WHISTLEBLOWER APP

DEPLOYMENT GUIDE

DEPLOYMENT PARAMETERS

When deploying the Vigilant IT Whistleblower App to your Azure subscription there are a few key factors to consider.

You should review the pricing structure for the required resources.

The deployment includes an Azure App Service and Azure SQL Database. Details about pricing for these resources can be found on the Microsoft Azure Pricing Calculator.

The deployment also includes Application Insights. The Application Insights feature can be used to get live diagnostics and usage feedback about your web app.

While it is safe to deploy the web app using the default configuration you should monitor your sites usage to ensure the performance is sufficient and increase the resources pricing tiers if required.

You must also supply a SQL Database Administrator account password. You must ensure that the supplied password conforms to the SQL security requirements or the deployment will fail.

It must contain at least three of the following:

- upper case
- lower case
- Number
- symbol (e.g. !, #, % etc..)

and must be between 8 – 128 characters long.

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To utilise the Vigilant.IT Whistleblower App some basic configuration is required.

You will need an SMTP Mailbox or SendGrid account. This account will be used for sending email communications to users of the web app.

You should also ensure that you supply a policy ocument describing the appropriate use of the whistleblower submission form. This is configured from the Site Administration portal as described in the Site Policy section of this guide.

DOMAIN CONFIGURATION

Once your site deployment is successfully completed you can find the URL on your App Service page.

Simply browse to https://portal.azure.com and search for 'WhistleblowerApp'.

Select the newly created App Service.

From the App Service Overview page you can find the default URL under the 'Essentials' section.

To redirect to this URL from your existing domain you should create a CNAME (alias) record pointing to the default URL via your existing DNS provider.

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UPDATE YOUR ADMINISTRATOR PASSWORD

Login using the default Administrator credentials.

Username:
637289811577057824

Password:
1saWX8DKr3@0T723

You will then be redirected to the Site Administration page.

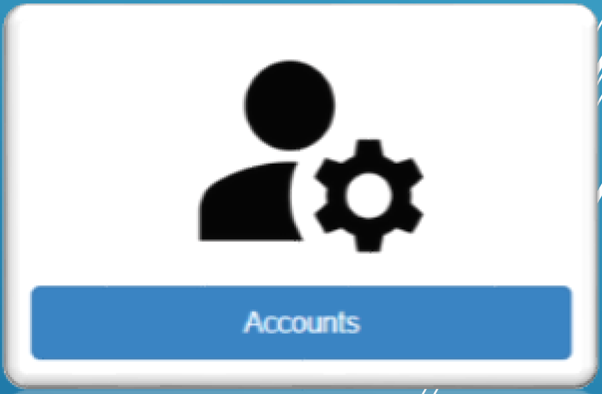
Select the 'Accounts' page and click the 'Change Password' link associated with your default Administrator account.

Update the password and click save.

The Accounts page can be used to create additional admin accounts.

It is also used to create accounts to manage the submission categories which you will create later in this guide.

Once a new category is created user accounts can be created as 'owners' of these categories who will be automatically directed to the relevant view when logging into the Whistleblower App.



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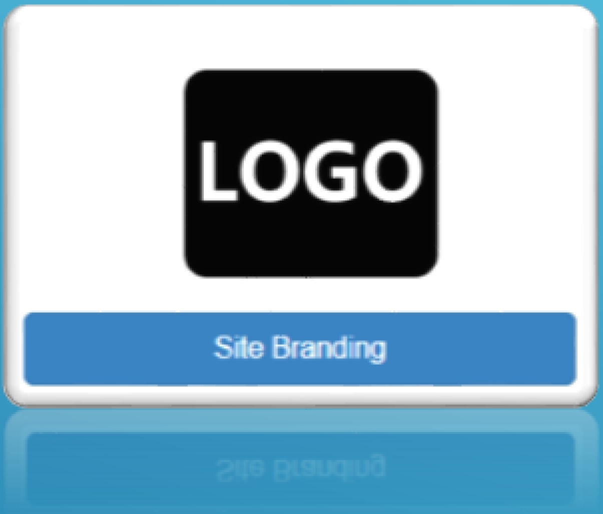
SITE BRANDING



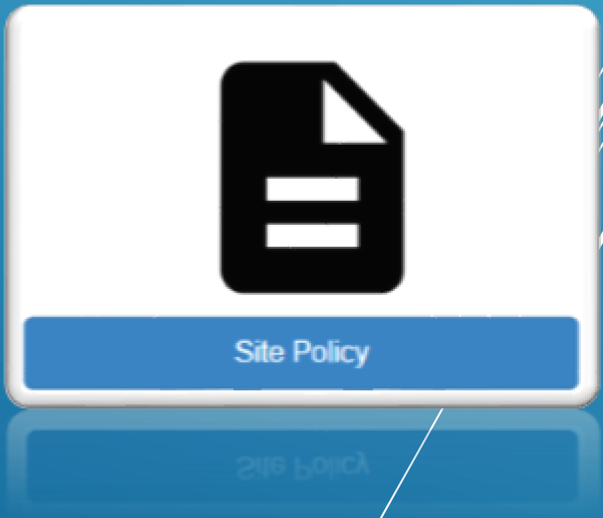
You can upload a company logo which will be displayed throughout the app.

Simply select a suitable file (.png format) a minimum width of 500 pixels or height of 200 pixels is recommended to ensure that the image is not distorted when viewed on different devices.

SITE POLICY

It is recommended that you supply a policy document outlining the intended use of the Whistleblower App.

Relevant templates for your local jurisdiction and industry requirements may be found online but should be reviewed and adjusted accordingly.



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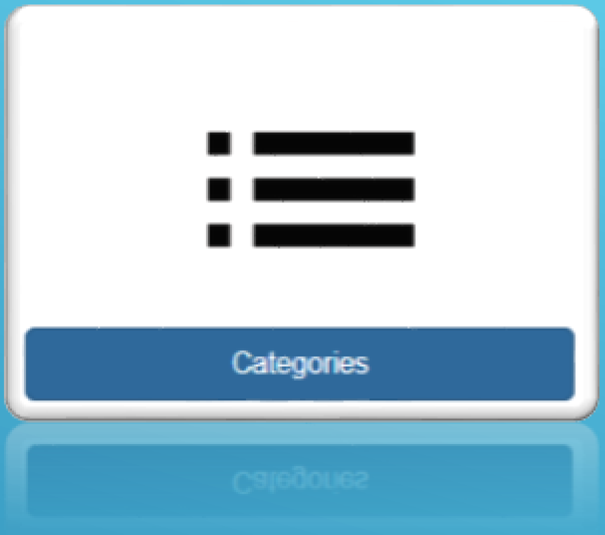
CREATE YOUR SUBMISSION CATEGORIES

Users are required to select a submission category when making a disclosure.

These categories have an email address associated with them which will be used as the notification address when a submission is received.

These categories will also be used when creating accounts. An account assigned to a category will be able to view all disclosures submitted for this category.



Once you have created your categories you should create user accounts to manage these categories. You can do so by assigning them via the 'Roles' dropown menu on the Accounts Creation page.

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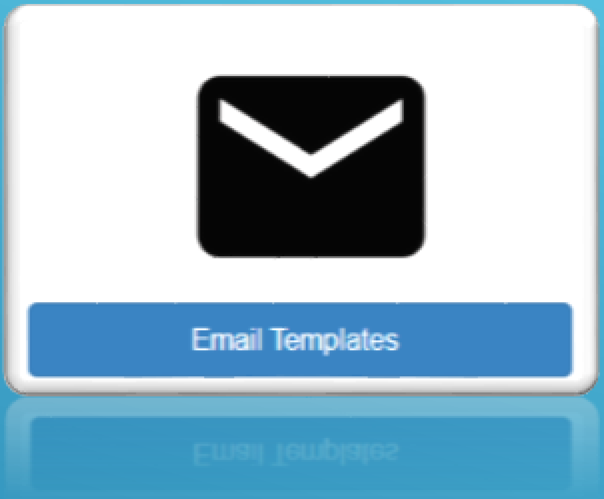
CUSTOMISE YOUR EMAIL TEMPLATES

The emails generated by the Whistleblower App can be customised, these emails are sent in HTML format and basic HTML markup can be included.

There are also several unique tags which can be included in these emails to display information related to the specific disclosure. These tags are described on the Email Template 'Edit' page.

The template names indicate which scenario each template is used for.



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CONFIGURE EMAIL SETTINGS

To maximise the anonymity of your Whistleblower App we recommend using SendGrid.

In SMTP configuration you should ensure that rules are in place to delete all messages in the 'Sent Items' folder regularly as unencrypted user information will be visible on these messages.

SENDGRID

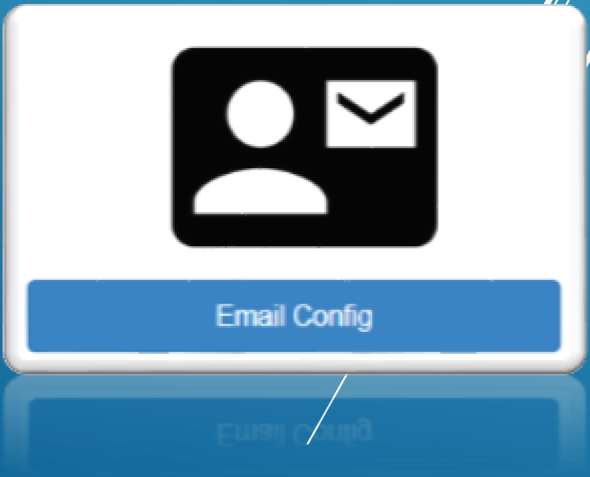
To configure the app for mail delivery via SendGrid simply supply your SendGrid ID.

SMTP DELIVERY

To configure SMTP mail delivery you will need to supply the SMTP host name, port and account credentials.

If you are using an online email service such as Office 365 or Outlook.com and your mail account is configured for multi-factor authentication you will need to generate an app password.

The app password feature can be found in your mailboxes advanced security settings.



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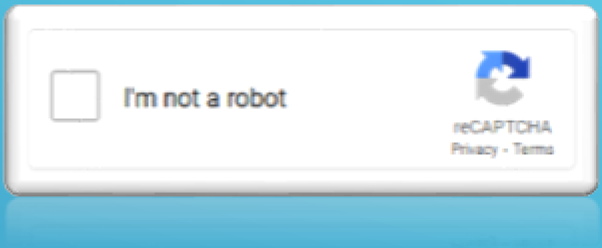
RECAPTCHA SITE KEY

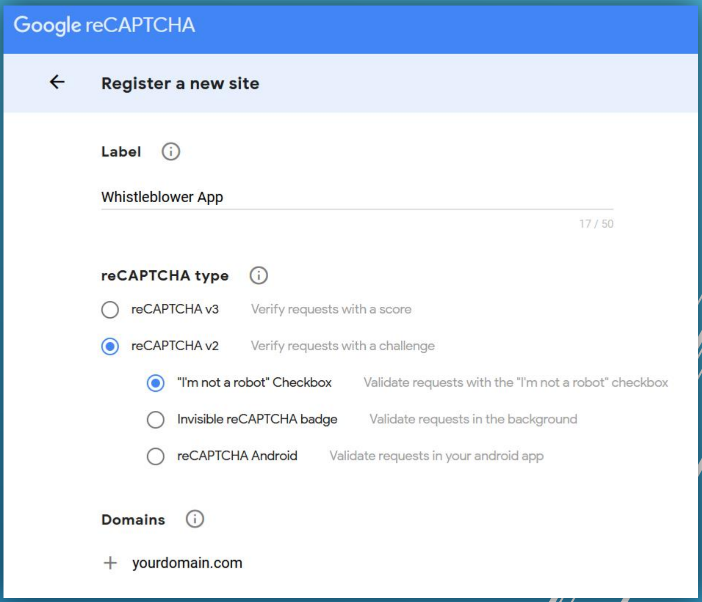
To prevent malicious actors from abusing the submission feature the Whistleblower App implements reCAPTCHA.

You will require a Google account to configure the site key.

Head to the Google reCAPTCHA Admin portal (https://www.google.com/recaptcha/admin/create).

- ✓ Add a label e.g. 'Whistleblower App'
- ✓ Select - reCAPTCHA v2 "I'm not a robot" Checkbox
- ✓ Add your domain URL
- ✓ Click Submit




Google reCAPTCHA

← Register a new site

Label ⓘ

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reCAPTCHA type ⓘ

○ reCAPTCHA v3 Verify requests with a score

● reCAPTCHA v2 Verify requests with a challenge

● "I'm not a robot" Checkbox Validate requests with the "I'm not a robot" checkbox

○ Invisible reCAPTCHA badge Validate requests in the background

○ reCAPTCHA Android Validate requests in your android app

Domains ⓘ

+ yourdomain.com

Copy the 'Site Key' and enter this into your Whistleblower App's Email Configuration.