# Tri ine GRC

# TriLine GRC V2.1.0 – New Features

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Compulsory Note on Risk Assessment change (optional)	9
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Change History for 'Contract With' records	0
Tasks	1
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**Note:** Some terminology may vary depending on your Configuration settings.

# **Interface Changes**

### **Logout Required**

This release has increased security. One of the new items is the inability for a user to be logged in more

than once. If a user does not logout using either the menu item or the 🔀 at the top right corner they will not be able to log back in for 30 minutes.

### **Managing User Sessions**

If a user does not logout correctly and they are unable to log back in ("You are already logged in" error message), a TriLine GRC Administrator can release the user's session from the Maintenance | Manage User Sessions menu.

# Manage User Sessions



i Current User S

essions		•	
	wdobell		

Select the user from the dropdown list then click the delete icon. Note: The current use will not appear in the list.

Recommendation: Have more than one or create a 'spare' TriLine GRC Administrator position (with 'Do Not Display In Lists' selected) that can be used if the locked user is an Administrator.

### My Tasks becomes My Summary

The default landing page for TriLine GRC has been updated and will now load faster than before.

# Ourrent Tasks Roles & Responsibilities Temporary Allocation My Reports / Charts

The information on the Current Tasks, Temporary Allocation and My Reports / Charts remain the same.

My Summary	/	A new tab 'Roles & Responsibilities' replaces th
🔒 Current Tasks	Roles & Resp	previous 'Responsible For' and 'Tasks' tabs.
Responsible For	Count	This tab provides a summary of what the curren User is Responsible for and what repeating Tasl
Compliance Process	17	they are required to complete.
Process Control	25	It now also includes a list of where the current
Risk	7	user is the Escalation Point (for Overdue Tasks)
Risk Treatments	5	The Count column shows how many of each iter
KRI	5	apply. For example, in the screen shot to the le
Event Type	7	the current user is the Owner for 7 Risk records
Events	43	To display the relevant data for each row simply click on the text or number and the data will
Contracts	6	appear to the right of the list.
Contract Task	2	
Obligations	264	
Register Types	5	
Registers	15	
Repeating Tasks		
Process Control	20	
Risk Riview	6	
Risk Treatments	7	
KRI	9	
Contracts	5	
Escalation		
Escalation		

### **Create Register and Create Event**

Full height forward and back buttons have been added to the create screens for Registers and Events to simplify moving between the pages of information.

New	Register record		×
0	🛞 Gifts and Ber	Click here for more information	
	Title:*	Enter a short Title (up to 300 characters)	Step 1 of 3
	Date Received or Offered:*	×	0
	Offered To:* Information:	The <b>Donor</b> field provide the name and address of the person or organisation providing the Gift or Benefit.	0
	Donor:		0
$\boldsymbol{<}$		~	>
	Relationship:*	Customer Partner Existing Supplier	0
	Reason:*	B / D TriLine GRC Default + (Font Size) + A - Co	0
			~

#### **Button click feedback**

To improve confirmation that a button click has been processed, a new full-width coloured banner will display at the bottom of the screen.

#### Process Updated

The banner will be coloured green for a positive result, red for an error, yellow for a warning or blue for information.



Error messages will also be displayed on screen as they are currently.

#### New options when exporting to MS Excel

When exporting to MS Excel there are now two options: Standard export and With Filters.

		Standard export is th	e same as y	ou expe	rience currer	itly.				
<b>S</b> X	Standard Export			-	1	-				
Y	With Filters	With filters has the spreadsheet ready for data filtering.								
Number	Title	Description	Category	Consequences	Responsible Officer	Business Unit				
ABC88888	This is for Regulatory Compliance.	We have to do these regulatory things to make sure we keep our license.	Board Policy	Insignificant	GM- HR & Marketing	Board of Directors				
ACC0005	Prudential Return	The Prudential Return that the company is required to submit.	Legislative	Moderate	General Manager	Finance				
1										
Number	- Title	Description     Category	- Consequ	iences	Responsible Officer	<ul> <li>Business Unit</li> </ul>				
ABC88888	This is for Regulatory Compliance.	We have to do these regulatory things to mak Board Policy	Insignifie	cant	GM- HR & Marketing	Board of Directors				
ACC0005	Prudential Return	The Prudential Return that the company is re Legislative	Moderat	e	General Manager	Finance				

Please Note: When exporting With Filters, MS Excel does not wrap text in cells.

### Help menu location

The Help menu has been moved from the main menu to the top banner. The functionality remains the same.

257 Cu	rrent Tasks (1	87 Overdue)	?
Obligations	Reports	Dashboard	Show Help TriLine GRC Support Centre About TriLine GRC Version History

### **New Saved Layouts**

### **Register List**

The Register List now allows saving Layouts for each Register Type.

œ	Gi	ifts and Ben	efit	s Register				Layouts Reli	ationship = Customers			• Q	
	P	age 1 of 1 (2 items)										Page	size: 20 🔻
	Ente	er text to search											
	Drag	g a column header her	e to ş	roup by that column									
		* Number 4	Ŷ	Title		Register Status	2	Date Received or Offered $ \widehat{\gamma} $	Danar		Relationship	Ŷ	Value
2	T <sub>o</sub>		9	5	9	9	9			9	Customer	Ŷ	Ŷ
		GB000009		Carton of wine from Green Pty Ltd		Received		22/12/2016	Green Pty. Ltd.		Customer		300

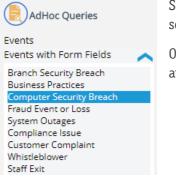
### **Register AdHoc Query / Register History Adhoc Query**

AdHoc Queries	AdHoc Queries	
Registers	Registers	$\sim$
Conflict of Interest	History	$\sim$
Gifts and Benefits Keys Natural Disaster New Staff	Conflict of Interest	

For these items, you select the Register Type from the menu (rather than on the AdHoc Query screen).

Once the AdHoc Query screen appears the Saved Layout options will be available.

### **Events with Form Fields**



Select the Event Type from the menu (rather than on the AdHoc Query screen).

Once the AdHoc Query screen appears the Saved Layout options will be available.

### Grids 'contained' within the available screen

Where a grid could extend beyond the existing screen edge with the addition of extra columns the horizontal and vertical scrolling is now within the bounds of your screen for better access to menus and other features.

	ext to search								
Drag a c	column header	r here to group by that column							
* 1	Number	Title		Description			Category	٩	Business Unit
Y <sub>0</sub>	Ŷ		9			9	7	9	
AB	ABC88888 This is for Regulatory Compliance.				p our	ese regulatory things to make license. So does this work. Is ? OK	Board Policy		Board of Directo
AB					p our	ese regulatory things to make license. So does this work. Is ? OK	Board Policy		Board of Directo
AB	BC88888	This is for Regulatory Compliance.			p our	ese regulatory things to make license. So does this work. Is ? OK	Board Policy		Board of Directo
AC	CC0005	Prudential Return		The Prudenti required to s		eturn that the company is it.	Legislative		Finance
AC	CC0010	Prudential Return 2		Prudential R	eturn	2	Legislative		Business Develo
AC	CC0015	Prudential Return		Prudential Re	eturn	I	Legislative		Credit
C4	4	A Change of Directors				ave to do when there is a	Board Policy		Credit
<b>∑</b> ?	Compliance F	Process Status] Equals 'Active'		change of Di	irecto	rs at any time			
				change of Di					
Ad	lhoc Que	ry: Process Controls		change of Ui		ayouts Saved Layouts			à 🛍 🔒 🕂 🗷
Ad	Ihoc Que	ry: Process Controls		change of Ui					à 🛍 🖯 🕂 🗷
Ad	Ihoc Que ter text to search g a column head	ry: Process Controls h der here to group by that column			La	ayouts Saved Layouts			
Ad Ente Drag	ter text to search g a column head * Number	ry: Process Controls h der here to group by that column Title		Reminder Days	La			Category	٩
Ad Ente	ter text to search g a column head * Number	ry: Process Controls h der here to group by that column	Ŷ	Reminder Days	La	ayouts Saved Layouts Description		Category	9 9
Ad Ente Drag	Ihoc Que ter text to search g a column head Number	ry: Process Controls h der here to group by that column Title $\widehat{P}$	······································	Reminder Days	La s • 9 0	ayouts Saved Layouts Description We have to do these regulatory sure we keep our license. So do	/ things to make pes this work. Is	Category	9 9
Ad Ente Drag	Ihoc Que ter text to search g a column head * Number ABC88888 ACC0005 ACC0005	ry: Process Controls h der here to group by that column Title          Title         Y         This is for Regulatory Compliance.         Prudential Return         Prudential Return	9	Reminder Days	Lā \$ \$ 0 0	Description We have to do these regulatory sure we keep our license. So do this on a new line? OK The Prudential Return that the required to submit.	, things to make bes this work. Is company is company is	Category Board Polic Legislative Legislative	9 9
Ad Ente Drag	Ihoc Que ter text to search g a column head Number ABC88888 ACC0005 ACC0005 ACC0005	ry: Process Controls h der here to group by that column Title  P This is for Regulatory Compliance. Prudential Return Prudential Return Prudential Return Prudential Return	9	Reminder Days	La s 0 0 0	ayouts Saved Layouts Description We have to do these regulatory sure we keep our license. So do this on a new line? OK The Prudential Return that the required to submit. The Prudential Return that the required to submit.	y things to make bes this work. Is company is company is company is	Category Board Polic Legislative Legislative	9 9
Ad Ente Drag	Ihoc Que ter text to search g a column head * Number ABC88888 ACC0005 ACC0005 ACC0005 ACC0005	ry: Process Controls h der here to group by that column Title	· · · · · · · · · · · · · · · · · · ·	Reminder Days	La s ↓ ♀ 0 0 0 0 3	Description Description We have to do these regulatory sure we keep our license. So do this on a new line? OK The Prudential Return that the required to submit. The Prudential Return that the required to submit. The Prudential Return that the required to submit.	y things to make bes this work. Is company is company is company is company is	Category Board Polic Legislative Legislative Legislative	9 9
Ad Ente Drag	Ihoc Que ter text to search g a column head Number ABC88888 ACC0005 ACC0005 ACC0005	ry: Process Controls h der here to group by that column Title  P This is for Regulatory Compliance. Prudential Return Prudential Return Prudential Return Prudential Return	9	Reminder Days	La s ↓ ♀ 0 0 0 0 3	Description Description We have to do these regulatory sure we keep our license. So do this on a new line? OK The Prudential Return that the required to submit. The Prudential Return that the required to submit. The Prudential Return that the required to submit. The Prudential Return that the	y things to make bes this work. Is company is company is company is company is	Category Board Polic Legislative Legislative	9 9

For the Event List and AdHoc Query screens where all records are displayed, the height of the grid will use all available vertical screen space.

### Linked KRI's moved from Assessment to Links tab on Risk

Risk		··· .	<b>Ə</b>	Hardware	failure						
Risk Details	Environr	ment	Asse	essment	Treatments	Not	tes	Occuri	rence	Archives	Links
Compliance	KRI's	Cont	ract	Events	🌔 Obligati	ons	Re	gisters			

The Linked KRI's tab has been moved from the Assessment tab to the Links tab.

### **Configuration Page**

The Configuration page has been updated to simplify changes.

### 

Click anywhere on the section header (e.g. Tasks) to display the items within that section. **Configuration** 

General	Database	Monitor	Maintenance	Risks	Events	Obligations	Customisation	Portal					
✓ General													
▲ Tasks													
	Attestatio	n Comment:				egardless of the quired for 'Yes' o	Outcome. r 'Pass' Outcomes <mark>o</mark> i	nly.					
Show	Express Comp	olete Button:	🖌 lf ticked, the Ex	press Com	plete Button	will be shown (w	hen applicable).						
E	xpress Comple	te One Click:	🖌 lf ticked, only o	ne click wil	l be required	d to Express Com	plete a Task.						
Show Not Completed Button: 📝 If ticked, the Not Completed Button will be shown.													
	Use C	Tritical Tasks:	🗸 lf ticked, Tasks	can be mar	ked as Critic	al.							

The Maintenance Tab has been moved to the Data Retention section on the General tab.

### Password Strength indicator on Login Page

It is now possible to optionally include a Password Strength indicator on the Login page. The indicator does not impede the login process but is a visual reminder to the user of whether their password is strong or weak.

Configurat	ion							
General Da	atabase	Monitor	Risks & KRI's	Events	Obligations	Customisation	Portal	
✓ General								
➤ Data Retention	r							
<ul> <li>Interface</li> </ul>								
:	Show Com	pliance Risk:	If ticked, Complete International Interna	oliance Risk	and Risk Rating wi	ill be shown.		
	Use Comp	pliance Title:	📝 lf ticked, the C	ompliance 1	fitle field will be us	sed.		
	U	se Risk Title:	📝 lf ticked, the R	isk Title field	d will be used.			
	Return t	o Last Page:	🗸 lf ticked, User	s will be retu	irned to the last p	age of their previous	session.	
	F	Failed Login:	🔄 lf ticked, an al	ert will be se	ent to the Notificat	tion email address if	there is a fa	ailed login attempt.
Sh	ow Passwo	rd Strength:	🛃 If ticked, show	a Password	Strength inidicate	or on the Login page	t.	
Login								
User I	D: testU	Jser		••••]	_			
Passwor	d: •••••	•			⇒			
		Forgot ye	our password	?				
	(							
	Ye	our passw	ord is too Sim	ple				
Login								
User II	D: testU	ser		••••]	_			
Password	d: •••••	••••		••••]	⇒			
		Forgot yo	our password	?				
	(							
		Your pass	word is Stron	g				

### **Compliance Process Tasks retitled**

To avoid confusion with the introduction of the Control Inventory module these tasks will no longer appear as a Type of 'Control Task' on the My Summary | Current Tasks tab or in emails. They will now appear as a Type of 'Compliance Task'.

My S	Summa	y						Ima Beancounter, GM - Finance	& Adm	inistration			-
🛛 🕒 Ci	urrent Tasks	Roles 8	Responsibilities	Temporary	Allocation	My Reports / Charts							
ø	Page 2 of	3 (26 items	s) (1	2 3 (	$\triangleright$							Page s	ize: 10 🔻
	Enter text to	search											
	Туре	٩	Number 💡	Details						Due	9		
	$\mathbf{Y}_{\mathbf{o}}$								9				
	Compl	ance Task	CRM0025	Corporate Risk (a) The Credit U		place that appropriate cover a	nd level c	of insurance is in place.		28/04/201	7	/ 📰	H
	<b>D NOT rep</b> red McCu		s email ****										
The fol	lowing are	overdue	for complet	on by you:									
<u>Login</u>	<u></u>												
		Refere	nce		Task						Due		Position
Comp	liance Task	CRM00	85 Complian advice" ru			· ·		ust ensure that members i Financial Advisory Service		sting	30/06		Operations Manager

### **Risk Rating Map**

The Compliance Risk Rating Map, Inherent Risk Rating Map and Residual Risk Rating Map now include a date at the bottom of the downloaded / copied image and on mouseover, displays a list of the records behind each value.

		Conseque	nces									
Li	kelihood	Insignific	ant	Mino	r	Modera	ate	Major		Catast	rophic	
AI	most Certain	High	1	High	1	Extreme		Extreme		<u>د</u>		
	Likely	Moderate		High	1	High	1	Extreme	2		14 Staff Risk 5 Natural D	
	Possible	Moderate		Moderate		High	5	High		L		
	Unlikely	Low		Low	1	Moderate		High	1	High	1	
	Rare	Low	7	Low		Moderate		High		High		

### AdHoc Queries, Reports and Charts

#### **Report output format**

Reports can now be exported in DOCX format.

	▶ 80		аны (	,D,	<b>.</b> D.	È.	0	•	
1 of 16		 Whole Page 🔻	T.		••••			U	
						PDF			
						RTF			
						DOCX			

### **Reminder Date / Days in Adhoc Queries**

The Reminder Date and Reminder Days have been added to the Process Controls, Risk (for Risk Review), Risk Treatment and Contract Task AdHoc Query screens.

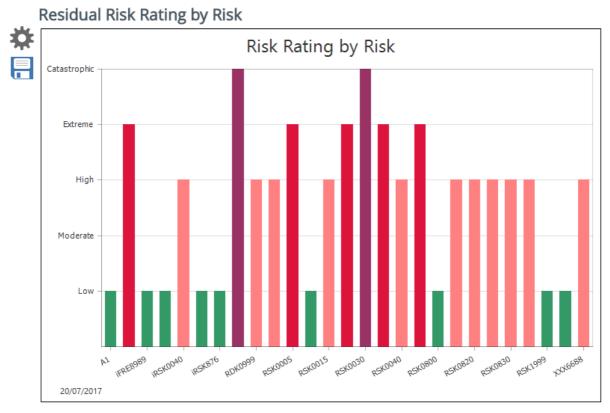
### Adhoc Query: Process Controls

Layouts Saved Layouts

Ent	er text to search									
Drag	Drag a column header here to group by that column									
	* Number	Title		Reminder Date 💡	Reminder Days					
T <sub>o</sub>	9		9		÷ 9					
	CRM0025	Corporate Risk Insurance in place		21/07/2017	7					
	CRM0025	Corporate Risk Insurance in place		20/05/2016	7					

### **Residual Risk Rating by Risk Chart**

A new chart will be available showing the Residual Risk Rating by Risk.

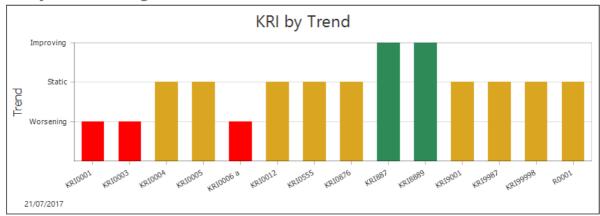


The available filters and options for the chart are:

- 1. Business Unit
- 2. Risk Category
- 3. Risk Sub Category
- 4. Risk Owner
- 5. Tags
- 6. Inactive records.

### KRI by Trend Chart

A new chart will be available showing KRI's by Trend. KRI By Trend / Rating

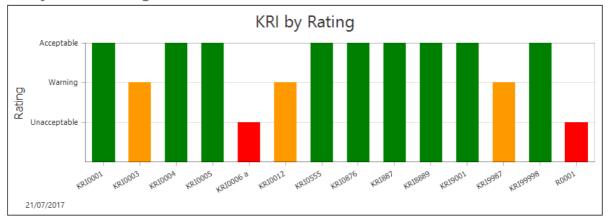


The available filters for the chart are:

- 1. Risk Category
- 2. Trend
- 3. Rating
- 4. Owner
- 5. Tags

### KRI by Rating Chart

A new chart will be available showing KRI's by Rating KRI By Trend / Rating



The available filters for the chart are:

- 1. Risk Category
- 2. Trend
- 3. Rating
- 4. Owner
- 5. Tags

### **Taxonomy Report**

Taxonomy

This creates a spreadsheet with the 'Taxonomy' of your system. For each module it lists Categories, Custom Fields, Status values etc. on a separate tab.

	D Save As							
	A	В	C	D	E	F	G	
1 Compliance Categories		Compliance Process Cust	Compliance Process Custom Fields:					
2	Board Policy		Field Name	Description	Field Type		Field Name	De
3	Business Continuity		Custom Field 1	This is a text field	Text		L1	Lis
4	Environmental Policy		Is required	Select this if required	Tick Box		List Colours	Co
5	Legislative		List of things	List	List			
6	Test		Some Text	A multi-line text field	Multiline Text			
7			Test Date	Test date	Date			
8								
	C							>

### Linked Obligations as filters on Process Control reports

Obligations linked to a Process Control can now be used as a filter in the Compliance Controls reports. Obligations or Sub Obligations must be linked to a Process Control to be included. Only Obligation records will be included in the selection list but the resulting report will include Sub Obligations.

### **Compliance Controls Reports**

Select Report	Completed Task	<s *<="" th=""><th></th><th></th></s>		
Group By	Group By	*		
opplied Filters & Options	Obligation» 179	937; AML/CTF Programs		Yo
Report Title	Enter your own	Report Title (Optional)		Т
ilters & Option	s			
			* L1	
Date Range fro	m: 9/08/2017			
Date Range fro Business Unit	m: 9/08/2017	Select by date completed	L1	
Date Range fro Business Unit Category	m: 9/08/2017	Select by date completed	L1 List Colours	
Date Range fro Business Unit Category Outcome	m: 9/08/2017 * * *	Select by date completed Include Inactive Exclude Comments	L1 List Colours	
Date Range fro Business Unit Category Outcome Tags	m: 9/08/2017 * * * * * * * * * * * * * * * * * * *	<ul> <li>Select by date completed</li> <li>Include Inactive</li> <li>Exclude Comments</li> <li>Exclude Attachments List</li> </ul>	L1 List Colours	
Category Outcome Tags Reference	m: 9/08/2017 * * * * * * * * * * * * * * * * * * *	<ul> <li>Select by date completed</li> <li>Include Inactive</li> <li>Exclude Comments</li> <li>Exclude Attachments List</li> <li>Completed Overdue only</li> </ul>	L1 List Colours	

### Report File Name

When you use the Report Export function the generated filename will be the same as the report Title. Compliance Process Reports

◀ ◀ 1 of 89		- Whole Page - +	- 🖶 🖷 👘 🔎	0
	My Complian ABC88888 Details We have to So does th Is this on a OK	My Compliance List.pdf - Adobe Rea File Edit View Window Help Den  Bookmarks Bookmarks		Sample

# **Events and Registers**

### New field type 'Display Text' for Events and Registers

This new field type will allow for free-form text to be displayed in the form.

Edit Register Field	
Field Type: Display	y Text 🔹
Display Text: Inform	
Description: B	/ TriLine GRC Default 🔹 (Font Size) 🔹 📸 📲 📰 🕅 * 🗛 * 🎼
la t	he <b>Donor</b> field provide the name and address of the person or organisation providing the Gift or
	efit.
Des	ign HTML Preview
List Values:	
Default Value:	
Number of Decimals: $0$ $\ddagger$	
Required Field:	
Backend Only: 🗌	
Display In Lists: 📃	
Report Filter:	
Currency Alert Value: 0	
Active: 🔽	
Preview	
7-1 A	
Title*	This field (of 300 characters) is automatically added to each Register
Date Received or Offered*	
Offered To*	
Information	In the <b>Donor</b> field provide the name and address of the person or organisation providing the Gift or Benefit
Donor	
Deletionalia	
Relationship*	Customer O Partner O Existing Supplier
Reason*	B / 💼 🛍 TriLine GRC Default 👻 (Font Size) 👻 翰 * 🏘 🕅

### Mandatory attachments for Events and Register Tasks

#### New Task

Descriptio	Schedule	
		sk 🗌 An Attachment is mandatory for Task Completion

For each Task created for an Event or Register record an attachment can be mandatory.

### **Register Title field re-purposed**

With this release, you can change the field name for the Title field to be relative to the Register purpose (**Note:** It remains a text field of 300 character).

#### Edit New Staff

Details Defau	It Security New Record Help	
Name:	New Staff	
Prefix:	NS 🔤	
Title Field Name:	Position	
Title Prompt:	Enter the Position being filled	
Portal:	Show in Portal	
Auto Alerts:	✓ Send an automatic alert to Register Owners on r	new entry
Status Change:	Send an automatic alert to the creator on change	e of Status
This Register is:	Active	
Icon:	💄 lcon 11 🔤 👻	
Register Designers:	Company Secretary	Click here to select Designers

The field name will be used on all screens.

New Staff Register	er		
Page 1 of 1 (15 items)			Page size: 20 🔻
Enter text to search			
Drag a column header here to	group by that column		
* Number 👻 🖓	Position		Register Status 💡
۹		9	9
NS000048	Compliance Manager		Being Managed

### **New Event and Register numbers**

New Event and Register records will be numbered sequentially within their respective Type.

### Fast Add Note or Attachment

The Event and Register List screens now include buttons to add a Note or Attachment from the List screen (without having to open the record).

Ê	G	ifts a	nd Be	ne	fits R	egister			Layo	uts	Saved Layouts		•••] <b>•</b> •	ا 🛱 💪	
0		Page	e 1 of 1 (5 i	tem	is) (1	1									
		Enter te	ext to sear	ch											
		Drag a c	olumn he	ade	r here to g	roup by that	column								
		* 1	Number		<b>-</b> ₽	Title							Register Status 🛛 💡		
		T <sub>o</sub>			9							9	9		
		GE	B000041			Test for sec	tion Header						Received	-	0
Ev	en	ts Lis	st		🗌 SH	ow Closed	records	🗌 Sho	ow Archive	ed i	records		Layouts Saved La	youts	
0	En	ter text	to search	۱											
	Dra	g a colu	ımn head	ler	here to g	roup by tha	t column								
		* Nur	mber		Title						Туре	9	Events Status	9	
<b>X</b>				9						9		9		9	
		Cust0	00001		Backend	l fields in p	ortal				Customer Complaint	t	Being Managed		

**Note:** For the 'Registers List' you will need to Reset the Grid to display the column in the correct location.

#### **Import Events**

With this release you will be able to bulk import Event history. The URL for this will be https://yoursite/importEventRecords.aspx (e.g. https://host-au.triline-grc.net/abc1234/importEventRecords.aspx).

gic.net/abc1234/iniportEventRecords.aspx)

Im	port Events r	ecords							
Туре	s: Customer Complaint			-					
Cre	eate a spreadsheet temp	late							
	File								
쁹	Save As								
	А		В		с	D	E		
1	Number	Title			Date Occurred	Date Created	User Id	Reported By Name	
2									
3									
4									
5									
6									
7									
8									$\sim$
<								>	
(	Customer Complaint	Information							
Clic	k Browse to locate the Ev	vents import file		Browse					

A spreadsheet template will be created for the selected Type with the basic fields, any Custom fields and the form fields for the Type.

### **Portal Changes**

#### **Merged Portal**

With this release, we have merged the Event and Register portals into a single entry point. The URL for the portal will be https://yoursite/portal.aspx (e.g. https://host-au.triline-grc.net/abc1234/portal.aspx).

The Password Challenge will no longer be available however the Captcha option is still available.

#### **Portal Registration**

To increase the security around Portal access, all users will have to be registered – except for existing TriLine GRC Positions. Users can self-register, be added in the Security Centre as 'Portal Only' users or bulk loaded via a spreadsheet. Self-registration can be automatic or require approval by a TriLine GRC Administrator. An email address is required for self-registration and will be limited by the Domain Name from the person's email address.

#### **Portal History**

Portal History for the current user will be available by clicking the History button on the Portal screen.

<b>Triline</b> GRC	Sample with Scheduled Reports	
Create		0
Select	-	H

The History is displayed in a popup window and will include Events and Registers.

	Portal I		1 1 1 1 No
Crea	Events	Registers	
Select	0	Enter text to search	
		Drag a column header	here to group by that column
		* Number	Title
	->X	٩	

#### Fast Add Note or Attachment

For each Event and Register record displayed in the Portal History there are two new buttons to allow a Note or an Attachment to be added to the record.

Porta	al Hi	sto	ory									
Event	s	Regi	sters									
	3	Drag	a column header here to g	group t	by that column							
			Number		Register	9	Details	Status	Managed By	9	Created	
			Ŷ			9	9	9		9	¥ 9	
			N5000048		New Staff		Position: Compliance Manager	Being Managed	Company Secretary		12/05/2017	^

The designated Manager of the Event or Register will be notified by email that a new Note or Attachment has been added.

### **Security Centre**

Registered Portal Users will appear in the Security Centre on a separate tab. Security Centre

Positi	ons Por	rtal Users	Task Teams	Security Grou	ps System Groups	User En	nails			
+	Page 1 o	of 1 (6 items)	1	$\bigcirc$						Page size: 10 🔻
	Enter text	to search				]				
		Title			First Name		Surname		User ID	
				9		9		9	9	
	/ 📋	Environme	nt Officer		Greg		Green		greg	🖉 🖻 🎐

Features:

- 1. Add a new Portal User individually or via spreadsheet
- 2. Update the Portal User details
- 3. Approve or Block Portal access
- 4. Display the Portal Usage History for the User
- 5. Convert the Portal User to a TriLine GRC User.

#### Portal Users included in 'Send Email to all Users'

The option to send an email to all Users (Maintenance | Send Email to all Users) now has a selection to include Portal Users (with an email address).

Send	En	nai	l to	all	Users										
Subject		Inclu	de Po	ortal	Users					1					
Subject Message	в	1	ĥ		TriLine GRC	Default	Ŧ	(Font Size)	-	<b>(1</b> )	Ŧ	A,	-		К.Я. 2 М
														463	

### **Archive Events**

To improve the response time on the Events list (if you have a lot of Closed Events) it is now possible to 'Archive' Events. To be Archived an Event must be in your 'Closed' Status. Once archived they won't appear in the Event List even if you select 'Show Closed records'. You must select 'Show Archived records' to display them.

### Events List

Show Closed records
---------------------

A new menu item will appear if the User has Edit Rights to any Events.

To be able to Archive an Event the User must have Edit rights to the Event.

For all charts, queries and reports Archived Events will be treated as 'Closed'. For example if you select 'Include Closed records' on the

Event List report, any Archived Events will appear in the report if they are within the selected date range.

### Improved help text for fields

For both Events and Registers the help text displayed has been improved when hovering over the information button for a field. The information will include the 'Description' defined for the field, valid field values and whether the field is required.

🜐 Gifts and Be	nefits	lick here for m	ore information		
					Step 1 of 3
Title:*	Enter a short Title (up to 300 characters)		This field	enefit was received or offered	ì
Date Received or Offered:*	T		Accepts: a date	enent was received or offered	0
Offered To:*		*	Accepts, a date		0
Information:	In the Donor field provide the name and address of	the person or	* Required Field		

#### Limit who can create a new Register or Event record

You can now limit who can create individual Register or Event records by selecting a Task Team. Only Members of the Task Team will see the Type on the new menu.

Normal security will apply to the created record.

If the Register or Event record is available in the Portal then the limitation will not apply in either TriLine GRC or the Portal.

### Edit Events Type

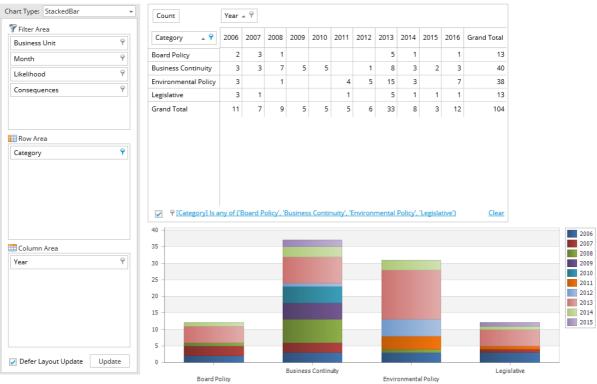
Type Name: Sta	aff Exit	
Prefix: SE		
Not in Portal:		
Limit by Task Team: Se	lect Task Team (Optional)	<b>•</b>
Active: 🔽		
Anonymous Reporter: 🗌		
Edit New Staff		
Details Defau	It Security New Record Help	
Name:	New Staff	
Prefix:	NS	
Title Field Name:	Position	
Title Prompt:	Enter the Position being filled	
Portal:	🗹 Show in Portal	
Limit by Task Team	Select Task Team (Optional)	- w.
Auto Alerts:	Send an automatic alert to Register Ow	ners on new entry
Status Change:		
This Register is:	Active	
lcon:	🔎 Icon 11 🛛 👻	
Register Designers:	Company Secretary	Click here to select Designers

 $\times$ 

# **Statistics**

Most modules now include one or more Statistics screens.

#### Process Control Task Statistics



Each screen consists of a pivot grid, a chart and a number of fields that can be used in either the Row or Column areas. The chart is automatically updated with any change to the pivot grid. Data in both the Row and Column areas can be nested.

Count		Category	▲ 🕈 Status	<b>▲</b> 🖗				
Residual Risk Rating 🔺 💡	Risk Score Band 🔺 📍	Capita	l Risk	Capital Risk Total	) Ethical	Finance	ial	Financial Total
		Effective	Unacceptable	TOLAI	Effective	Effective	Unacceptable	
Catastrophic	High							
	High	1	1	2				
Extreme	Low				1			
	Moderate						1	1
Extreme Total		1	1	2	1		1	1
High	Low	2		2	1	1		1
<ul><li>Low</li></ul>	Low	1		1		1		1
Moderate	Low	1		1				
Grand Total		5	1	6	2	2	1	3

The pivot grid can be exported to MS Excel as can the underlying data. For example, by clicking on the last figure in the Capital Risk Total column (above) the six Risks that relate are displayed in a grid that can be exported.

ILE Home In	= sert Page Layout Formi	ilas Data Review	View Developer	riskStatistics.aspx (Reac New Tab TEAM	I-Only] - Excel			? 🗷 - 🗆 James Organ - 🗖
Clipboard	1	-	🖅 🛱 Merge & Center 🔸	General \$ - % • \$ %	Conditional Format as Cell Formatting - Table - Styles Styles	Insert Delete Format	∑ AutoSum * A → Fill * Sort & Find & Clear * Filter * Select * Editing	
16 🔫 i	$\times \checkmark f_x$							
A	В	c	D	E	F G	н		
Number *	Risk	* Status	<ul> <li>Risk Score Band</li> </ul>	Category *	Risk Rating * Risk Appetite *	Inherent Consequences	* Residual Consequences	<ul> <li>Inherent Likelihood</li> </ul>
A1	A1	Effective	LOW	Capital Risk	Low Low	Insignificant	Insignificant	Rare
R56	Test	Effective	High	Capital Risk	Extreme Low	Insignificant	Major	Rare
RDK0999	Hostile Takeovers	Effective	Low	Capital Risk	High Low	Catastrophic	Minor	Possible
R5K0001	Hardware failure	Effective	Low	Capital Risk	High Moderate	Major	Insignificant	Possible
XXX6688	A Test of something	Effective	Low	Capital Risk	Moderate Low	Moderate	Minor	Likely
AAA0066								

Note: All available columns will be included in the export.

The following screens and fields are available (**Note:** the availability of fields and the field names could vary based on your configuration):

Screen	Fields						
Process Control Task	Category						
	Year (the year the task was completed)						
	Month (the month the task was completed)						
	Business Unit						
	Likelihood (requires Compliance Risk Rating)						
	Consequences (requires Compliance Risk Rating)						
Risk	Category						
	Residual Risk Rating						
	Business Unit						
	Risk Score Band						
	Risk Appetite						
	Risk Status						
	Inherent Consequences						
	Residual Consequences						
	Inherent Likelihood						
	Residual Likelihood						
	Sub Category						
Treatment Task	Category						
	Year (the year the task was completed)						
	Month (the month the task was completed)						
	Business Unit						
	Residual Likelihood						
	Residual Consequences						
	Residual Risk Rating						
	Risk Score Band						
	Risk Appetite						
	Risk Status						
	Sub Category						
KRI	Risk Category						
	Rating						

Screen	Fields						
	Trend						
Events	Category						
	Year (the year the Event occurred)						
	Month (the month the Event occurred)						
	Туре						
	Cause						
	Category						
	Sub Category						
Contracts	Business Unit						
	Contract Type						
	Entity						
	Status						
Control Inventory	Business Unit						
	Туре						
	Effectiveness						

### **Maintenance**

### **Bulk loading Positions**

A facility has been added to allow multiple Positions to be added via a spreadsheet. Positions can be TriLine GRC Users or Portal Users.

Security	Centre
----------	--------

Crea	te a spreadsheet te	emplate					
	File						$\wedge$
8	Save As						
	A		В			с	
1 U:	ser Id	Position Title	_		First Name	-	
2							
3							
4							
5							
6							
7							
8							-
1						1	•
Sh	eet1 Informat	tion					
C11.1.1	Browse to locate th	- Desitions file		Browse			

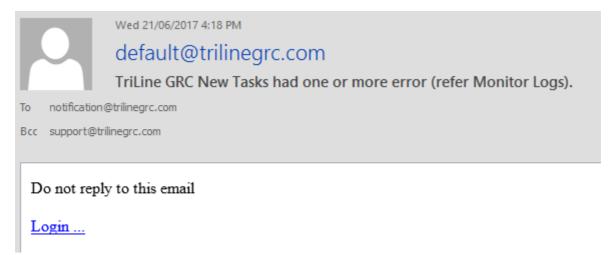
#### **Monitor alerts on errors**

If an error occurs during any of the Monitor runs (New Tasks, Critical Tasks and Overnight) a log file is written. To ensure you are aware of the problem an email will be sent to the Notification Email address.

# Configuration

General	Database	Monitor	Maintenance	Risks	Events	Obligations					
	Default Email: default@trilinegrc.com										
No	Notification Email: notification@trilinegrc.com										

These types of error cannot be resolved by your staff so a copy will also be sent to TriLine GRC Support for investigation and resolution.



No sensitive information is included in the email.

## Add Notes to Compliance, Risk and KRI records

You can now add Notes to Compliance, Risk and KRI records. The Notes can be (optionally) excluded from list reports.

#### **Compliance Process**

CRM	0005	•	Annual Compa	ny Returns	5				
Proces	ss Detail	References	Process Controls	Notes	Archives	Links	Custom Fields	Security	History
	Page 1	of 1 (1 items)					Page size: 5 🔻		
		Note							
							٩	2	
	/ 1	Annual ret	turns were delayed due	e late chang	es to account	ing standar	ds.		
						Ima Beanco	ounter 29/05/2017		

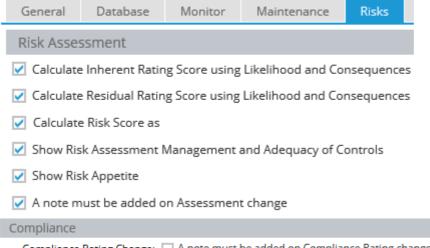
### **Compliance Process Reports**

Set	tings						$\times$
5	Group By	Group By		-			
	Applied Filters						
Q	& Options					_	
	Report Title	Enter your ov	/n Rej	port Title (Optional)		7.	
	Filters & Option	ns					
	Business Unit		-	Include Inactive	List of things		-
	Category		-	Each record on new page			
	Responsible C	)fficer	-	Exclude Process Controls			
	Consequence	5 .	-	Exclude Links			
	Likelihood		-	Exclude References			
	Risk Rating		-	Exclude Notes			
	Tags		*				
	Reference		•				
	Sub Reference	2	•				

# Compulsory Note on Risk Assessment change (optional)

You can now configure whether a Note must be added to a Risk if anything on the Assessment tab is changed or Compliance if the Risk Rating is changed.

# Configuration



Compliance Rating Change: 🔲 A note must be added on Compliance Rating change (requires Show Compliance Risk).

When the option is selected and there is a change on the Assessment tab, a compulsory note will need to be entered before the changes are made.

	ld A	Ass	ess	me	nt N	lote	2									
в	I	6		TriLi	ne GR	C Def	ault	*	(Fon	t Size)	•	 Ē	र्को लेखन	- A/	•	йвс
D	esigr		HTML	P	reviev	v										

## **Risk Score Bands changed from 4 to 5**

A 5<sup>th</sup> Risk Score Band is now available for customer's using Risk Scoring.

**Note:** This is not an optional setting.

On implementation, the 5<sup>th</sup> Band will be named 'Band 5' with the current maximum value and colours. The value of the 4<sup>th</sup> Band will be changed to the current maximum minus 1.

Risk Score Ba	nds		Maximum
#008040	-	Low	8 🖕
#FFCC00	*	Moderate	15 🗘
#FF6600	•	High	20 🌲
#FF00FF	*	Extreme	23 🜲
#FF0000	•	Catastrophic	25 🌲

### Change History for 'Contract With' records

The history of any changes to a 'Contract With' record will be displayed on a new tab.

**Contract With** 

Details	Notes	Custo	m Fields	Contacts	Linked Contra	ts	History					
Pag	e 1 of 1 (9 item	s) (	1	$\triangleright$				Page size: 10 🔻				
Enter	Enter text to search											
	Date	9	Person			9	Details					
						9		9				
	12/07/2017		GM - Fina Ima Bean	nce & Admini: counter	stration		Contact Added: John Berkhalter					

## Tasks

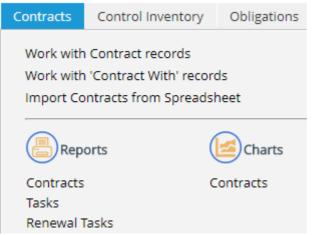
### **Contract Renewal Alert Task**

The Contract Renewal Alert has been changed to an optional Task that can be generated prior to the Notice Period date.

Renewal Term	Automatic Rollover			-	For a further	12	*	Month/s	*	]
Start Date	30/11/2015 -	Initial End Date	30/11/2016	•	Notice Period	3	* *	Month/s	*	🔽 Send Reminder
Execution Date	12/11/2015 -	Current End Date	30/11/2017	•	Reminder 1st	30	*	2nd 10	*	Days before Due Date

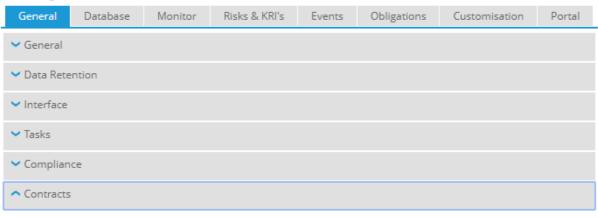
In the example above the Reminder Date for the Task would be 31/7/2107 - Current End Date minus the Notice Period (3 Months) minus the 1<sup>st</sup> Reminder Days (30). Normal Task handling applies to the Task

A new suite of reports has been added for Contract Renewal Tasks (Current, Overdue and Completed).



A default value can be defined for the 1<sup>st</sup> Reminder Days in the Configuration.

### Configuration



First Reminder Days: 30 🌲 Default 1st Reminder Days for Renewal Tasks

### Task Due Date change history

#### The Task Due Date history is now available for all modules.

Compliance Process Task Due Date Changes

Ent	er text to search									
			Due	Due Date		Due Date				
	Number	Task Details		Original 9 Current 9 (		Actioned By	Completed	9		
	9	9				9				
	CRM0095	IT Security (g) The keypad access code for the server room must be changed every six months in accordance with IT Security Policy.	30/03/2016	12/08/2016	28/07/2017	Company Secretary Arthur Boyd				
	CRM0065	Induction Process (c) Compliance reports his or her findings to the Board and the Internal Compliance Committee.	8/08/2012	24/05/2016	24/05/2016	Company Secretary Arthur Boyd	<b>V</b>			

The details will be available from the module Reports menu.

Compliance	Risk	KRI	Events	Registers								
Work with Compliance records Manage Templates												
Report	ts		Ch	Charts								
Compliance Process Con Task Due Da	trols	Outcom Risk Rati Risk Rati	ng									

The list can be exported to Excel.

### **Express Complete One Click**

A new configuration item will allow a single click to Express Complete a Task. **Configuration** 

combai													
General	Database	Monitor	Maintenance	Risks	Events	Obligations	Customisation	Portal					
✓ General													
▲ Tasks													
Attestation Comment: If ticked, a Comment will be required regardless of the Outcome. If not ticked, a Comment will <b>not</b> be required for 'Yes' or 'Pass' Outcomes <b>only</b> .													
Show	Express Comp	olete Button:	📝 lf ticked, the Ex	press Com	plete Buttor	n will be shown (w	/hen applicable).						
Ex	press Comple	te One Click:	🖌 lf ticked, only o	ne click wil	l be required	d to Express Com	plete a Task.						
Show Not Completed Button: 📝 If ticked, the Not Completed Button will be shown.													
Use Critical Tasks: 📝 If ticked, Tasks can be marked as Critical.													

On the My Summary page, the mouseover tooltip will vary depending on the configuration setting.

#### One Click not selected: ···· -Ima Beancounter, GM - Finance & Administration My Summary Current Tasks Roles & Responsibilities Temporary Allocation My Reports / Charts 6 Page 1 of 16 (160 items) 🕢 1 2 3 4 5 6 7 14 15 16 () Page size: 10 🔻 Enter text to search.. Express Complete Туре ♀ Number ♀ Details Outcome Is action required?: No Action Required Yø Waiver of adverse costs liability for small businesses Obligation Task 7339 13/03/2017 / 🖙

The existing confirmation popup will display on click.

#### One Click selected:

My S	um	mary												lma	Beanco	ounter, G	M - Finance & Administration 🔤 👻
🕒 Ci	irrent	Tasks F	Roles &	Responsibi	lities	Ten	nporary	Allocati	on	My Re	eports	/ Charts					
6	D	age 1 of 16 (1	160 iter	ns)	1	2	3	4	5	6	7		14	15	16		Express Complete
		age i oi io (i	roo ner											15	10	0	Mark this Task as Completed today by you with no comments or attachments.
	Ente	er text to sea	rch														A Positive Outcome will be recorded.
-	Type 💡 Number 🖓 Details													Outcome Is action required?: No Action Required			
	Obligation Task 7339 Waiver of adverse costs liability for small businesses							mall b	usinesse	5				13/03/2017 🤌 🎤 💽			

The Task will be 'Express Completed' on click.

## **Customise and create Interactive Dashboards**

Dashboard + & × DASHBOARDS **Risk Summary** G Risk Summary Residual Consequences Residual Likelihood Sub Cated Residual Risk Rating Insignific... Catast... Residual Risk Score Rare: 8 Inherent Risk Rating Residual Risk Rating Risk Score Extreme: 11 Extreme: 6 Cat... Mod... Low: 9 Low: 8 Risk Numbe Risk Risk Score Band Status A1 Information Risk Effective: 21 Staff Risk And the Risk of Staff ABC.4444 Low: 22 iFRE8989 A Test S iRISK1999 Reputa iRSK0040 Third Party Providers

Your interface with the Interactive Dashboards has changed:

All the Interactive Dashboards for each module will be available on one page rather than multiple menu items.

It is also possible for authorised staff (TriLine GRC Administrators and members of a new System Security Group - Dashboard Designers) to modify existing Interactive Dashboards and create new ones in most modules.

Dashboar	rd			4 B X
COMMON	Risk Summary			) D
ΞΣ	Reputation	OPTIONS X	Residual Consequences	Residual Likelihood
. <b>     </b>  ● ◎		STYLE	Catastroph_	Likely: 5 Possible: 8 Almost.
E (8)	Financial E Capital Risk	COMMON	₩ajor: 4	Unlikely: 3
iai 🛏	0 1 2	LAYOUT	Minor: 3 Moderate: 6	Rare: 8
<b>•</b>	<u>و</u> 20	LABELS	Inherent Risk Rating	Residual Risk Rating
MAPS	So S	COLORING COLOR SCHEME	Edreme: 11	Etreme: 6
FILTER		Catastrophic Insignificant	High: 7 Moderate: 1	Low 9
		Major Minor Moderate		Status
N CA	Low: 22 High: Moderate:		of Staff	Unacceptable: 6

All existing Interactive Dashboards will be available and can be modified as required.

#### **Data Sources**

Initially we provide a number of 'Data Sources' to match the existing suite of Interactive Dashboards. If your creative flair requires data in a layout / format we don't provide by default then you can contact us and we will attempt to meet your needs.

### **Getting Started**

Previously each Interactive Dashboard was customised to your configuration as it was loaded (e.g. Risk Rating colours). We are unable to do that with this new version. You will need to customise each of the Dashboards to meet your specific configuration (e.g. set colours for Risk Rating). This is a one-off exercise. Using the Dashboard Designer is documented in the TriLine GRC Help.

**Note:** By defining your own colours in the Dashboard, when the Dashboard is exported the colours will appear in the output.

### Create a Home Screen icon on your mobile device

You can now create a Home Screen icon on your mobile device for your TriLine GRC site.

Follow the instructions for your particular device.



### **Control Inventory**

The Control Inventory provides a mechanism for TriLine GRC customers to measure the 'Effectiveness of Controls'. It is not envisaged that there will be a one-to-one relationship to a Process Control or Treatment but rather a 'super-set' or 'aggregation' of a number of related items (e.g. Compliance Processes, Process Controls, Risk, Treatments, KRI's etc.). A Task generated from the Control Inventory is only to record the current Control Effectiveness.

For example: Segregation of Duties in Loans Area

The Control has a corporate Policy. Annual Policy review Task (Process Control) Hindsight Review (KRI) The Policy is in the Document Module and every time it is reviewed each staff member has to sign off that they have read the Policy. An Event to report incidents. Listed as a key control in one or more risks. The person completing the Task would review all of the above and then record the Effectiveness.

### (Control Inventory)

CI0005		• 🌖 S	taff - Rem	uneration											
Details Co	ustom Fields	Links	Tasks	Notes	Arch	ives	-	Secur	ity	His	tory				
Number	CI0005		Re	cord Status	Active				-						
Туре	Preventative														
Title	Staff - Remune	eration											SC		
Description	ኤዕ 🖻	<b>N</b>	<u>م</u>	$\mathbf{X}^2 \mathbf{X}_2$	0	<b>*</b> =	<b>+</b> =	ABC	P	0	<u>_</u>		T K	R N	
	TriLine GRC D	efault)		t Size) 🔻	в	1	U	S	≣	Ξ	=	<b>ener</b>	- A,	/ -	
	The effective levels (recog	gnising there							per of	<sup>i</sup> key st	taff lo	st and	i staf	f satis	faction
0			review				_								
Owner	enter operadi	0					*								
(Business Unit)							*								
Tags	Staff Turnove	r X										_ <	>		
Effectiveness	Not Rated					,	•	đ							
	Last Review: 5/ By: Cł	09/2017 nief Risk Off	ficer												

(Contr	ol Inventory)	
CI0005	▼	
Details	Custom Fields Links Tasks Notes Archives Security History	
Compl	ance Risk KRI Contract Documents	
	- 🚱	
Pag	e 1 of 1 (1 items)	Page size: 5 🔻
Enter	ext to search	
1	umber Process	Status
<i>S</i> 0	DM0024 Staff Remuneration	Active
CI0005 Details Compl		
	Page 1 of 1 (3 items)	Page size: 5 🔻
67	Enter text to search	
	Risk Number 🖗 Risk	Status 💡
		Active
	RSK0903         Staff Payroll           Pstropp1         Pstropp1	Active
	RSK0904     People - right person, right job, risk skills, right time	
	RSK0906 Pay and Conditions	Active H
CI0005	Inventory)         Image: Staff - Remuneration         Custom Fields       Links         Tasks       Notes         Archives       Security         History	
Compliar	ze Rísk KRI Contract Documents	
	- <del>《</del>	
	Page 1 of 1 (2 items)	Page size: 5 🔹
<b>2</b>	nter text to search	
		Rating 💡
_		• 1 Assessable
	<b>V</b>	1 Acceptable
•	KRI009 Key Staff Lost 0 Stable	<ul> <li>1 Acceptable</li> </ul>

### **Document Library Module**

The Document Library Module is an optional module that provides the following:

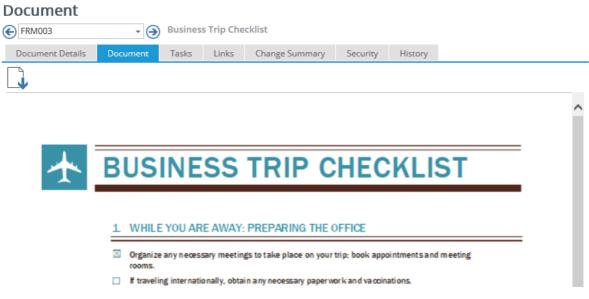
- 1. A repository of documents that can be viewed on-line by all staff (via the TriLine GRC Portal or within TriLine GRC) not just TriLine GRC users.
- 2. The ability to upload documents and allocate a Category (e.g. Human Resources, Customer Complaints etc.) and a Type (e.g. Policy, Procedure, Form etc.).
- 3. A Document Review cycle can be initiated from within TriLine GRC.
- 4. Capture metadata about the document (e.g. Version, Summary).
- 5. Create an archive of Document versions with accompanying change summary.
- 6. Link a Document to other Documents (e.g. Form to Procedure) and records in other TriLine GRC modules (e.g. Risk).
- 7. Create a 'Read and Certify' Task for Documents where a new version must be read by all staff (linked by TriLine GRC Security).
- 8. Documents can be downloaded (configurable by Document).
- 9. Track who has viewed and downloaded the document.

The Document Module is not intended to be the primary repository for customer documents. It is strongly recommended that only the 'published' version of any document be available (e.g. PDF format).

	Documen	t						
	FRM003	- <b>Ə</b>	Business Trip Ch	ecklist				
F	Document De	tails Document	Tasks Links	Change Summary	Security	History		
4	Number	FRM003	Date Added: 26/09/2	2017 Status: Active		ffective Date 30/09/2016	<b>•</b>	
	Title	Business Trip Checklist						
Î	Summary	в / в 🕅 Т	riLine GRC Default	▼ (Font Size)				
		Checklist to be com	pleted when undertaki	ng a business trip.				

	Design HTML Preview	
Туре	Form	•
Category	Marketing	*
Version	3.4	
Owner	HR Manager	•
Display In Portal		
Allow Download	$\checkmark$	

The document can be viewed on screen and downloaded if required.



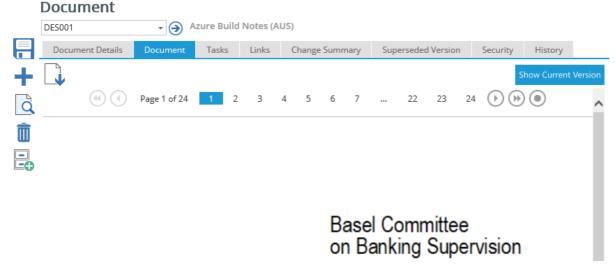
### **Effective Date**

As you go through the review cycle of a document you will be able to upload a new version of the document that will be 'Effective' from a date in the future.

The TriLine GRC Portal and TriLine GRC Document will always display the 'current' version of the document with an indication of when the document will be superseded.

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If the Document record is displayed the 'new' version will be displayed by default with the option to display the 'current' version.



### Things to do before you upgrade

- 1. If you require a default of more than the 30 days on contract reminder renewals, please inform TriLine GRC before the upgrade.
- 2. Have a list of valid Domain Names for people using the TriLine GRC portal ready for entry.
- Advise all staff using the TriLine GRC portal that they will need to register before they can
  access the upgraded portal.
  To register they will need to enter their details including an email address and an activation or
  approval required email will be sent to their address.

Alternatively, once the site is upgraded, the list of users can be added via a spreadsheet and an invitation email can be sent.

4. Advise staff of changes to Task completion if Express Complete One Click is to be used.

# Things to do after your upgrade

- 1. **Important**: Advise your staff to use the Logout menu item or click the red in the top right corner of the page otherwise they may not be able to log back in for 30 minutes.
- 2. **Important**: If you only have one TriLine GRC Administrator position create a 'spare' (with 'Do Not Display In Lists' selected) in case the Administrator position is locked out due by failing or being unable to logout correctly.
- 3. If you are using a password challenge and Captcha for your existing portals you will need to reset the values on the Maintenance | Configuration page. **Note:** The password challenge is no longer available.
- 4. Advise your staff of the change from My Tasks to My Summary.
- 5. Update any existing URL's you may have created to the Events or Register portals on your intranet or desktops to the new single portal URL (https://yoursite/portal.aspx).
- 6. Enter the valid Domain Names for TriLine GRC portal access.
- 7. Modify each of the Interactive Dashboards to your configuration. This could include: setting the colours (e.g. Risk Rating, Risk Score, KRI Trend and KRI Rating), removing unwanted items (e.g. if not using Risk Scoring) and terminology (e.g. Event).
- 8. If Risk Scoring is used, then set the Risk Score Bands for the five bands (previously four).
- 9. Set the Password Strength indicator if required.