Overview

This document will provide you with guidance on how to export and filter your data so that you can find Users who have Clicked Phishing email links. Furthermore, this document explains how to use this data to then target these “Repeat Offenders”.

Exporting and Filtering Data

- Go to "Campaigns" > "Campaign Overview" to ensure you can see "All Campaign History"
- Click "Export Data"

- Choose "Campaign Details" and the date range you wish

- Click "Export"
- Click "Click here to download your file."
Open the exported Excel file (CSV):

You will then want to filter the CSV file where "Clicked" = "TRUE"

- Filter your CSV file to show these Users
- Select Column **First Name** + Column **Last Name** + Column **Email Address** > Right Click > "Copy"

```
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Campaign Type</td>
<td>First Name</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>John</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Sue</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Bob</td>
</tr>
</tbody>
</table>
```

Open a new Excel File:

- Right Click > "Paste"

You should now have three columns: (1) First Name, (2) Last Name, and (3) Email Address

Use this filtered set of data to create a custom grouping of Users:

Now that you have a filtered list of those Users who have clicked your target emails, you will need to create a custom Department field for each User AND/OR Allocate these Users to a new Sub-Account in which you can then use as your target email list.

**To Modify a Users’ Department Field - Follow these guidelines:**

- Within the VLE, select **User Profiles** from the User Management section of the VLE

- Use the Search Users window to find the User in which you want to modify
- Click the **View User** button after searching for the User
• Click “Edit User” to modify the User’s Personal Details

• Select a different existing Department from the drop-down and/or click the “Add” button to create new Department.

• Click “Update User” to Modify the Department field.
To Allocate a User to a new Sub-Account - Follow these guidelines:

- Within the **Account Management** section, go to the **Allocate Users** page.
- Select the source and destination Sub-Accounts and highlight the User(s) you wish to move. Click "Apply Changes."

**NOTE:** You can select multiple Users by holding down Ctrl (or Shift to select all).

**NOTE:** Users maintain their training status unless additional mandatory training is assigned in the destination Sub-Account.

**Please Note:** If your list of Users is too large to handle on your own, please create a support ticket and send this file to the SANS Securing the Human Support Team for further assistance.