ReguLight Getting Started Guide

ReguLight is a comprehensive Governance, Risk, and Compliance (GRC) Management application for macOS. It helps small and medium-sized organizations identify, assess, and mitigate risks while maintaining regulatory compliance and operational excellence.

What is ReguLight?

ReguLight provides an integrated suite of tools for managing your organization's GRC program:

Core Modules

Risk Management
Identify and assess risks using a 4×4 impact/likelihood matrix. Track inherent vs. residual risk, visualize heatmaps, and monitor risk drift over time.

Internal Controls
Document and manage controls that reduce risk exposure. Track control effectiveness dynamically based on operational factors like incidents and overdue tasks.

Task Management
Assign operational tasks to personnel, set due dates, and track completion. Tasks linked to controls affect their effectiveness when overdue.

Incident Management
Record and track security incidents, breaches, and operational failures. Critical incidents automatically degrade linked control effectiveness to 0%.

Issue Management
Track findings from audits, control gaps, and remediation items. Issues reduce control effectiveness proportionally based on severity.

Personnel Directory
Maintain a directory of team members with roles, departments, and contact information. Link people to tasks, controls, and responsibilities.

Document Repository
Track policies, procedures, and compliance documents. Set review schedules and receive alerts for overdue reviews.

Compliance Frameworks
Import and manage compliance frameworks (ISO 27001, SOC 2, NIST, HIPAA, etc.) via CSV. Map Internal Controls to framework requirements.

Initial Setup

When you first launch ReguLight, the Setup Wizard will guide you through:

1. Welcome Screen
2. Create First Person (Optional) - Add yourself or an initial team member.
3. Demo Data - Choose whether to pre-load example data.
4. Guided Tour - Choose whether to start the Guided Tour after the Setup Wizard.

Demo Data Options

ReguLight includes four realistic demo scenarios:

- Starter Organization (Low Complexity): Perfect for learning the basics. Also paired with the Guided Tour.
- Established Enterprise (High Complexity): Shows advanced features with multiple frameworks.
- Post-Breach Recovery (Medium Complexity): Demonstrates incident and crisis management.
- Healthcare Compliance (Medium Complexity): HIPAA/GDPR focused example.

You can always skip the preloading of Demo Data and start with an empty system, or load it later from Settings ⟶ Demo & Testing.

Navigating ReguLight

The sidebar provides quick access to all major features:

Dashboards

- Risk Dashboard - High-level overview with risk heatmaps, control health, and key metrics.
- Compliance Dashboard - Framework completion tracking and compliance posture.
- Priorities List - Your personalized to-do list based on urgency and impact.

Governance

- Risks - Browse and manage all risk scenarios.
- Internal Controls - View and edit all controls.
- Tasks - Operational tasks and due dates.
- Incidents - Security incidents and breaches.
- Issues - Audit findings and control gaps.
- Personnel - Team directory.
- Documents - Policies and procedures.

Frameworks

A list of all imported Compliance Frameworks and an All Controls view that lists all controls from all imported Frameworks in one overview.

System

- Reports - Generate PDF reports for stakeholders.
- Help Center - Documentation and guides.
- Settings - Configure organization, import/export frameworks and data, manage demo data, backup and restore data.

Navigation tips

Hide/Show Sidebar - Use ⌘ + Control + S or View ⟶ Toggle Sidebar to maximize your workspace.

Multiple Tabs - Show the tab bar with View ⟶ Show Tab Bar, then click the **+** button to open new tabs. Compare different sections simultaneously within the same window. Close tabs and Hide the bar with View ⟶ Hide Tab Bar when you need more screen space.

Multiple Windows - Use ⌥ + ⌘ + N or File ⟶ New Window to work with different sections simultaneously across multiple windows.

Tab to Window - Drag a tab by its header outside the main App window to view the tab's contents in a separate window.

Drill down for details - Many elements in ReguLight allow you to navigate to detailed or filtered information by clicking on them. These elements are highlighted in bold, and the mouse cursor changes to a hand to indicate that they are interactive.

Export to CSV - In many views, the menu bar includes an **Export** button. Pressing this button exports the on-screen content to a CSV file for external analysis or information sharing and opens the Export dialog.

Search - In ReguLight's main views (Risks, Internal Controls, Tasks, etc.), the search function in the menu bar supports multiple words and partial word matches. The search applies across all columns, making it easy to quickly find the information you are looking for.

View/Edit and Delete - Right-clicking or double-clicking an item in the first column opens a dialog for viewing, editing, or deleting the item.

Notify Owner - The View/Edit and Delete dialog also includes a **"Notify Owner"** option, which allows you to send an email to the item's owner using the ReguLight user's default mail app. In addition, after adding or modifying an item, a dialog appears asking whether the item's owner should be notified.

Common Workflows

Creating a New Risk

1. Navigate to Risks → Add Risk (Use the **+** button in the toolbar).
2. Describe the risk scenario and potential consequences.
3. Assign a Risk Owner.
4. Set the Inherent Impact and Likelihood (1-4 scale).
5. Link existing Internal Controls (or create new ones first).
6. Review the Residual Risk calculation.

Implementing an Internal Control

1. Navigate to Internal Controls → Add Control (Use the **+** button in the toolbar).
2. Describe the control and assign a Control Owner.
3. Choose Control Type (Preventive, Detective, Corrective, etc.).
4. Set CRRF (target effectiveness, 0-100%).
5. Set current status to 'Draft', 'Implemented', or 'Managed'.
6. Link to relevant Risks, Framework Controls, and Documents.

Managing Tasks

1. Navigate to Tasks → Add Task (Use the **+** button in the toolbar).
2. Set a due date and assign to an owner.
3. Link to a parent Control (optional but recommended).
4. Mark as complete when finished.
5. Note: Overdue tasks automatically reduce linked control effectiveness.

Understanding Risk Calculations

ReguLight uses dynamic risk calculations:

- Inherent Risk = Impact × Likelihood (scored 1-4 each, max 16)
- Residual Risk = Inherent Risk, adjusted by linked control effectiveness.
- Control Effectiveness = Starts at CRRF, degraded by incidents, issues, and overdue tasks.
- Risk Reduction = Percentage decrease from inherent to residual risk.

The Risk Dashboard provides heatmaps comparing inherent vs. residual risk, helping you visualize the value of your control environment.

For more information, see the **Risk Calculation Engine (Deep Dive)** in the ReguLight Help Center, or visit the full online documentation at www.regulight.eu/docs.

Data Management

Loading Demo Data

Settings ⟶ Demo & Testing ⟶ Load Demo Data

Choose to add demo data to your existing system or wipe first for a clean slate.

Backing Up Your Data

Settings ⟶ System Maintenance ⟶ Backup Database

Always create backups before major changes. Exports all data to a JSON file.

Restoring Data

Settings ⟶ System Maintenance ⟶ Restore Database

Import a previously saved backup file to restore your system.

Wiping All Data

Settings ⟶ Demo & Testing ⟶ Wipe All Data

⚠️ Warning: This permanently deletes all data. **Create a backup first!**

Getting Help

Guided Tour

Launch the interactive Guided Tour from Help Center → Take the Guided Tour for a walkthrough of ReguLight's features.

Help Center

Navigate to Help Center in the ReguLight sidebar for detailed documentation on:

- Risk Management
- Internal Controls
- Compliance Frameworks
- Control Effectiveness Calculations
- And more...

Support

Visit www.regulight.eu/support for:

- Additional documentation
- Technical support

Best Practices

1. Start with the Risk Dashboard - Use it as your daily starting point for a quick risk posture overview.
2. Keep CRRF Realistic - Set target control effectiveness (CRRF) based on actual (or expected) capabilities, not aspirations.
3. Link Everything - Connect risks to controls, controls to tasks, tasks to people for maximum visibility.
4. Review Regularly - Use the Priorities List to stay on top of overdue items.
5. Document Your Progress - Use the Document Repository to track policies and procedures.
6. Generate Reports - Create PDF reports regularly for stakeholders and auditors.

Quick Reference

Action	Location
View risk overview	Risk Dashboard
View compliance status	Compliance Dashboard
Review immediate actions	Priorities List
Add a new risk	Risks ⟶ Add Risk (+ button)
Add an Internal Control	Internal Controls ⟶ Add Control (+ button)
Assign a task	Tasks ⟶ Add Task (+ button)
Record an incident	Incidents ⟶ Add Incident (+ button)
Add an issue (e.g. improvement)	Issues ⟶ Add Issue (+ button)
Add a document to the repository	Documents ⟶ Add Document (+ button)
Load demo data	Settings ⟶ Demo & Testing
Backup database	Settings ⟶ System Maintenance
Generate a PDF report	Reports ⟶ Generate (select report)

Ready to get started?

Begin by exploring the Demo Data scenarios or dive in and create your first risk scenario. Remember, you can always access the Guided Tour or Help Center for assistance!

ReguLight - Easy Risk & Compliance Management

For more information, visit www.regulight.eu