phishing box

User’s Guide

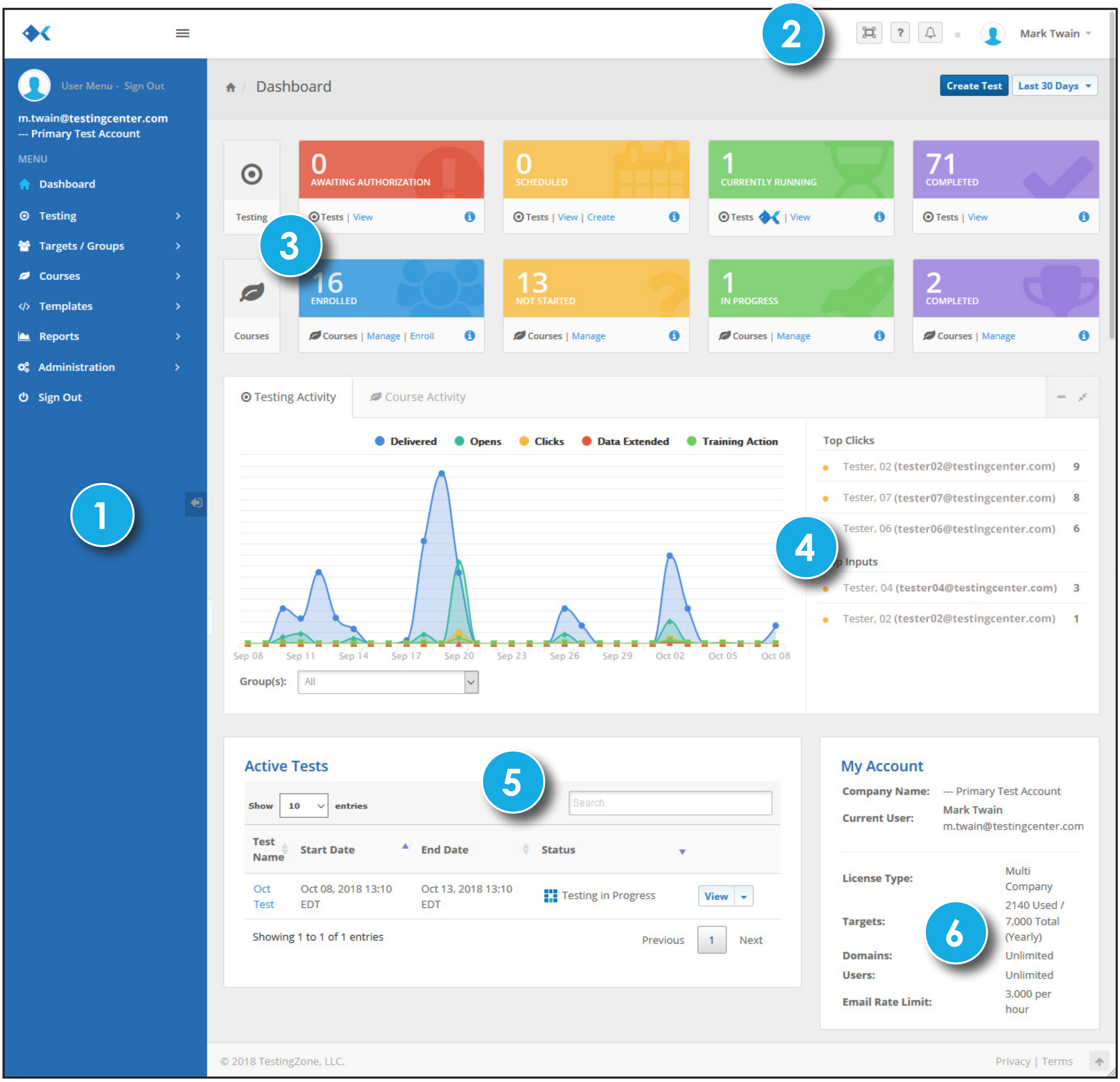
v4.0

Updated: Oct. 11, 2018

Dashboard

When you first log into PhishingBox platform, you will be presented with your Dashboard. This central location gives you an overview of your account, let you view current and scheduled tests, and perform basic activities. All functions and features can be reached from the Dashboard.

Please reference an overview of our dashboard below, and the following pages for corresponding descriptions.



Top Clicks

Tester, 02 (tester02@testingcenter.com)	9
Tester, 07 (tester07@testingcenter.com)	8
Tester, 06 (tester06@testingcenter.com)	6

p Inputs

Tester, 04 (tester04@testingcenter.com)	3
Tester, 02 (tester02@testingcenter.com)	1

Active Tests

Test Name	Start Date	End Date	Status	
Oct Test	Oct 08, 2018 13:10 EDT	Oct 13, 2018 13:10 EDT	Testing in Progress	View

Showing 1 to 1 of 1 entries

My Account

Company Name:	--- Primary Test Account
Current User:	Mark Twain m.twain@testingcenter.com
License Type:	Multi Company
Targets:	2140 Used / 7,000 Total (Yearly)
Domains:	Unlimited
Users:	Unlimited
Email Rate Limit:	3,000 per hour

Dashboard

1 MAIN MENU

Dashboard returns you to this page.

Testing

Manage Target Domains allows you to manage your pre authorized domains.
Manage Tests allows you to view/manage all your tests.
Create Test launches the campaign wizard that will guide you through the process of configuring a phishing test.

Targets/Groups

Manage Targets allows you to view/manage all of your phishing targets (users).
Add Targets allows you to add targets manually, setup 3rd-party integrations (e.g., LDAP and SmarterU), or import from a CSV.
Manage Groups allows you to view/manage all of your phishing groups.
Add Group allows you to create a new group and setup special custom fields.

Courses

Manage Courses allows you to view/manage all of your training courses.
Create Course allows you to create your own custom phishing training course.
Enrollment allows you to manually enroll targets into training courses. This is non-campaign enrollment.
Course Library allows you to browse and copy pre-built courses to your account.

Templates

Manage Phishing Templates allows you to view/manage all the phishing templates you've created, or customized and added from our Template Library.
Manage Training Templates allows you to view/manage all the training templates you've created, or customized and added from our Template Library.
Create Template allows you to create a new template from scratch (either phishing or training).
Template Library allows you to browse, customize, and copy our system templates to your account. Whenever templates from the Library are customized or copied, they will be available in the appropriate 'Manage Templates' portion of this area.

Reports

Generate Reports allows you to generate reports based upon your selected criteria.

Administration

Account Information allows you to adjust account information like contact information and billing address.
Mange Users allows you to manage system users who have access to the Portal.
Mail Settings allows you to customize how emails are sent like default from address and custom SMTP settings.
API provides information about using the Portal's API features. This includes details API documentation and your API Token.

Sign Out logs you out of the system.

2 TOPBAR MENU

⛶ Allows you to enter full screen mode.

? Clicking this will give you help and support. This box will expand to give you directions on how to contact support and showcase a Quick Help section that gives you detailed information that's specific for this page in PhishingBox.

🔔 Shows System Alerts and Notifications.

Dashboard

3 SYSTEM SUMMARY

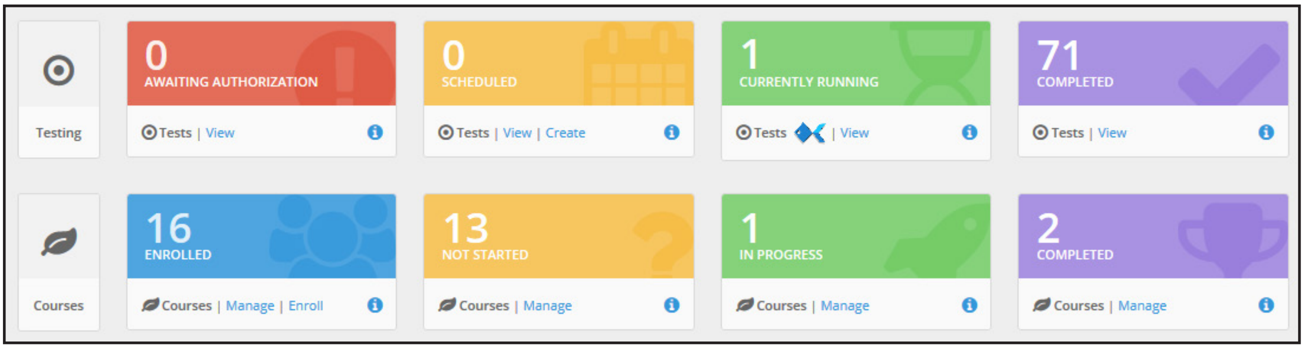
This section provides metric data about the different aspects of the system and provides quick links to related pages.

This section lets you know if you have any tests awaiting authorization.

This section counts how many tests have been setup, but have not yet started.

This section counts active, running tests.

This section counts tests that have already concluded.



This section counts how many targets are enrolled in training courses.

This section counts how many enrolled targets have not yet started their courses.

This section counts how many targets are currently taking a course.

This section counts how many targets have completed a training course.

4 Testing Activity

This section provides target activity over time, breaking it down into categories Delivered, Opens, Clicks, Data Extended (e.g., opened attachment, entered data, etc.), and Training Action. It will also list the targets who clicked and failed the most.

5 Active Tests

This section will list any tests that are currently running to give you quick access to statistics and reports.

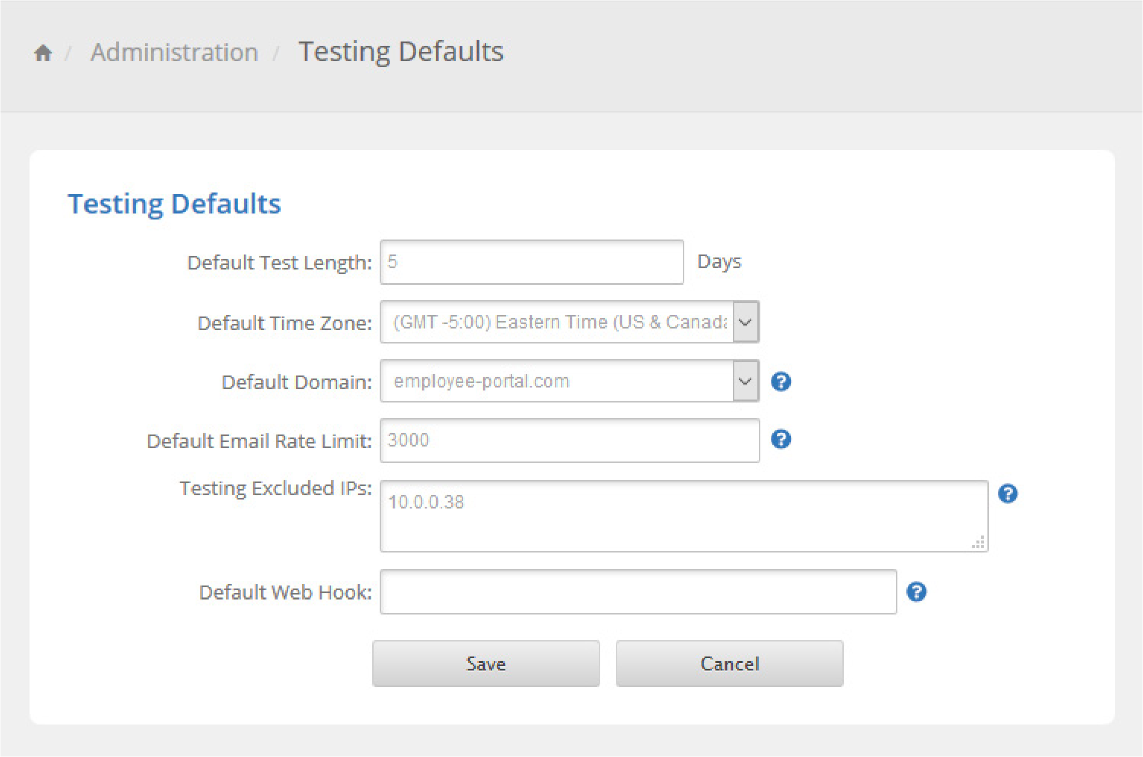
6 My Account

This section summarizes your account, such as the targets available. Any tests that are scheduled will show up in the targets pending.

Testing Defaults

Before configuring a test, you have the option to set various default items. These items are not required to be set before conducting a test, and some items can be modified during the test setup.

To change the default test settings, go to the Administration > Testing Defaults. If this menu is not visible, you do not have administrative rights to the account.



Testing Defaults

Default Test Length: 5 Days

Default Time Zone: (GMT -5:00) Eastern Time (US & Canad

Default Domain: employee-portal.com

Default Email Rate Limit: 3000

Testing Excluded IPs: 10.0.0.38

Default Web Hook:

Default Test Length is how long you want your tests to run. This value will be populated in the test wizard but can be overwritten in the test setup.

Default Time Zone is what will automatically be used in the date dropdowns in the test wizard.

Default Domain is the default sending domain for your account.

Default Email Rate Limit is how many emails per hour that will be sent out for the Immediate Test type, the minimum send rate for the system is 10 emails per hour.

Testing Excluded IPs are IPs that will be excluded from reports and statistical data.

Defailt Web Hook is the url of an external file that will be notified of target actions.

Test Creation

Step 1

From the Getting Started tab you will give the test a unique name to identify it in the system later, select/create a group, select courses to auto enroll failed targets to, and set up basic scheduling information.

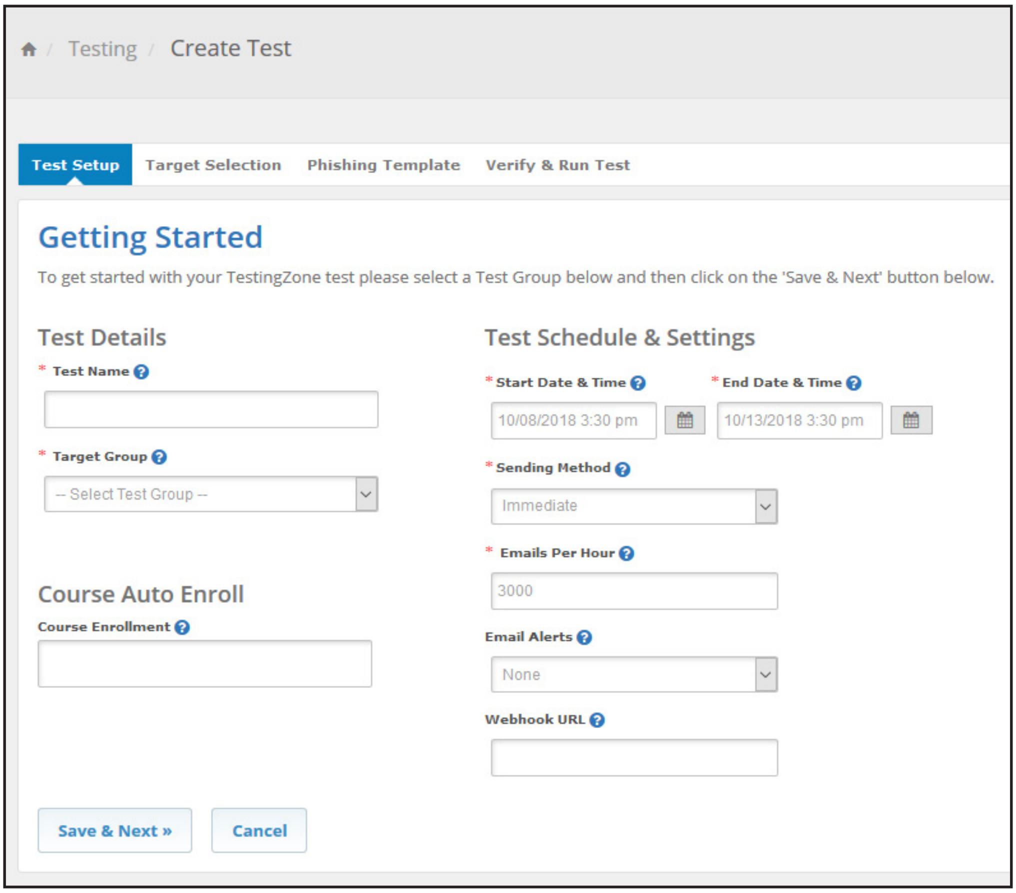
If you create a new group, you will add targets on the next screen.

Course Auto Enroll

If your account has the Course module activated, you will have the option of adding courses to the test. You will need to have courses already created or grabbed from the Course Library before beginning the Test Wizard.

Test Schedule

Click on the Calendar icons to change the start and end dates/times for the test. Timezone settings are also located here.



Testing / Create Test

Test Setup | Target Selection | Phishing Template | Verify & Run Test

Getting Started

To get started with your TestingZone test please select a Test Group below and then click on the 'Save & Next' button below.

Test Details

* Test Name

* Target Group: -- Select Test Group --

Course Auto Enroll

Course Enrollment

Test Schedule & Settings

* Start Date & Time: 10/08/2018 3:30 pm

* End Date & Time: 10/13/2018 3:30 pm

* Sending Method: Immediate

* Emails Per Hour: 3000

Email Alerts: None

Webhook URL

Save & Next » | Cancel

Immediate tests send out the emails immediately upon wizard completion/test authorization. Based on the Emails Per Hour rate, the system will continue sending emails until all have been sent out.

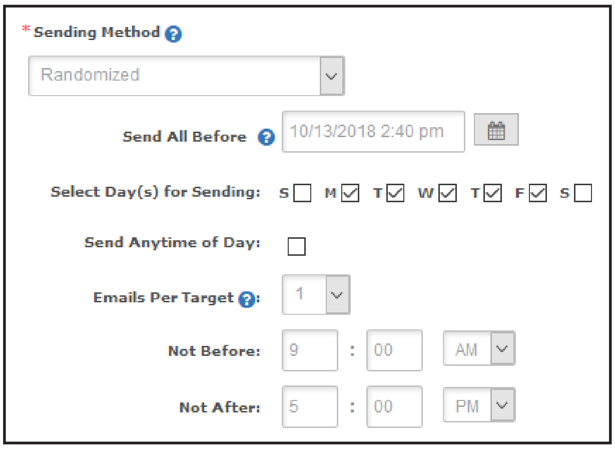
Emails Per Hour is how many emails will be sent out each hour until the sending is complete. The minimum rate for the system is 10 emails per hour.

Randomized tests send out emails based upon the scheduling conditions you set up.

Send All Before is the absolute latest that any email in the test will be sent. Our system will perfectly schedule/divide all emails to be sent between the 'Start Date & Time' and 'Send All Before' date and time.

Select Day(s) allows you to specify which days of the week to send emails.

Send Anytime of Day determines what time of day the emails will be sent. If checked it will send out emails at equal intervals throughout the day and night. If not checked, Not Before and Not After time input fields will appear to restrict when the system will send emails.



* Sending Method: Randomized

Send All Before: 10/13/2018 2:40 pm

Select Day(s) for Sending: S □ M ☑ T ☑ W ☑ T ☑ F ☑ S □

Send Anytime of Day: □

Emails Per Target: 1

Not Before: 9 : 00 AM

Not After: 5 : 00 PM

Emails Per Target is how many test emails will be sent to each target. You will need to select the same number of templates to ensure a different email is sent each time.

Test Creation

Step 2

The Target Selection menu allows you to select the specific targets to be included in the test. To aid in selecting appropriate targets, the date of the last test is provided. Targets may be entered manually or imported via a .csv file. To import, headings in the files must be equal to the headings for each field in the system.

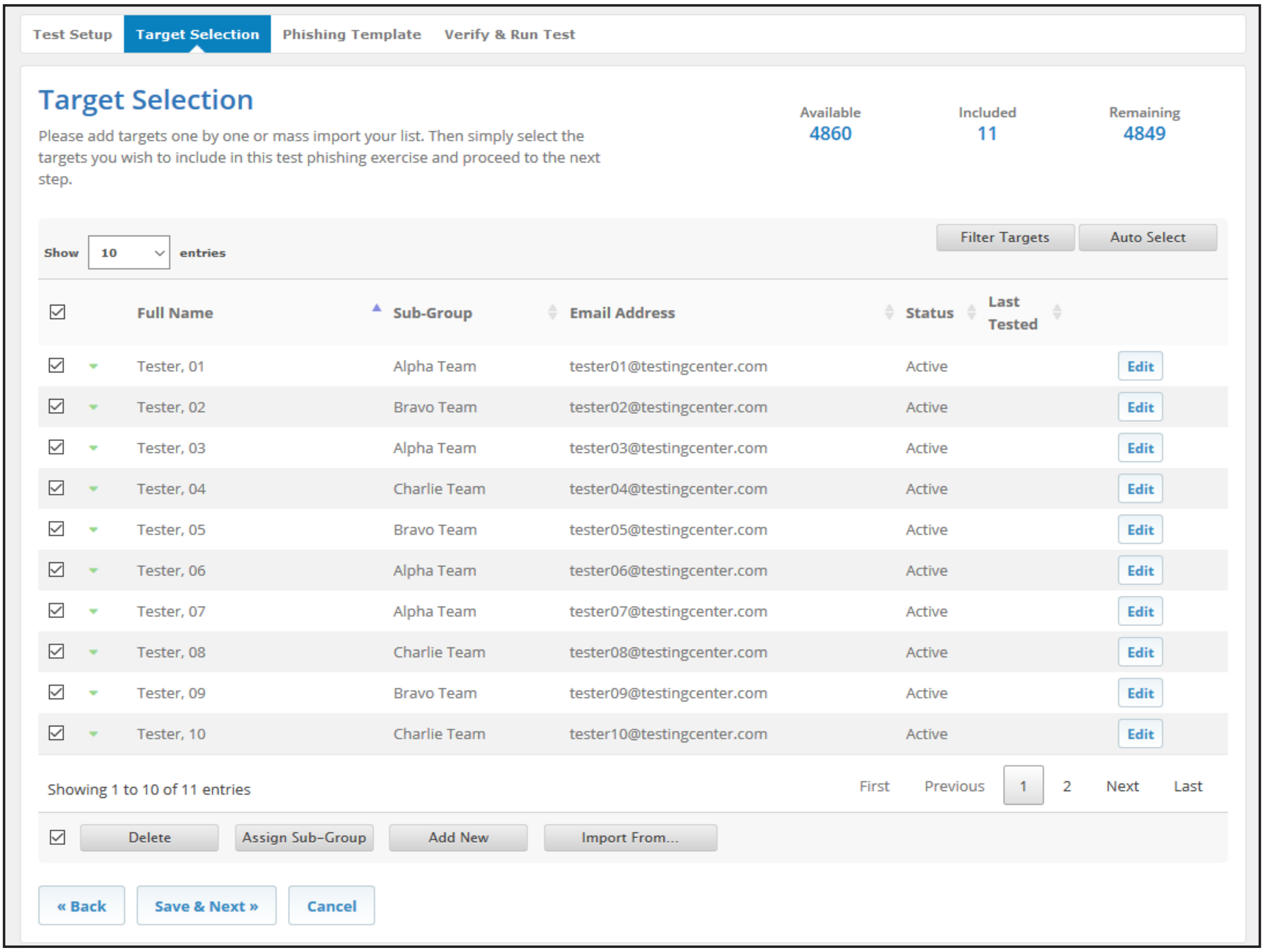
In order to run a test, there must be at least as many targets "available" as are included in the current test.

Using the **Filter Targets** button, you can also filter the target list by name, email, company, title, department, manager, sub-group, country, city, zip, last tested, and any predefined custom fields.

Using the **Last Tested** dropdown, you can quickly isolate users that have Never Been Tested, Previously Tested, Previously Failed, and Not Tested in 12 Months.

If you have active filters, only those targets matching your filters will be considered.

With the **Auto Select** button, you can randomly select targets using a Sample Selection Percentage (ie 50%), Sample Selection Number, or by Confidence Level.



Target Selection

Please add targets one by one or mass import your list. Then simply select the targets you wish to include in this test phishing exercise and proceed to the next step.

Available	Included	Remaining
4860	11	4849

Show 10 entries

☑		Full Name	Sub-Group	Email Address	Status	Last Tested	
☑	▾	Tester, 01	Alpha Team	tester01@testingcenter.com	Active		Edit
☑	▾	Tester, 02	Bravo Team	tester02@testingcenter.com	Active		Edit
☑	▾	Tester, 03	Alpha Team	tester03@testingcenter.com	Active		Edit
☑	▾	Tester, 04	Charlie Team	tester04@testingcenter.com	Active		Edit
☑	▾	Tester, 05	Bravo Team	tester05@testingcenter.com	Active		Edit
☑	▾	Tester, 06	Alpha Team	tester06@testingcenter.com	Active		Edit
☑	▾	Tester, 07	Alpha Team	tester07@testingcenter.com	Active		Edit
☑	▾	Tester, 08	Charlie Team	tester08@testingcenter.com	Active		Edit
☑	▾	Tester, 09	Bravo Team	tester09@testingcenter.com	Active		Edit
☑	▾	Tester, 10	Charlie Team	tester10@testingcenter.com	Active		Edit

Showing 1 to 10 of 11 entries

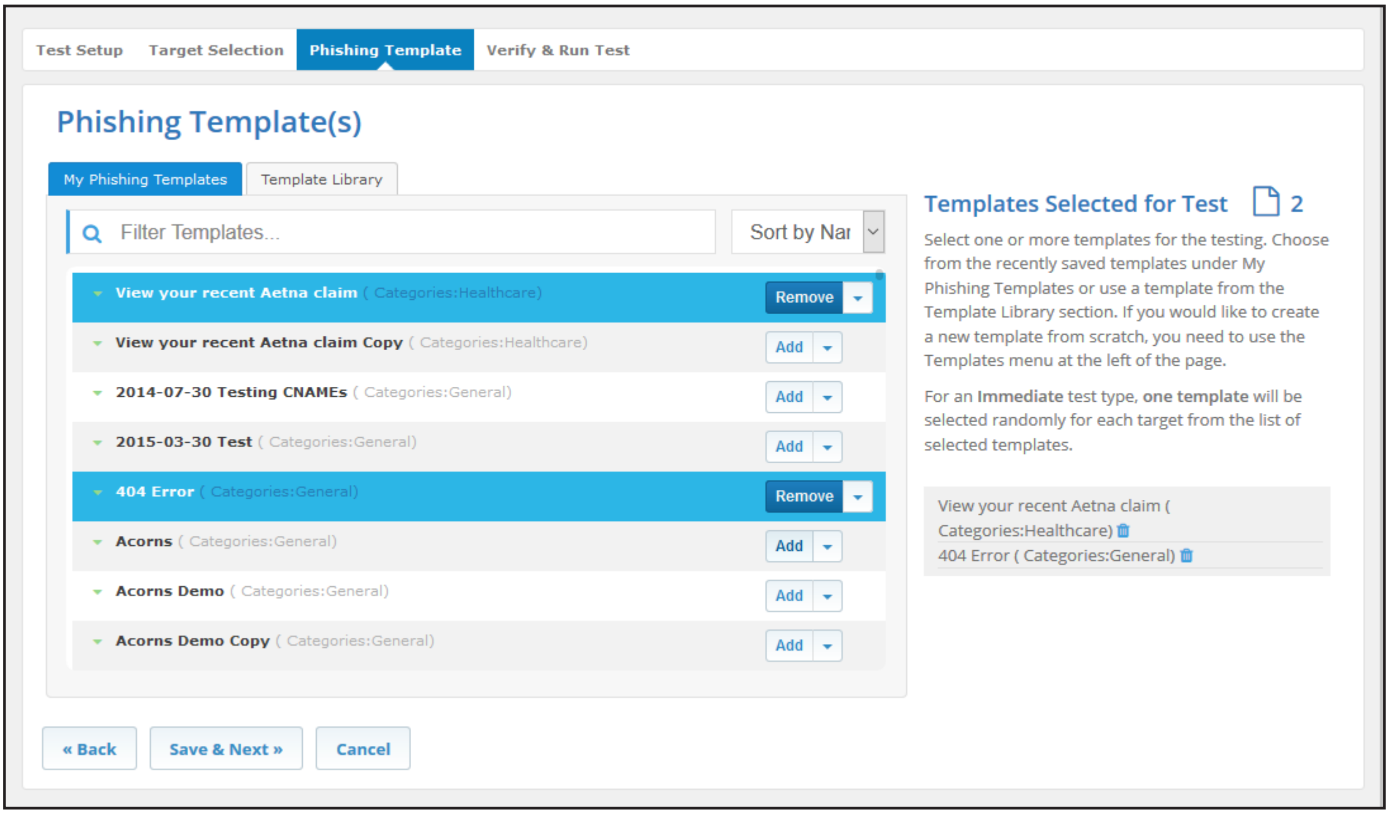
Test Creation

Step 3

My Phishing Templates are all the phishing templates you've created, or customized and added from our Template Library.

The Template Library are those provided by PhishingBox. You can customize these templates as needed. Once used, they will be in the Manage Templates section.

Once selected, the templates you have chosen will be highlighted in blue and will be listed in the gray box on the right of the screen.



Phishing Template(s)

- View your recent Aetna claim (Categories:Healthcare)
- View your recent Aetna claim Copy (Categories:Healthcare)
- 2014-07-30 Testing CNAMEs (Categories:General)
- 2015-03-30 Test (Categories:General)
- 404 Error (Categories:General)
- Acorns (Categories:General)
- Acorns Demo (Categories:General)
- Acorns Demo Copy (Categories:General)

Templates Selected for Test 2

Select one or more templates for the testing. Choose from the recently saved templates under My Phishing Templates or use a template from the Template Library section. If you would like to create a new template from scratch, you need to use the Templates menu at the left of the page.

For an **Immediate** test type, **one template** will be selected randomly for each target from the list of selected templates.

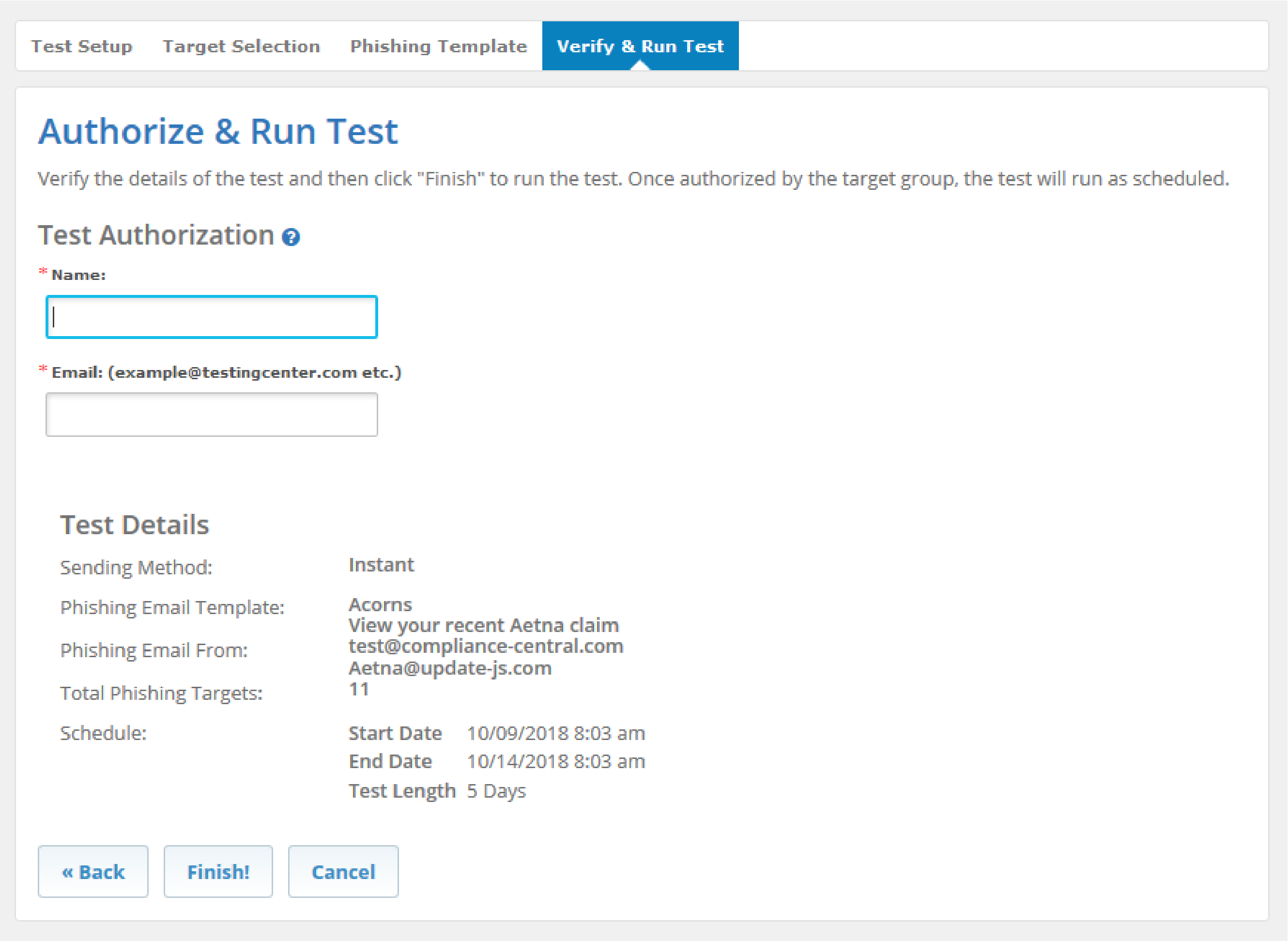
View your recent Aetna claim (Categories:Healthcare)
404 Error (Categories:General)

Test Creation

Step 4

The Test Authorization is where an individual from the target group is identified who can authorize the test to occur. This authorization is required for every @domain included in the test. The reason for this authorization is to ensure that the system is not abused by testing entities that do not know the test is going to occur. Until this authorization is received, the test will be set as Awaiting Authorization on the Dashboard. Once authorized, the test will run as scheduled. If the test time period ends without authorization, the test will be listed as Expired.

Additionally, you can pre-authorize domains so that you no longer need to send a test authorization for each phishing campaign under Manage Target Domains. For instructions, see the following page.



Authorize & Run Test

Verify the details of the test and then click "Finish" to run the test. Once authorized by the target group, the test will run as scheduled.

Test Authorization

* Name:

* Email: (example@testingcenter.com etc.)

Test Details

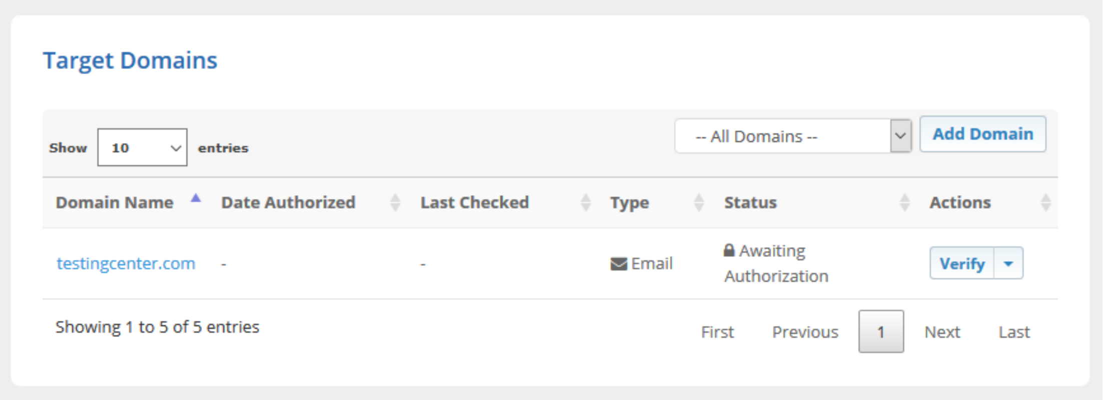
Sending Method:	Instant
Phishing Email Template:	Acorns View your recent Aetna claim
Phishing Email From:	test@compliance-central.com Aetna@update-js.com
Total Phishing Targets:	11
Schedule:	Start Date 10/09/2018 8:03 am End Date 10/14/2018 8:03 am Test Length 5 Days

The page also provides a summary of the test configuration. If accurate, click finish and the test will run as scheduled. Note: The test must be authorized before the target domain before the individual targets will receive an email.

How to Pre-Authorize Domains

Location: Testing tab > Manage Target Domains

Pre-authorized domains allow you to bypass sending an authorization email for every domain you are testing. To add a new domain, simply click the Add Domain button. A pop up window will appear where you can enter the domain to be added.

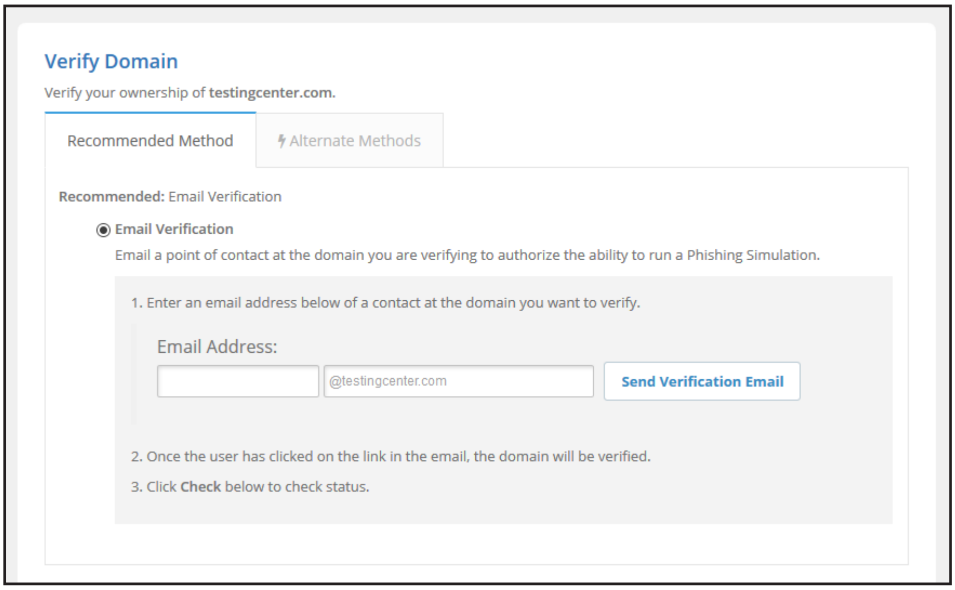


Target Domains

Show 10 entries

Domain Name	Date Authorized	Last Checked	Type	Status	Actions
testingcenter.com	-	-	Email	Awaiting Authorization	Verify

Showing 1 to 5 of 5 entries



Verify Domain

Verify your ownership of **testingcenter.com.**

Recommended: Email Verification

● **Email Verification**

Email a point of contact at the domain you are verifying to authorize the ability to run a Phishing Simulation.

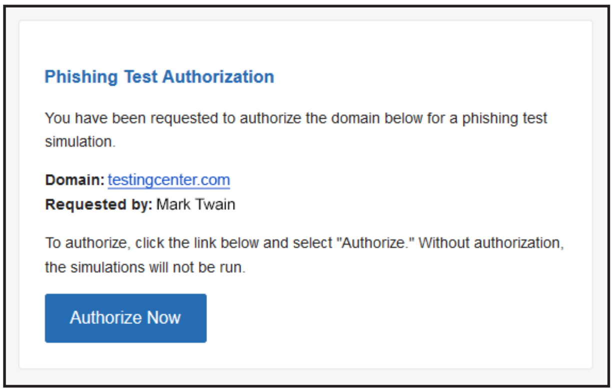
1. Enter an email address below of a contact at the domain you want to verify.

Email Address: @testingcenter.com

2. Once the user has clicked on the link in the email, the domain will be verified.
3. Click **Check** below to check status.

Once added, you will be transfered to the Verify Domain page where you can select the method you wish to use in order to verify the domain. There are four methods to choose from: email (recommended), an HTML tag, an HTML file, and a manual authorization form. Simply enter the authorizer's email address and click Send Verification Email.

The recipient will receive an email similar to he one on the left. After clicking Authorize Now, they will be taken to a page similar to the one on the right where they approve the authorization.

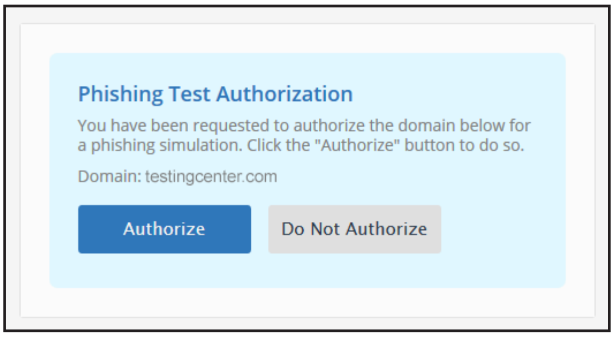


Phishing Test Authorization

You have been requested to authorize the domain below for a phishing test simulation.

Domain: testingcenter.com
Requested by: Mark Twain

To authorize, click the link below and select "Authorize." Without authorization, the simulations will not be run.



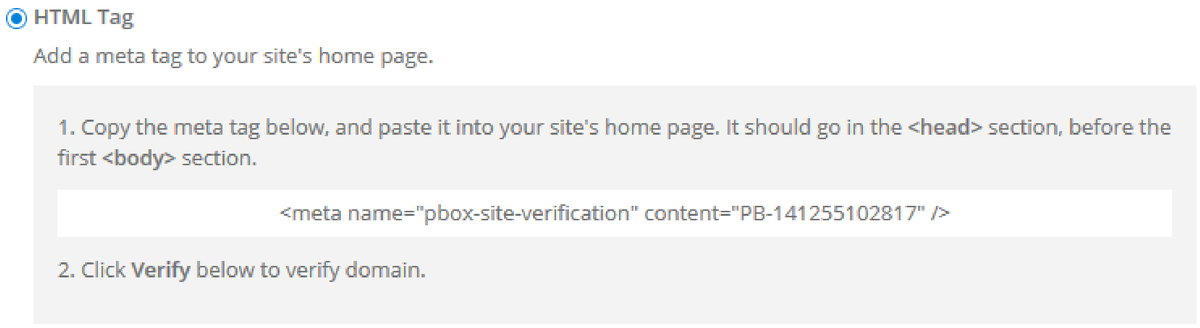
Phishing Test Authorization

You have been requested to authorize the domain below for a phishing simulation. Click the "Authorize" button to do so.

Domain: testingcenter.com

How to Pre-Authorize Domains

The remaining three methods are list below with instructions on how to implement them.



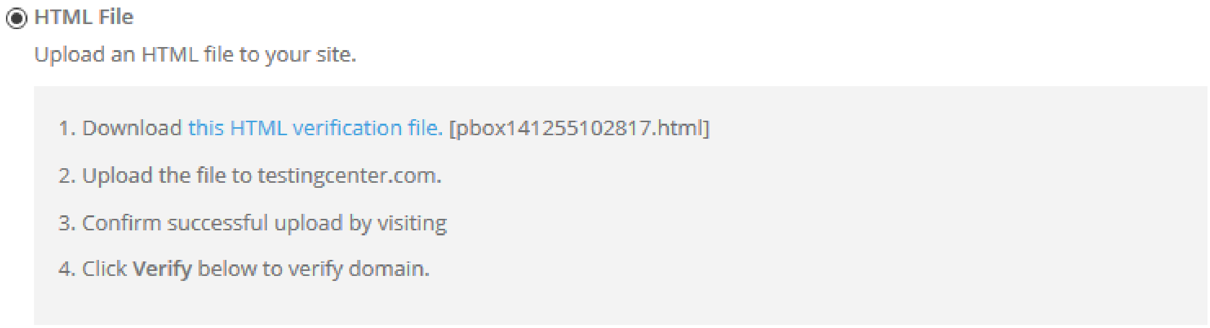
◉ **HTML Tag**

Add a meta tag to your site's home page.

1. Copy the meta tag below, and paste it into your site's home page. It should go in the **<head>** section, before the first **<body>** section.

```
<meta name="pbox-site-verification" content="PB-141255102817" />
```

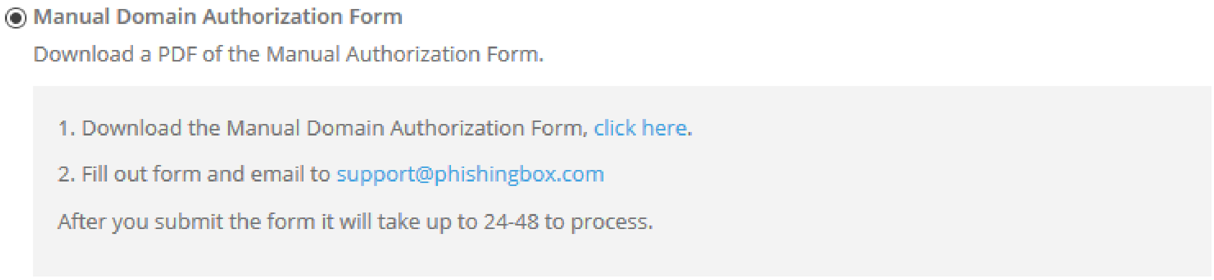
2. Click **Verify** below to verify domain.



◉ **HTML File**

Upload an HTML file to your site.

1. Download this HTML verification file. [pbox141255102817.html]
2. Upload the file to testingcenter.com.
3. Confirm successful upload by visiting
4. Click **Verify** below to verify domain.



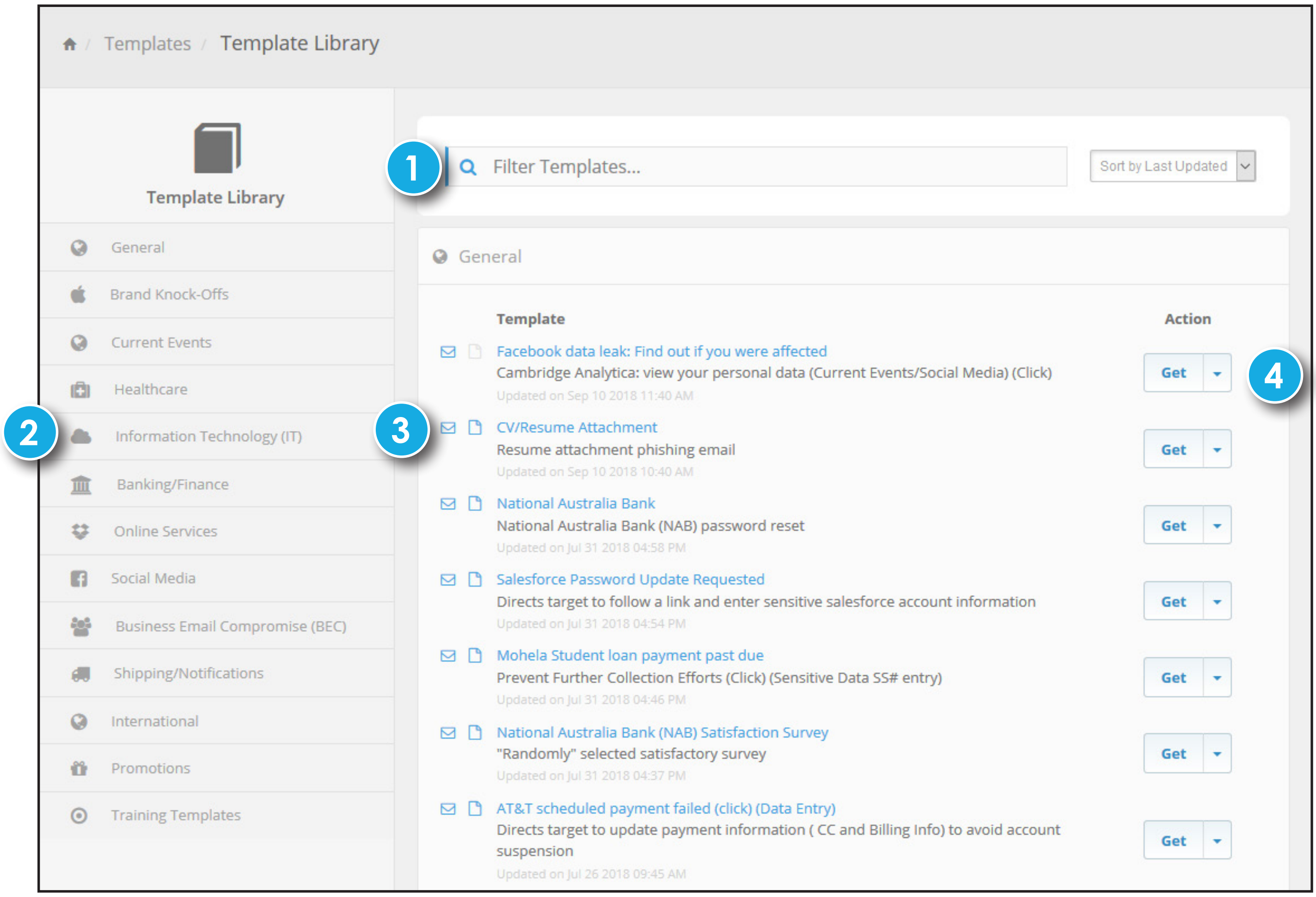
◉ **Manual Domain Authorization Form**

Download a PDF of the Manual Authorization Form.

1. Download the Manual Domain Authorization Form, click here.
2. Fill out form and email to support@phishingbox.com

After you submit the form it will take up to 24-48 to process.

Template Library



Templates / Template Library

Template Library

- General
- Brand Knock-Offs
- Current Events
- Healthcare
- Information Technology (IT)
- Banking/Finance
- Online Services
- Social Media
- Business Email Compromise (BEC)
- Shipping/Notifications
- International
- Promotions
- Training Templates

Filter Templates...

Sort by Last Updated

General

Template	Action
Facebook data leak: Find out if you were affected Cambridge Analytica: view your personal data (Current Events/Social Media) (Click) Updated on Sep 10 2018 11:40 AM	Get ▾
CV/Resume Attachment Resume attachment phishing email Updated on Sep 10 2018 10:40 AM	Get ▾
National Australia Bank National Australia Bank (NAB) password reset Updated on Jul 31 2018 04:58 PM	Get ▾
Salesforce Password Update Requested Directs target to follow a link and enter sensitive salesforce account information Updated on Jul 31 2018 04:54 PM	Get ▾
Mohela Student loan payment past due Prevent Further Collection Efforts (Click) (Sensitive Data SS# entry) Updated on Jul 31 2018 04:46 PM	Get ▾
National Australia Bank (NAB) Satisfaction Survey "Randomly" selected satisfactory survey Updated on Jul 31 2018 04:37 PM	Get ▾
AT&T scheduled payment failed (click) (Data Entry) Directs target to update payment information (CC and Billing Info) to avoid account suspension Updated on Jul 26 2018 09:45 AM	Get ▾

1 **Template Categories**
The Template Library has a host of templates, that is constantly updated, and is broken down into specific categories on the left. The listings are dynamic, so if you click on a specific category, you'll be quickly taken to that portion of our library.

2 **Filter Templates**
This functionality will allow you to sort the templates by 'Last Updated' and 'By Name,' as well as dynamically search for templates using the search bar. The search is responsive, so you don't have to type in the exact name of the templates you're looking for. For example, if you're looking for an Office 365 template, you only need to type a couple letters for the system to generate results.

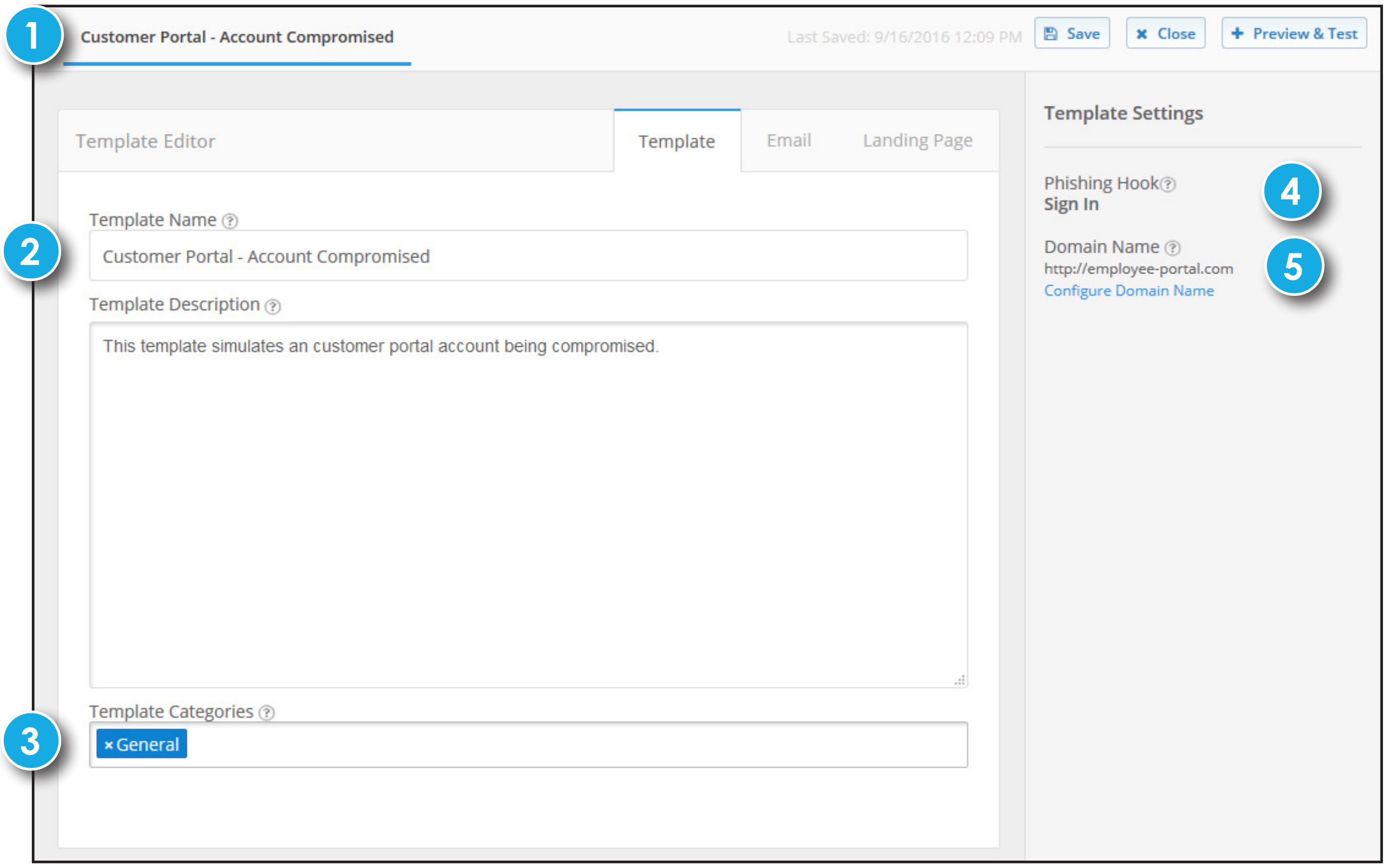
3 **General Template Listings**
Each template entry contains an overview with the name of the Template, a brief description, and the date it was last updated in our system. All this information can be modified by clicking the 'Template' tab when you're customizing that template. Once modified, the new template and description will reside in your Manage Phishing Templates section.

You will also notice icons for an Email and Landing Page to the left of the template overview. When you click the Email (✉) or Landing Page (🗋) icon, a pop up will allow you to quickly see the corresponding email and landing page for the template selected.

4 Utilizing the Get ▾ dropdown will allow you to Preview the Phishing Email and Preview the Landing Page for this template. This works the same as clicking the Email or Landing Page icons.

Selecting 'Get' will allow you to fully customize the email and landing page.

Customizing Templates - Template Tab



Customer Portal - Account Compromised

Last Saved: 9/16/2016 12:09 PM

Template Name: Customer Portal - Account Compromised

Template Description: This template simulates an customer portal account being compromised.

Template Categories: × General

Template Settings

Phishing Hook: Sign In

Domain Name: http://employee-portal.com

Configure Domain Name

1 **Template Top Bar** contains several important items.

Save — You will need to click the **Save** button in order to retain any changes you have made while editing, this includes any information entered on a pop up window.

× Close — Clicking the **Close** button will return you to the Manage Phishing Templates page.

+ Preview & Test — In order to send yourself a preview email of the template use the **Preview & Test** button

2 **Template Title and Template Description Inputs** are where you can modify the title and description of the template to better identify it elsewhere in the portal.

3 **Template Categories** allow you to classify the template so aid in filtering and searching elsewhere in the portal.

Customizing Templates - Template Tab

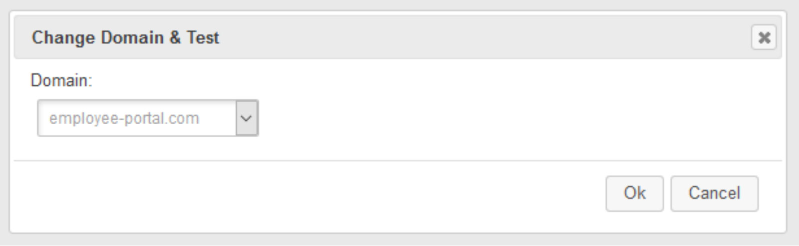
4 **Phishing Hook** is the type of simulation this template is replicating. This will also effect how the system will record user actions. For example, if the phishing hook is Fake Download File, when a user clicks on the link on the landing page the system will log Downloaded File. Most of the phishing hooks work in this manner. However, a few work a differently.

URL Redirect allows you to redirect the user to a URL of your choosing instead of using a phishing landing page. For this option, you will get an extra Redirect URL input field on the Template tab.

URL Replicate allows you to replicate nother website as your landing page. You will get an extra URL to Replicate field on the Template tab to enter the website you want to replicate. The Landing Page tab will also be locked out since the system will build it for you.

Training Page takes the target to a training page instead of a phishing landing page. You will get an extra select input which will allow you to choose which of your trainin pages to use on the Template tab. We also recommend this phishing hook for baseline testing. There are a number of system training pages that replicate 404 error pages and loading screens that will not tip your targets off that they are being phished.

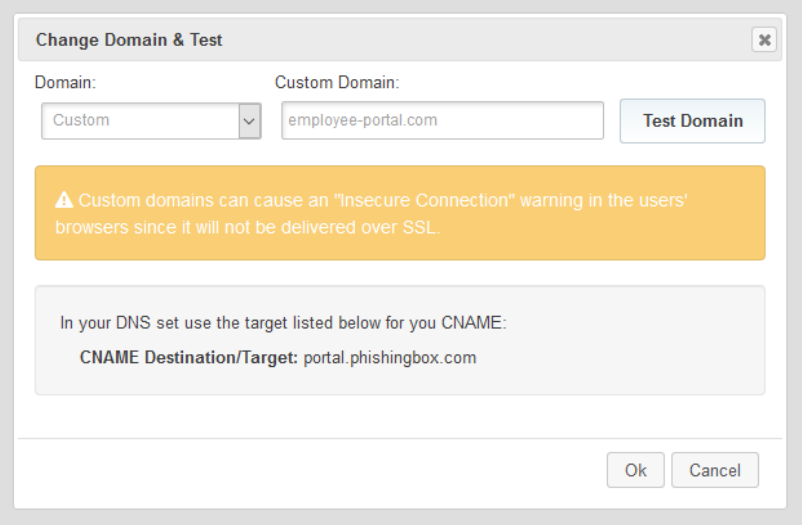
5 **Domain Name** is the domain of the phishing landing page that the target will be taken to if they click on the link in the phishing email. You have the option to use one of the system domains (which will be delivered over a secure HTTPS connection) or your own custom domain (delivered over an HTTP connection).



Change Domain & Test

Domain: employee-portal.com

In order to use your own custom domain, you will need to set portal.phishingbox.com as the target for the CNAME in you DNS configuration and pass the connection test on the Change Domain pop up window.



Change Domain & Test

Domain: Custom

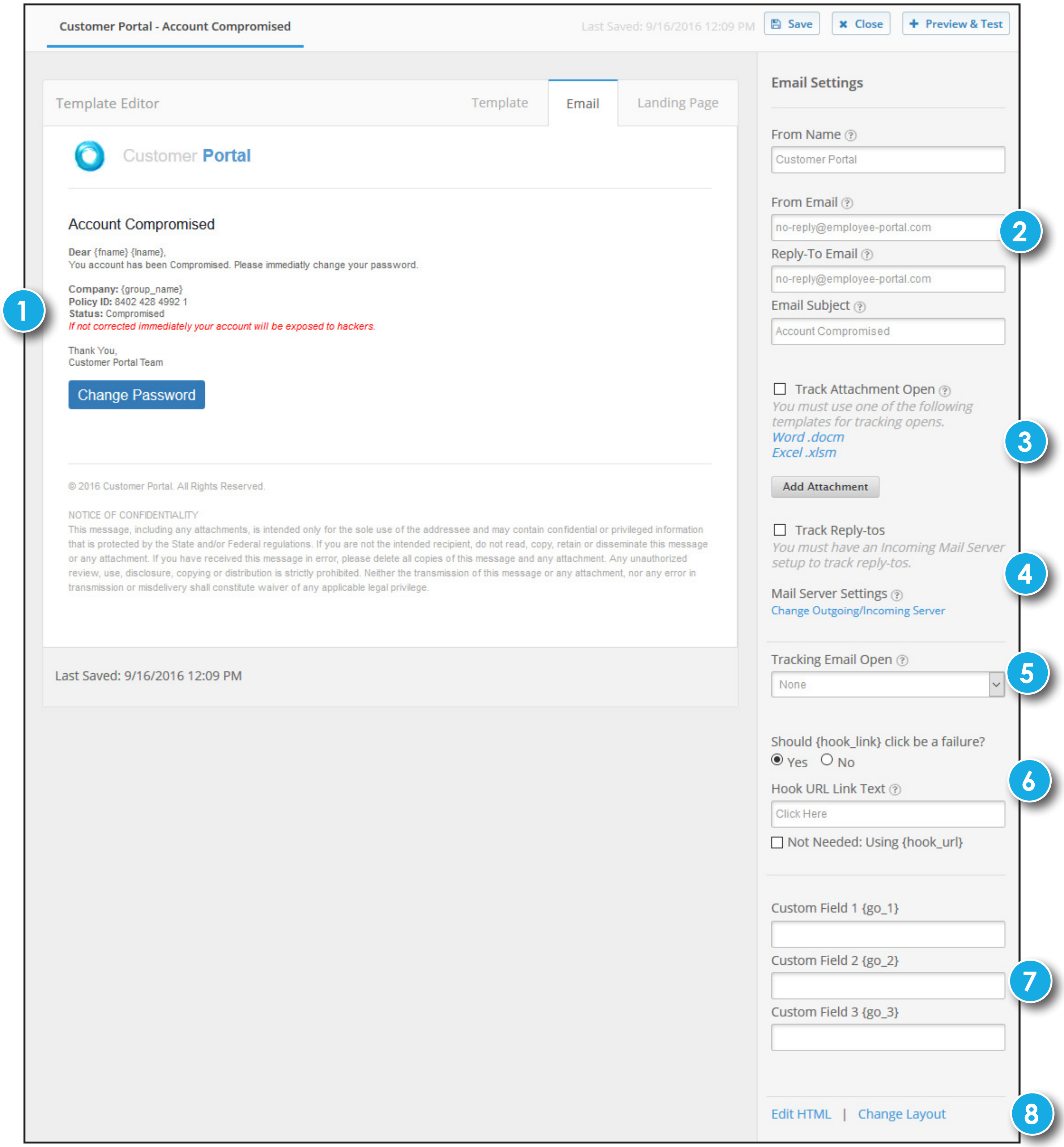
Custom Domain: employee-portal.com

⚠ Custom domains can cause an "Insecure Connection" warning in the users' browsers since it will not be delivered over SSL.

In your DNS set use the target listed below for you CNAME:

CNAME Destination/Target: portal.phishingbox.com

Customizing Templates - Email Tab



Customer **Portal**

Account Compromised

Dear {fname} {lname},
You account has been Compromised. Please immediatly change your password.

Company: {group_name}
Policy ID: 8402 428 4992 1
Status: Compromised
If not corrected immediately your account will be exposed to hackers.

Thank You,
Customer Portal Team

Change Password

© 2016 Customer Portal. All Rights Reserved.

NOTICE OF CONFIDENTIALITY
This message, including any attachments, is intended only for the sole use of the addressee and may contain confidential or privileged information that is protected by the State and/or Federal regulations. If you are not the intended recipient, do not read, copy, retain or disseminate this message or any attachment. If you have received this message in error, please delete all copies of this message and any attachment. Any unauthorized review, use, disclosure, copying or distribution is strictly prohibited. Neither the transmission of this message or any attachment, nor any error in transmission or misdelivery shall constitute waiver of any applicable legal privilege.

Last Saved: 9/16/2016 12:09 PM

Email Settings

From Name ?
Customer Portal

From Email ?
no-reply@employee-portal.com

Reply-To Email ?
no-reply@employee-portal.com

Email Subject ?
Account Compromised

□ Track Attachment Open ?
You must use one of the following templates for tracking opens.
Word .docm
Excel .xlsm

Add Attachment

□ Track Reply-tos
You must have an Incoming Mail Server setup to track reply-tos.

Mail Server Settings ?
Change Outgoing/Incoming Server

Tracking Email Open ?
None

Should {hook_link} click be a failure?
● Yes ○ No

Hook URL Link Text ?
Click Here

□ Not Needed: Using {hook_url}

Custom Field 1 {go_1}

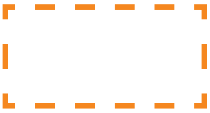
Custom Field 2 {go_2}

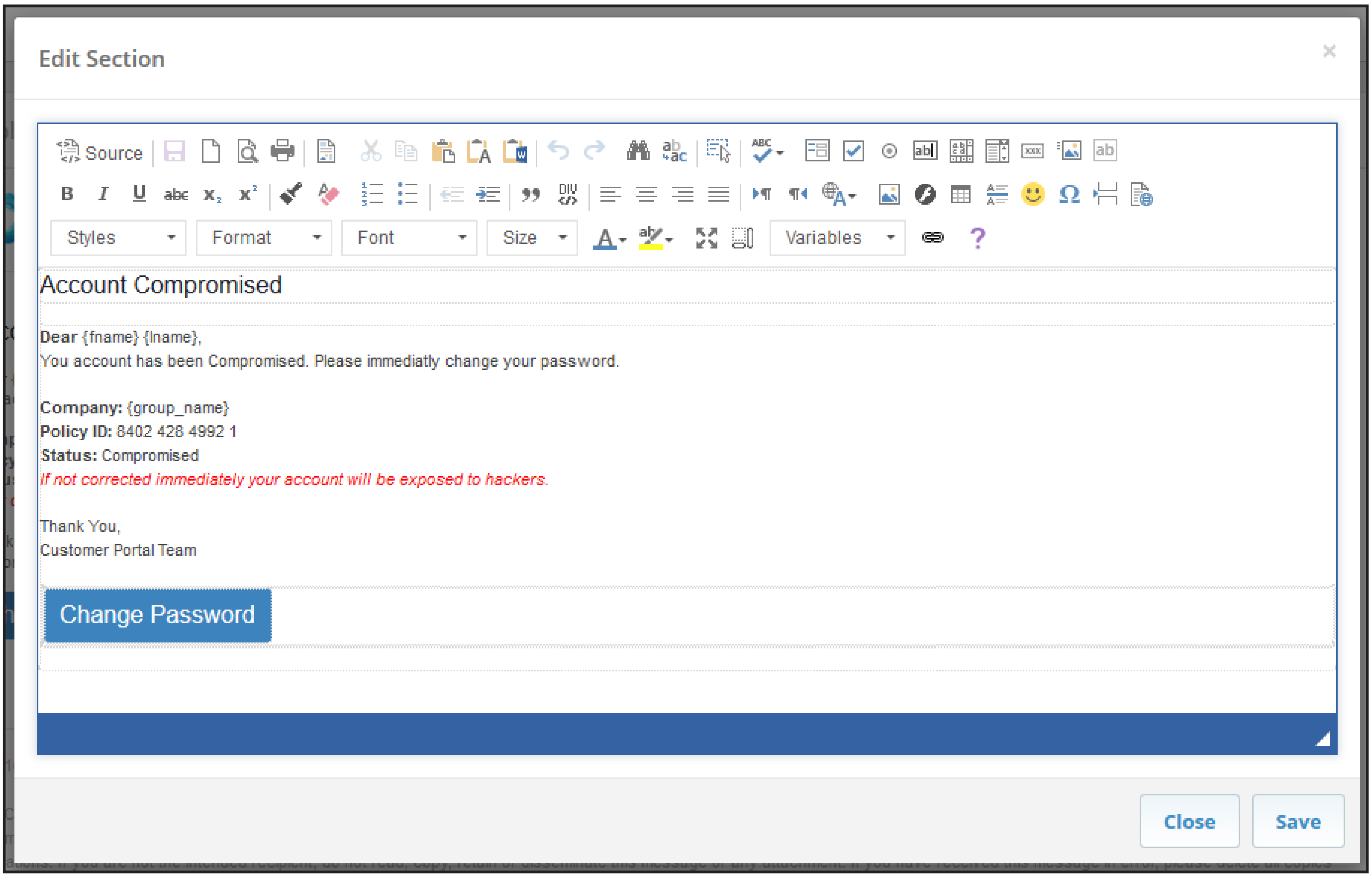
Custom Field 3 {go_3}

Edit HTML | Change Layout

Customizing Templates - Email Tab

1 **Email Editor** allows you to edit the content of the email through a WYSIWYG editor. Editable sections will be highlighted by a dashed orange box when you roll over the section. A pop up window will open with the content. Any links you want to redirect to the template's landing page (and be tracked) should use {hook_url} as the URL. The system will replace this tag automatically with the appropriate link.





Account Compromised

Dear {fname} {lname},
You account has been Compromised. Please immediatly change your password.

Company: {group_name}
Policy ID: 8402 428 4992 1
Status: Compromised
If not corrected immediately your account will be exposed to hackers.

Thank You,
Customer Portal Team

Change Password

When editing the template, the Variables dropdown allows you to select items that will be replaced in the actual test email. These include, but are not limited to, such items as the target's name, or optional group and target fields. See the appendix for a listing of available variables.

The "hook_url" can be used in place of the "hook_link". This option will show the entire url in the email. This is also used if you want a clickable image.

Images may also be clickable for tracking purposes, simply place {hook_url} in the Image URL field.

2 **Basic Email Settings** allows you to setup the from name, from email, reply-to email, and subject line for the phishing email.

Customizing Templates - Email Tab

3 **Track Attachment Open** allows you to add an attachment to your email that can be tracked in the system. In order to use this option, you must use one of the predesigned files from the system (either Word or Excel). You can download these files directly from the template editor. These files contain special tracking keys that the system is listening for. You are free to add your own content to these files, however do not modify the {{tracking_key}}. For word docs, the key must be on its own line at the bottom of the page. For excel files, the {{tracking_key}} must be in sheet 1 in cell A299. Save as docm or xlsm. Once you have finished editing the your files you can upload them using the Add Attachment button.

4 **Track Reply-tos** allows you to track email replies to your phishing emails. In order for this to work you will need to setup an incoming mail server (IMAP) for the system to monitor. The system will log in periodically and scan for emails. To enter your IMAP creditentials into the system, click on the *Change Outgoing/ Incoming Server* link, a pop up window will appear that will allow you to test the connection.

5 **Track Email Open** allows you to change how the system will track email opens.

None means that the system will not track email opens.

Image means that the system will use a 1x1 pixel transparent image to track email opens.

Non-Image means he system will use embeded sound and iframe tags to track email opens.

Both means the system uses an image, sound, and iframe to track email opens.

6 **Hook Link Options** allow you to customize how to use the landing page links in the phishing email.

Should {hook_link} click be a failure? allows you to determin if clicks in the email should be logged as failures or not.

Hook URL Link Text is the text that will appear in the email link.

Not Needed: Using {hook_url} allows you to use the url as the text instead.

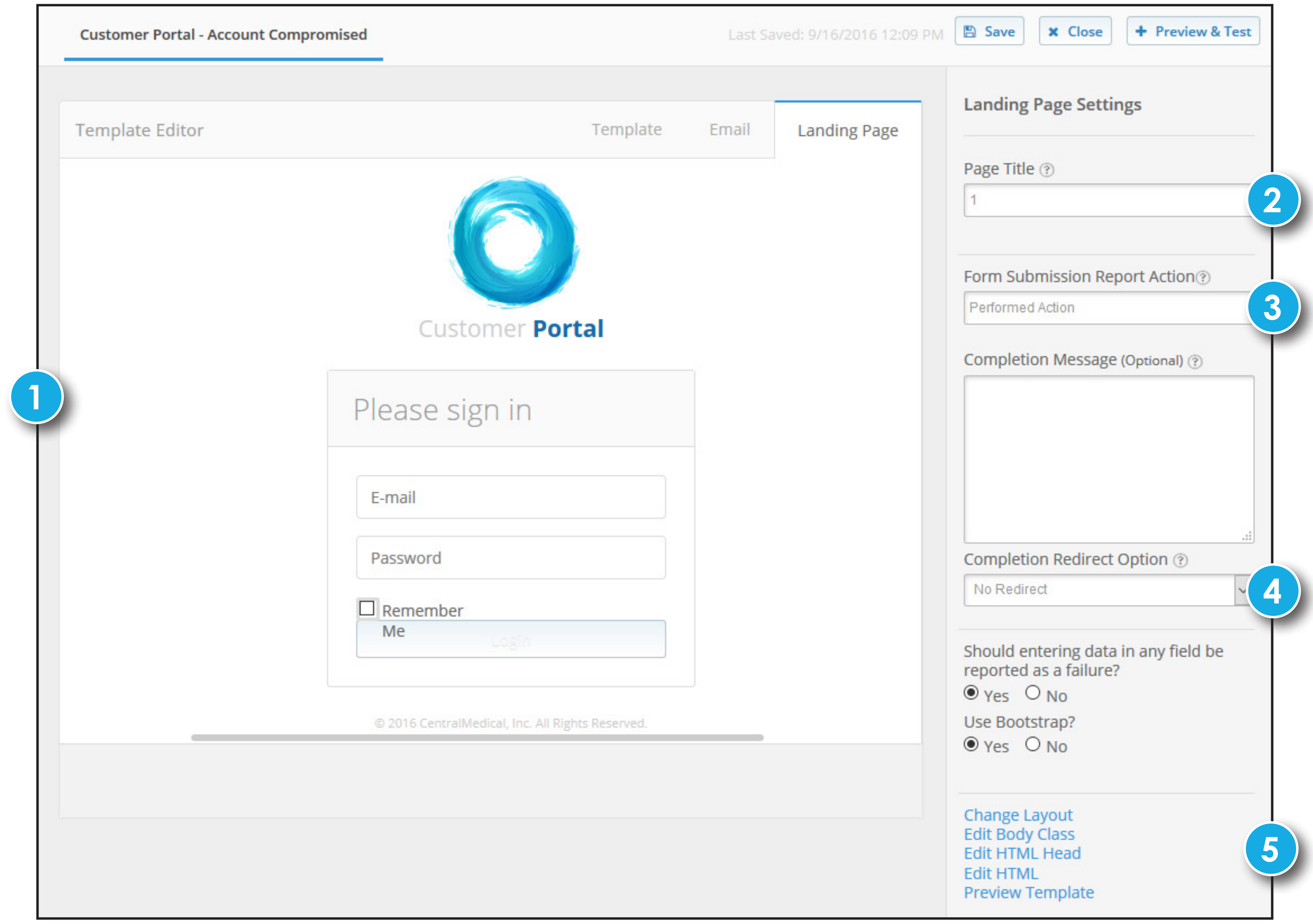
7 **Custom Fields** allows you to enter custom information into the email fields {go_1}, {go_2}, and {go_3}.

8 **Additional Links**

Edit HTML opens a pop up window where you can edit the email HTML directly.

Change Layout allows you to change the layout of the email.

Customizing Templates - Landing Page Tab



Landing Page Settings

Page Title: 1

Form Submission Report Action: Performed Action

Completion Message (Optional):

Completion Redirect Option: No Redirect

Should entering data in any field be reported as a failure?
● Yes ○ No

Use Bootstrap?
● Yes ○ No

Change Layout
Edit Body Class
Edit HTML Head
Edit HTML
Preview Template

1 **Landing Page Editor** allows you to edit the content of the landing page through a WYSIWYG editor. Editable sections will be highlighted by a dashed orange box when you roll over the section. A pop up window will open with the content.

2 **Page Title** is the text that will appear in the target's browser title.

3 **Action Settings** allow you customize how the user is updated about thier actions and how the system will report them. Depending on which phishing hook the template uses, these options will change. You may be asked to select a system file to have downloaded or upload a custom file of your own. There will be on screen help text to help you understand what each of the fields requires. A few of the common fields are:

Report Action allows you to customize how the system will display the action on the reports under the target's individual actions, such as if they fill out a form or download a file..

Completion Message is what will appear to the target in a javascript alert message when they complete the page action.

You also have the option to turn off tracking for completing the templates phishing hook action. This option is defaulted to *Yes*.

Use Bootstrap? allows you to use Bootstrap on the landing page. This option is defaulted to *Yes*.

Customizing Templates - Landing Page Tab

4 **Completion Redirect Option** allows you to select what will happen once a target completes the page action.
No Redirect means nothing will happen.
URL Redirect allows you to redirect the user to any URL you choose.
Training Page allows you to select a training page to redirect the target to.

5 **Additional Links**

Change Layout allows you to change the landing page layout.

Edit Body Class opens a pop up window allowing you to enter the CSS body class you want to use.

Edit HTML Head opens a pop up window allowing you to add content to the HTML head of the landing page.

Edit HTML opens a pop up window allowing you to edit the landing page HTML directly.

Preview Template opens another tab with a preview of the landing page.

Template Editor - Available Variables

Variable	Description
{hook_url}	Displays the configured URL and unique tracking code of the hook. This tag also used when making an image clickable.
{hook_link}	Displays the anchor text configured for the hook URL.
{phish_key}	
{fname}	Displays the first name of the target
{lname}	Displays the last name of the target
{email}	Displays the email address of the target
{group_name}	Displays the group name of which the target is a member
{sub_group_name}	Displays the sub group name that the target is assigned
{to_1}	Displays the Optional Field 1 of the target
{to_2}	Displays the Optional Field 2 of the target
{to_3}	Displays the Optional Field 3 of the target
{go_1}	Displays the Optional Field 1 assigned to the group
{go_2}	Displays the Optional Field 2 assigned to the group
{go_3}	Displays the Optional Field 3 assigned to the group
{ip_address}	Displays the IP Address from where the target is coming from. NOTE: can only be used on landing pages. Do not use in emails.
{date}	Displays the current date
{datetime}	Displays the current date and time
{company}	Displays the target's company name
{title}	Displays the target's title
{address_one}	Displays the target's address line 1
{address_two}	Displays the target's address line 2
{city}	Display's the target's city
{state}	Display's the target's state
{zip}	Display's the target's postal code
{country}	Display's the target's country
{phone_business}	Display's the target's business phone number
{phone_business_fax}	Display's the target's business fax number
{phone_mobile}	Display's the target's mobile phone number

If the group or target variables are changed before or during another test, changes will reflect in all tests. That is, the target and group variables are not tied to the test, but to the target or group.

Examples of use of optional fields:

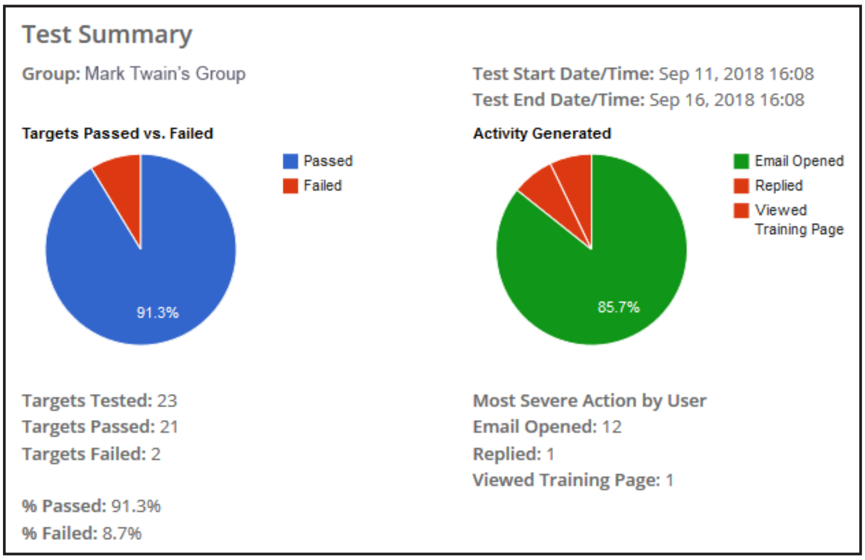
Optional Group fields: These three fields could be used to identity common information across an organization that could be used during a test, such as the organization's regulator or audit company.

Optional Target Fields: These three fields could be used to identify specific information related to that target, such as the target's supervisor, office location, etc.

Reporting

When reviewing a report, the default report is the Full Report. This report will show all activity generated during a test. The report can be viewed during an ongoing test as well. The report sections include:

Summary Section: Provides an overview of the test, such as the test dates, and targets who passed or failed.
Targets Tested: Provides a listing of the targets tested with the last action the target performed.
Individual Action: Provides a listing of the actions the target performed along with IP and system information.



Test Summary

Group: Mark Twain's Group

Test Start Date/Time: Sep 11, 2018 16:08
Test End Date/Time: Sep 16, 2018 16:08

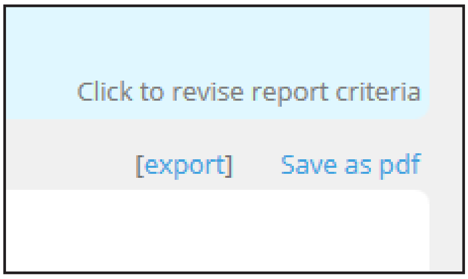
Targets Passed vs. Failed

Activity Generated

Targets Tested: 23
Targets Passed: 21
Targets Failed: 2

% Passed: 91.3%
% Failed: 8.7%

Most Severe Action by User
Email Opened: 12
Replied: 1
Viewed Training Page: 1



In the top right of a report, there are several options.

Revise report criteria allows you to change the report, such as the group, type of report, or date.

The export feature allows you to export the data to a .csv file to be used in other means, such as an audit report.

The "save as pdf" allows the current report to be downloaded as a pdf.

There are several report types available.
Full Report: All activity for a specific report listed.
Failed Only: List only targets that failed a test.
Summary-By Date: List the results for a given group for a given time period.
Summary-By Test: List the results for given test(s).
Comparison-By Date: List the results and changes between two different time periods for a given group.
Comparison-By Test: List the results and changes between two different tests.
Repeat Failures-By Date: List only targets that have failed more than once in a given time period.
Repeat Failures-By Test: List only targets that have failed more than once on a given test.
Individual Target: List all actions by one target on all tests involved.