input type="checkbox"/>
D:\	1000	316	684	20	<input checked="" type="checkbox"/>

Note: As shown above the alert will be created based on the is over minimum flag

2. Create a report by creating a search criterion, in this case its searching for when the is under Minimum flag is set to Yes.



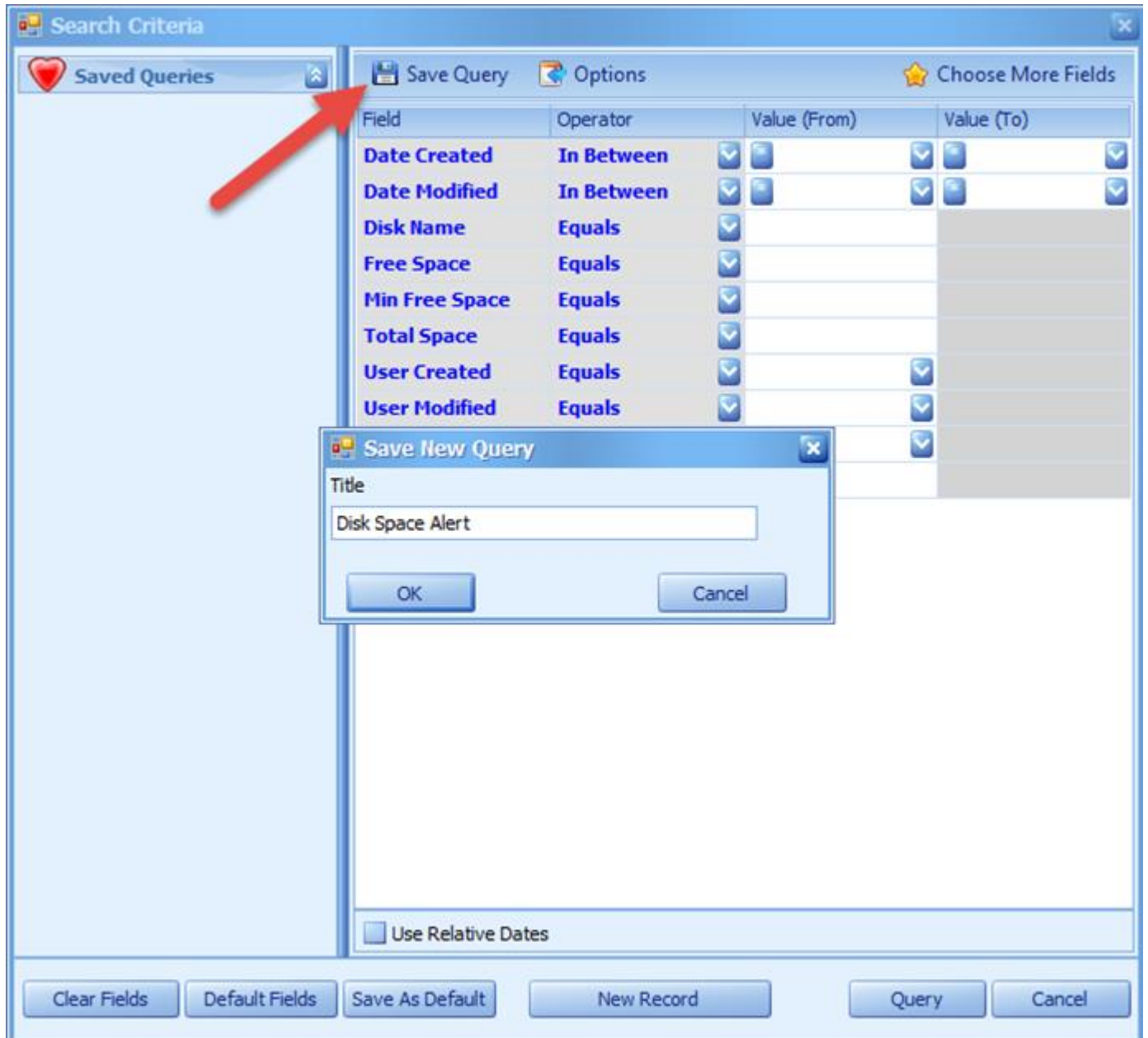
The image shows a 'Search Criteria' dialog box with a 'Saved Queries' sidebar on the left. The main area contains a table with search criteria. The 'Is Under Minimum' row is highlighted in yellow, showing the operator 'Is one of' and the value 'Yes'. Other criteria include 'Date Created', 'Date Modified', 'Disk Name', 'Free Space', 'Min Free Space', 'Total Space', 'User Created', 'User Modified', and 'Used Space'.

Field	Operator	Value (From)	Value (To)
Date Created	In Between		
Date Modified	In Between		
Disk Name	Equals		
Free Space	Equals		
Min Free Space	Equals		
Total Space	Equals		
User Created	Equals		
User Modified	Equals		
Is Under Minimum	Is one of	Yes	
Used Space	Equals		

☐ Use Relative Dates

Buttons: Clear Fields, Default Fields, Save As Default, New Record, Query, Cancel

- Save the search by clicking Save Query and provide a name that will easily identify the search criteria.



The screenshot shows the 'Search Criteria' dialog box. A red arrow points to the 'Save Query' button. The 'Save New Query' sub-dialog is open, showing the title 'Disk Space Alert'. The 'Search Criteria' dialog has a table with the following fields and operators:

Field	Operator	Value (From)	Value (To)
Date Created	In Between		
Date Modified	In Between		
Disk Name	Equals		
Free Space	Equals		
Min Free Space	Equals		
Total Space	Equals		
User Created	Equals		
User Modified	Equals		

The 'Save New Query' sub-dialog has a 'Title' field with the text 'Disk Space Alert' and 'OK' and 'Cancel' buttons.

4. Verify you have assigned the valid account assigned to a Workflow position, and if not then create a new one.

Main Menu | Monitor Disk Usage | My Reports | System Alert Setup | Workflow Administrator | Messages | Email Role Maintenance | Email Options Maintenance | Manage Services | Workflow Positions

Workflow

Views | Save | Refresh | Search | Reports

Workflow Positions

+ Add Options

1 of 46

Position Id	Title	Position Type	Assigned To User	Forward To User	Active
1	MANAGER	Role	MANAGER		<input checked="" type="checkbox"/>
2	LOOKUP	Role	LOOKUP		<input checked="" type="checkbox"/>
3	AP Clerk US	Role	APCLKUS	MANAGER	<input checked="" type="checkbox"/>

5. Open my reports
6. Select the search criteria you had created in step 3
7. Select Edit Report Settings

Main Menu | Monitor Disk Usage | My Reports | System Alert Setup | Workflow Administrator | Messages | Email Role Maintenance | Email Options Maintenance | Manage Services

My Reports

Views | Save | Refresh | Reports | Clear Alerts | View Results | Run/Refresh Report | Publish Results | Edit Report Settings | Edit Report

Grid View

Organize Report Lists | Report Design...

1 of 1

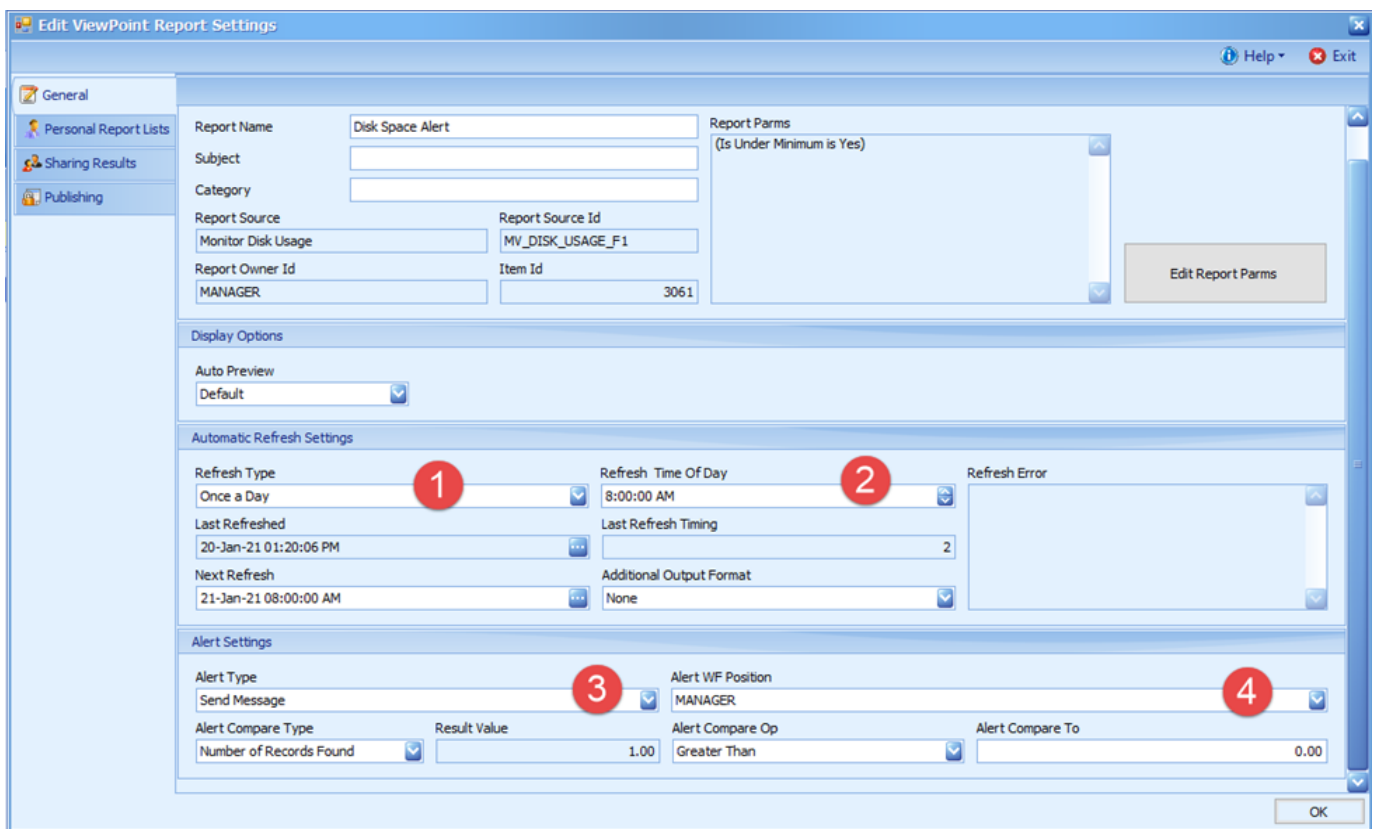
Report Type

Has Alerts	Report Name	Design Type	Report Designer Id	Report Source Id	Type	Report Id	Report Item Id	Multiview Report Name	Report Designer	Report Owner	Calc 1
<input checked="" type="checkbox"/>	disk	-	MANAGER	MANAGER	-	-	-	MANAGER	MANAGER	MANAGER	-

Report Type: Query

Alerts	Disk Space Alert	Private	MANAGER	MV_DISK_U...	My Rep...	3061	3061	MANAGER	MANAGER
<input checked="" type="checkbox"/>									

8. Setup the alert based on how you want it to function and be sent.
 - a. Refresh type – How frequent the alert will refresh.
 - b. Refresh Time Of Day – If you want to specify a time of day the alert should run.
 - c. Alert Type – Set to Send Message for the email alert.
 - d. Alert WF Position – Which account to be used to send the email to.



Edit ViewPoint Report Settings

General

Report Name: Disk Space Alert

Subject:

Category:

Report Source: Monitor Disk Usage

Report Source Id: MV_DISK_USAGE_F1

Report Owner Id: MANAGER

Item Id: 3061

Report Params (Is Under Minimum is Yes):

Edit Report Params

Display Options

Auto Preview: Default

Automatic Refresh Settings

Refresh Type: 1 Once a Day

Refresh Time Of Day: 2 8:00:00 AM

Last Refreshed: 20-Jan-21 01:20:06 PM

Next Refresh: 21-Jan-21 08:00:00 AM

Last Refresh Timing: 2

Additional Output Format: None

Alert Settings

Alert Type: 3 Send Message

Alert WF Position: 4 MANAGER

Alert Compare Type: Number of Records Found

Result Value: 1.00

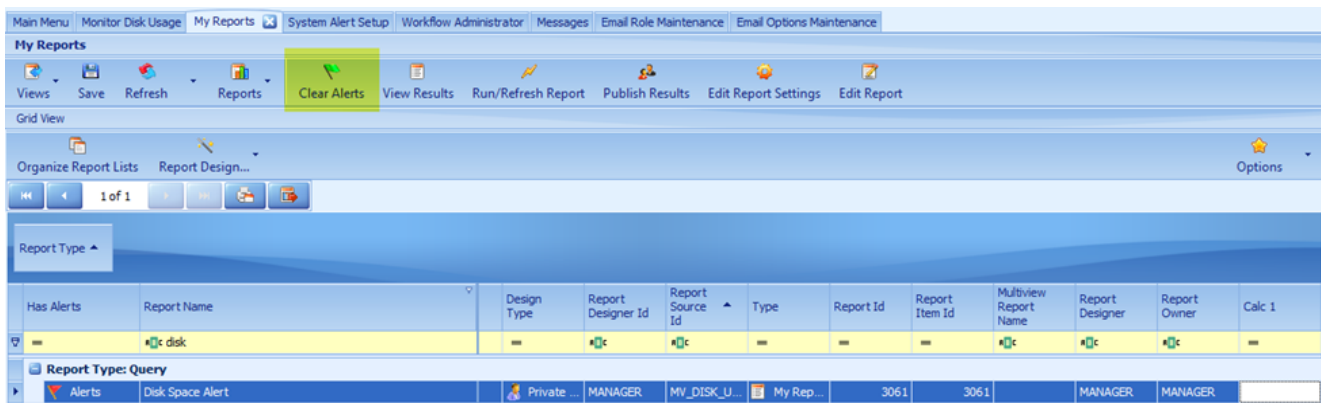
Alert Compare Op: Greater Than

Alert Compare To: 0.00

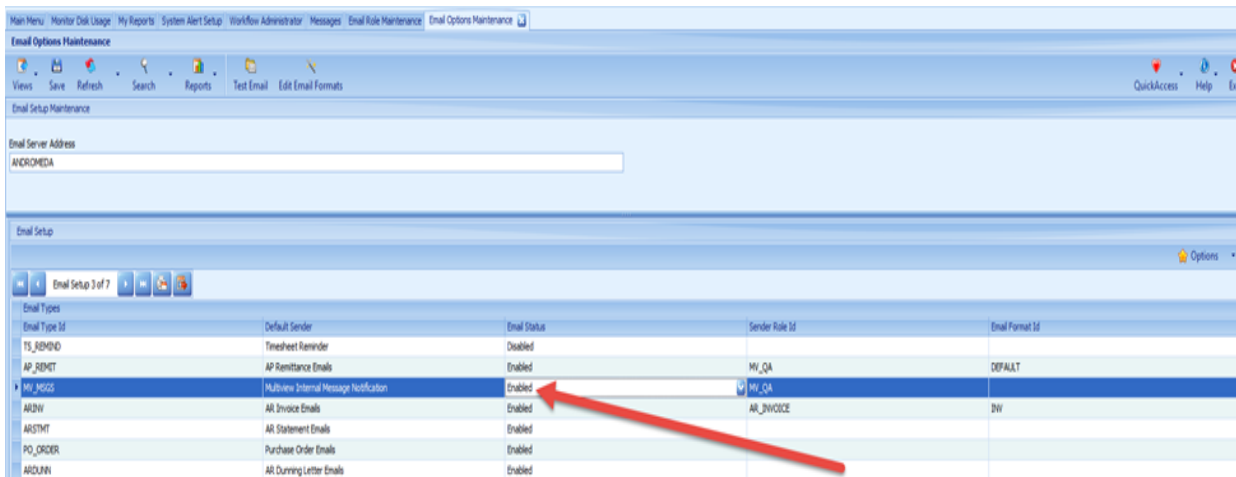
OK

Troubleshooting why alerts are not being sent:

1. In my reports, you need to clear alerts for the report to refresh results.



2. Verify the email setup is complete and enabled.



3. Verify the account used has a valid email assigned.

