Tech Mahindra

<Roles in Lighthouse 101 >

Help Aid

Sequence – 1: Roles in Lighthouse

Project Managers as well as Compliance Lead can enable nominees to roles in Lighthouse.

This enables the following:

- 1. Documentation of the BCP Plan in Lighthouse
- 2. Primary and Secondary backup BCP for the project
- 3. Independent Approvers identified by the project manager
- 4. Compliance review conducted within business for a quicker turnaround time and conversation (This is only if approved by the ISG Compliance Lead)

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1 NAVIGATING TO LH BCP REP

Follow the below path to navigate to Lighthouse.

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Knowledge Management						

Find the "Manage LH BCP REP" link in the Functions Contribution Portal to the right.

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2 LIGHTHOUSE BCP REP ROLE

Kindly read the Important note for Project Managers given on the screen.

InfoSec and Business Resilience Dashboard	тесн mahindra						
	Home Contact (E) Logout						
LightHouse BCP Rep Role.							
Important Note for Project Managers :							
1. The Project Manager can nominate a BCP Rep from the team who can support the Project Manager to complete all Lighthouse Project Continuity Plan activities across the Screens.							
2. The BCP Rep will get access to Dashboard							
3. The BCP Rep will get access to Lighthouse : Follow the URL : Twingo->Information Security->Dashboard->Lighthouse							
4. On successfully testing the BCP Rep can complete the actions for the Project ID assigned							
5. When the access to the BCP Rep will be revoked by the Project Manager - the access to Lighthouse system will be revoked automatically							
Please Search Project: Enter atleast 4 characters to search Project	et						
Please Search Emp ID: Enter atleast 4 characters to search Emp	ID						
Save							

Enter your Project ID and Employee ID of the Rep in respective textbox on the screen. Click on Save button below.

InfoSec and Business Resilience Dashboard	тесн mahindra						
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LightHouse BCP Rep Role.							
Important Note for Project Managers :							
1. The Project Manager can nominate a BCP Rep from the team who can support the Project Manager to complete all Lighthouse Project Continuity	Plan activities across the Screens.						
2. The BCP Rep will get access to Dashboard							
3. The BCP Rep will get access to Lighthouse : Follow the URL : Twingo->Information Security->Dashboard->Lighthouse							
4. On successfully testing the BCP Rep can complete the actions for the Project ID assigned							
5. When the access to the BCP Rep will be revoked by the Project Manager - the access to Lighthouse system will be revoked automatically							
Please Search Project: VIN2301968 Enter atleast 4 characters to search Project							
Please Search Emp ID: Dalvi, Shivani Vinayak (812771) Enter atleast 4 characters to search Emp I	D						
Save							

Below pop-up will appear on the screen. Click on OK.

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3 DRILL REP ROLE

On the Dashboard, locate ONE BCM option in blue menu ribbon at the top. Click on Admin-Test Schedule Correction option.

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ascript: doPostBack('HeaderMe	- Charle ATC C1 13									Mass Comm Test-Report CHECKMATE REPORT	

Below screen will open. Click on Search Icon (Magnifying glass) to search for your Account name.

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Test Schedule Correction		
Please Search an Account:	Sector Data	Drill Retire Upload
	Petch Data	

Input your customer group ID or name in the textbox given and click on the search button.

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Locate the appropriate Group name and click on <u>Select</u> link

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Test Schedule Correction	Sea	rch Custor	ner Group				
Please Search an Account: INTERNAL(0350)	Enter (Customer Gro	oup ID/Name : Intern	Drill Retire Upload			
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Click on Fetch Data button. Below screen will appear. Select the Schedule ID from the drop down menu.

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	Select S0005 S00014		Retire Drill		
	S00017 S00040 S00052		Update Drill Proxy PM		
Please Search Emp ID:	S00064 S00072		Enter atleast 4 chara	cters to search Emp ID	
	S00079 S000110 S000113		Change Proxy PM		
	S000123 S000138		Update Drill Location		
Please Search Location:	S000139 S000152 S000155		Enter atleast 4 chara	cters to search Location ID	
	S000155 S000156 S000158		Update Location		
	S000159 S000176	•			

In Update Drill proxy PM tab, Enter The Employee ID of the Rep identified in given textbox. Select the Emp ID from drop down suggestions. This feature enables the project manager to enable team members to learn as they lead the test for the project and embed the cutlture of resilience within the project.

InfoSec and Business Resilience	-	du .l d.	TECH mahindra
			Home Contact 🕞 Logout
Test Schedule Correction			
			Drill Retire Upload
Please Search an Account: IN	FERNAL(0350)	Fetch Data	
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		Retire Drill	
		Update Drill Proxy PM	
Please Search Emp ID:	812771	Enter atleast 4 characters to search Emp ID	
	Dalvi,Shivani Vinayak (812771)	Change Proxy PM	
		Update Drill Location	
Please Search Location:		Enter atleast 4 characters to search Location ID	
		Update Location	

Click on Change Proxy PM button.

InfoSec and Business Resilience	- li l. l.	тесн mahindra
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Test Schedule Correction		
Please Search an Account: INTERNAL(0350)	S Fetch Data	Drill Retire Upload
Schedule ID: S00017 V	Retire Drill	
	Update Drill Proxy PM	
Please Search Emp ID: 812771	Enter atleast 4 characters to search Emp ID Change Proxy PM	
	Update Drill Location	
Please Search Location:	Enter atleast 4 characters to search Location ID Update Location	

Pop up will appear on the screen saying Proxy PM Updated Successfully! Click on OK.

	trainingdashboard.techmahindra.com says					
	Proxy PM Updated Successfully!					
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4 PLAN APPROVER

Locate and click open "Manage LH BCP POA" link on Dashboard as shown below.

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								BCP REP Report			-		

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Kindly Read the Instructions given on the screen below.

InfoSec and Business Resilience		тесн mahindra						
		Home Scontact Contact						
LightHouse BCP POA Role.								
Important Note for Project Managers :								
1. The Project Manager can nominate a BCP Plan Outcome Approve	1. The Project Manager can nominate a BCP Plan Outcome Approver (POA) who will approve the Lighthouse Continuity Plan.							
2. The BCP POA will get access to Dashboard	2. The BCP POA will get access to Dashboard							
3. The BCP POA will get access to Lighthouse : Follow the URL : Tw	vingo->Information Security->Dashboard->Lighthouse							
4. On successfully testing the BCP POA can complete the actions for	or the Project ID assigned							
5. When the access to the BCP POA will be revoked by the Project	Manager - the access to Lighthouse system will be revoked automatically							
Please Search Project: Enter atleast 4 characters to search Project								
Please Search Emp ID:	Enter atleast 4 characters to search E	mp ID						
	Save							

Input the Appropriate Project ID and identified Plan Approver's Employee ID In respective textboxes.

InfoSec and Business Resilience Dashboard	di al da	TECH mahindra
		Home Contact ELogout
LightHouse BCP POA Role.		
Important Note for Project Managers :		
1. The Project Manager can nominate a BCP Plan Outcome Approver (POA) who w	will approve the Lighthouse Continuity Plan.	
2. The BCP POA will get access to Dashboard		
3. The BCP POA will get access to Lighthouse : Follow the URL : Twingo->Informa	ation Security->Dashboard->Lighthouse	
4. On successfully testing the BCP POA can complete the actions for the Project I	ID assigned	
5. When the access to the BCP POA will be revoked by the Project Manager - the	access to Lighthouse system will be revoked automatical	ly
Please Search Project: VIN2304532	Enter atleast 4 characters to sear	ch Project
Please Search Emp ID: Dalvi, Shivani Vin	nayak (812771) Enter atleast 4 characters to sear	rch Emp ID
	Save	

Click on save button. Below pop-up will appear. Click on OK

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←	X 25 trainingdashboard.techmahindra.com/Dashboard/Secured/LightHouse/BIA_LH_BCP_POARole.aspx	☆	Ď	
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COMPLIANCE / RISK REP

5

Compliance manager can appoint a Risk Officer. Compliance manager then needs to inform BCP team to provide appropriate access to Risk Officer in Lighthouse.

#	Module	Project Manager	Lighthouse Data Input Submit Status for Project Manager	
S1	Business Impact Analysis Attributes	Submit	•	
S2	Distribution of Head Count	Submit	•	
S 3	Continuity Dependencies	Submit	•	
S 4	Business Continuity Model	Submit	•	
S5	Business Continuity Recovery Strategy	Submit	•	
S6	Recovery Time Objective Setup	Submit	•	
S 7	Function Recovery Strategies	Submit	•	
S 8	Systems and Data Information	Submit	•	
S9	Continuity Compliance Requirements	Submit	•	
510	Continuity Plan Documentation	Submit	•	
611	BCP Preamble Information	Submit	•	
#	Click here to refresh B1 to B4 colour codes			
B1	Lighthouse Business Continuity Plan Entry Score for Project manager stage (Please refer (R1) re	port the menu below)	0	
B2	System Validation Test Report Status Score for Project Manager (Please Refer Help Aid (L-24) in	the GBC Library)	0	
B3	Project Roll Up Plan Completion Score (Please Refer Help Aid (L-18) in the GBC Library)		0	
B4	Account Roll Up Plan Completion Score (Please Refer Help Aid (L-19) in the GBC Library)		0	
A1	L Communicator			
A2	Compliance Plan Review			
A3	GBC Plan Review			
V1	Any time Plan View			
V2	Project Details			
R1	Project Score Card			

6 DOCUMENT CONTROL

Version Number	Date	Prepared By	Reviewed by	Approved by
1 Alpha	08 th July 2023	Shivani Dalvi	Global Business Continuity Team	Head Global Business Continuity for Internal Ops Usage

GlobalBusinessContinuity@Techmahindra.com