

SECMP0109

ADT User Guidance Drafted Section

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Author: Adam Rawling

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Background of SECMP0109

This document shows a drafted version of what the ADT User Guidance would look like when agreed with all stakeholders. This details how to use the 'DCC's secure delivery method of choice' as is a DCC responsibility specified in the SEC.

Sections will be renumbered to fit into the existing document.

1 How to Submit an ADT File

1.1 Quick Rules

The Anomaly Detection Threshold (ADT) files submissions process has been designed using relatively simple files and design assumptions to keep population and submission as easy as possible for Users. Four stages are described in the Threshold Anomaly Detection Procedures (TADP) document.

1. Determine the number and values to set for Anomaly Detection Thresholds
2. Export ADTs to a Comma Separated Values (CSV) file
3. Sign the ADT File
4. Send the signed ADT file to DCC (see below)

When updating rules, the ADT submission file must contain **all** rules that a User expects to be applied and counted by the DCC Systems.

Any rules not contained within the ADT submission file (i.e., from a previous submission) will be removed and will not be counted by the DCC Systems.

Any rules where the threshold values change but the time period remains the same will be considered as updates to that rule.

SEC Appendix AA states the Service User must submit an ADT File and Quarantine Communication Action File (QCAF) via the DCC's secure delivery method of choice.

Currently the DCC's secure delivery method of choice is file transfer via **DCC SharePoint**.

An ADT file must be submitted for each EUI64 User ID.

1.2 Raising a Service Catalogue Request for ADT File and QCAF Submission

The initial steps of creating a Service Catalogue Request must be completed before uploading an ADT file or a QCAF to DCC SharePoint.

To raise a Service Request, log into the Self-Service Interface (SSI) as follows:

Step 1: Select the “Tickets” tab on the SSI.

Step 2: Select “Raise a New Service Catalogue Request” from displayed content.

Step 3: Using the search field select “ADT File Submission” or “QCAF Submission” depending on the action being undertaken. For a fast track ADT File request select “FastTrack ADT File Submission”.

Step 4: Fill out details within the Service Request and follow through to Service Request submission.

Step 5: Once submitted, you will be presented with a Request Id. Save this reference as it will be required for the naming of the submissions file.

Step 6: Service Request completed; you can now proceed to uploading the ADT file or QCAF submission.

Explanations of the processes and area structure to upload Anomaly Detection files is detailed in section 1.3 for ADT submission files and section 1.4 for QCAF submissions.

1.3 Submitting an ADT File



Before uploading the ADT File, the submission filename should be formatted as:

SEC Party EUI64 – RequestId – ADT

For Example: 70-00-00-00-00-00-00-01-REQ000000000001-ADT





The images following illustrate the folder structure for each EUI64s ADT file submission.

Step 1: Initially access your SEC Party SharePoint page, where you will find the 'Anomaly Detection Files' folder as below:

Name	Status	Date modified	Type	Size
 Anomaly Detection Files		14/07/2021 12:53	File folder	





Step 2: Choose the folder. This location has two sub-folders.

- 'ADT File Submissions' for submitting Service User's ADT files
- 'QCAF Submissions' for submitting QCAF files

Name	Status	Date modified	Type	Size
 ADT File Submissions		13/07/2021 13:26	File folder	
 QCAF Submissions		14/07/2021 12:53	File folder	







Step 3: For submitting a new ADT file, select 'ADT File Submissions'.

In the 'ADT File Submissions' folder, a list of your SEC Party EUI64 Ids is available. If your SEC Party has only one current EUI64, then a subfolder for that EUI64 will be in place.

Name	Status	Date modified	Type	Size
 70-00-00-00-00-00-00		13/07/2021 13:24	File folder	
 70-00-00-00-00-00-01		13/07/2021 13:25	File folder	

Step 4: Select the appropriate EUI64 subfolder for the thresholds you wish to update.

In each of the EUI64 folders, there will be three subfolders as shown below:

Name	Status	Date modified	Type	Size
 Archive		13/07/2021 13:23	File folder	
 Live		13/07/2021 13:23	File folder	
 Submitted		13/07/2021 13:23	File folder	

Context:

Archive – a store of old submitted User ADT files.

Live – This folder contains the current User ADT file loaded in live.

Submitted – Area for new submitted ADT files ready to be processed by DCC and loaded into live.

Step 5: Choose the Submitted folder and Upload the new ADT submissions file.

In a separate step, DCC will then pick up the request from the Submitted folder and process accordingly.

1.4 Submitting a QCAF



Before uploading the Quarantine Communications Action File (QCAF), the submission filename should be formatted as:

SEC Party EUI64 – RequestId – QCAF

For Example: 70-00-00-00-00-00-00-01-REQ0000000000001-QCAF





The images following illustrate the folder structure for each EUI64s QCAF submission.

Step 1: Initially access your SEC Party SharePoint page, where you will find the 'Anomaly Detection Files' folder as below:

Name	Status	Date modified	Type	Size
 Anomaly Detection Files		14/07/2021 12:53	File folder	





Step 2: Choose the folder. This location has two subfolders.

- 'ADT File Submissions' area is for submitting Service Users ADT Files.
- 'QCAF Submissions' area is for submitting QCAF files for DCC to process.

Name	Status	Date modified	Type	Size
 ADT File Submissions		13/07/2021 13:26	File folder	
 QCAF Submissions		14/07/2021 12:53	File folder	

Step 3: For submitting a new QCAF select 'QCAF Submissions'.

In the 'QCAF Submissions' folder, a list of your SEC Party EUI64 Ids is available. If your SEC Party has only one current EUI64, then a subfolder for that EUI64 will still be in place.

Name	Status	Date modified	Type	Size
 70-00-00-00-00-00-00-00		13/07/2021 13:24	File folder	
 70-00-00-00-00-00-00-01		13/07/2021 13:25	File folder	

Step 4: Select the appropriate EUI64 subfolder for the thresholds you wish to update.

In each of the EUI64 folders, there will be three subfolders seen below:

Name	Status	Date modified	Type	Size
Archive QCAF	✓	14/07/2021 12:54	File folder	
Submitted QCAF	✓	14/07/2021 12:54	File folder	

Context:

Archive QCAF – a store of old submitted QCAFs containing details on already released Service Requests

Submitted QCAF – Area for new QCAFs ready to be actioned by the DCC

Step 5: Choose the Submitted folder and Upload the new QCAF submission.

DCC will then pick up the request from your created Service Request and process accordingly.