



DRAFT File Submission User Guidance

Version: 0.1
Date: 18.11.21
Author: DCC
Classification: Draft

Document Control

Revision history

Revision date	Summary of changes	Changes marked	Version number
18/11/21	Drafted Guidance	N	0.1
08/12/2021	Minor edits	N	0.2

Information:

This document contains a drafted Anomaly Detection User Guidance section 5 that provides information on how to submit a User ADT file or QCAF to the DCC via the DCC's Preferred Secure Delivery Method. Also included is the addition of a contingency option of email in the unforeseen circumstance that DCC SharePoint is unavailable to Users.

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1 How to Submit an ADT File/ QCAF

1.1 Quick Rules for ADT File

The ADT submissions process from Users to the DCC has been designed using relatively simple files and design assumptions to keep its population and submission as easy as possible for Users with four stages as described in the TADP.

1. Determine the number and values for Anomaly Detection Thresholds to set
2. Export ADTs to CSV
3. Sign the Anomaly Detection Thresholds File
4. Raise Service Request via the SSI.
5. Supply signed ADT File to DCC via **DCC SharePoint** (see section 5.3).

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 that are not contained within the ADT submission file (i.e. were in a previous version) 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.

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

1.2 Quick Rules for QCAF

The QCAF creation and submissions process must be completed within 120 hours of the point of quarantine. After 120 hours, the Service Requests are achieved for a 30-day period but are not available for release. The basic stages are:

1. Download RSMI006 (Quarantined Requests Report) from the SSI as CSV.
2. Input action type for each SRV.
3. Sign the QCAF.
4. Raise Service Request via the SSI.
5. Supply signed QCAF to DCC via **DCC SharePoint** (see section 5.3).

SEC Appendix AA informs that the Service User must submit an ADT File or 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**.

1.3 Raising a Service Catalogue Request for Action

Before uploading an ADT Submissions File or a QCAF to DCC SharePoint, the initial steps of creating a Service Catalogue Request prior must be completed.

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

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 5.3 for ADT submission files and section 5.4 for QCAF submissions.

In the unforeseen scenario that DCC SharePoint is unavailable, as a contingency option, an email containing the ADT file to the Service Centre should act as the delivery method. For more information on this see section 5.6.

1.4 Submitting an ADT File



Before uploading the ADT File, the submissions name should be formatted as:

SEC Party EUI64 – RequestId – ADT

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

The below illustrates the folder structure for each EUI64s ADT File Submissions.





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

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







This location has a further two sub-areas.

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

For submitting a new ADT file select 'ADT File Submissions'.

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	

Once in the 'ADT File Submissions' area, there will be three subfolders seen 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 – This is a store of old submitted ADT files.

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

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

Upload the new ADT submissions file to the 'Submitted' area.

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

If there any queries on the above, please contact

DCC Service Centre: ServiceCentre@smartdcc.co.uk

1.5 Submitting a QCAF



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

SEC Party EUI64 – RequestId – QCAF

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

The below illustrates the folder structure for each EUI64s ADT File Submissions.

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

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

This location has a further two sub-areas.

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

For submitting a new QCAF select 'QCAF Submissions'.

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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	

Once in the 'QCAF Submissions' area, there will be two 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 – store of old submitted QCAFs containing details on already released service requests.

Submitted QCAF – Area that new QCAFs should be submitted ready to be actioned by the DCC.

Upload the new QCAF submission the 'Submitted QCAF' area.

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

If there any queries on the above, please contact

DCC Service Centre: ServiceCentre@smartdcc.co.uk

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1.6 Contingency Option for Submitting ADT Files and QCAFs

In the unforeseen scenario that DCC SharePoint is unavailable to Users, as a contingency option both ADT files and QCAFs may be submitted via an email to the DCC Service Centre at the address ServiceCentre@smartdcc.co.uk.

This should be viewed as a contingency option and not the preferred method.

To complete this:

1. Generate the signed ADT File / QCAF ready to submit.
2. Create a Service Request via the SSI as described in section 5.3 of this document.
3. Quoting the newly created Service Request Id in the subject line and body of the email send via email the ADT file/ QCAF to ServiceCentre@smartdcc.co.uk

Once received, DCC will action the Service Request as necessary.

This option should only be used in the scenario of DCC's preferred secure delivery method (DCC SharePoint) being unavailable to Users for file submission.