TriLine GRC V2.2.0 – New Features

TriLine GRC V2.2.0 – New Features

TriLine GRC V2.2.0 – New Features

Note: Some terminology may vary depending on your Configuration settings.
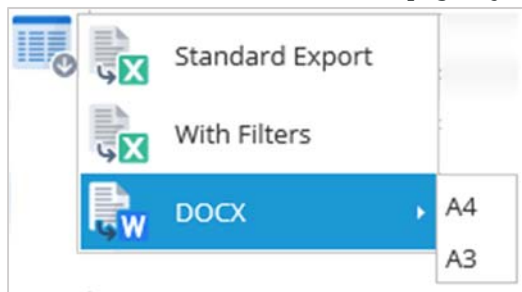
Interface Changes

Action button icons refreshed and updated

To improve the overall look and feel we have refreshed the buttons used in the application. The new buttons have a look and feel that is consistent with the other parts of the application. While most buttons retain the same basic image, some have been changed to better reflect their function.

Export grid options

The available options for exporting grids has been expanded to now include DOCX format with a page size of A4 or A3. In both cases the page layout will default to landscape.
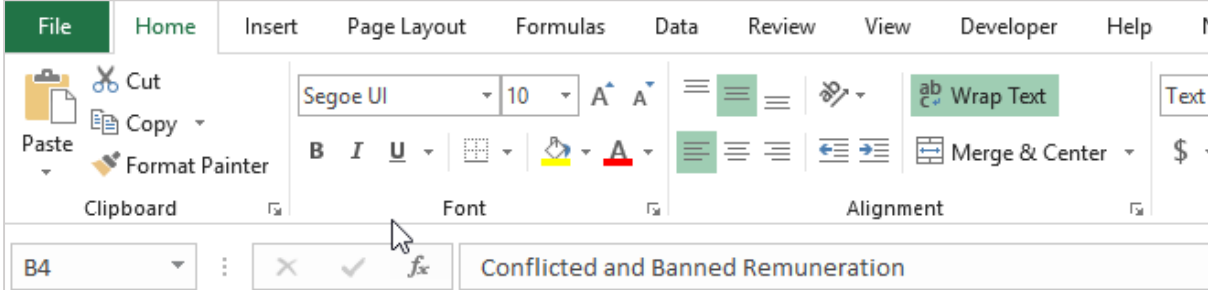

Number	Title	Description	Category	Responsible Officer	Business Unit	Status
21633	Australian Financial Services License (Product Issuers) : Advertising of Financial Services	Financial services licensees must provide the required warnings and information in promotional material, and must not engage in conduct that is misleading or deceptive, or that constitutes prohibited hawking of financial products.	Business Continuity	Finance Manager	Credit	Active
22345	Financial Requirements	The licensee must have procedures in place to ensure that it complies with ASICs financial requirements.	Environmental Policy	Executive Secretary	Business Development	Active

Triline GRC

TriLine GRC V2.2.0 – New Features

Font for Standard Export of grid to MS Excel format

To improve the legibility of the spreadsheet, the default font in the spreadsheet has been changed to Segoe UI (the same font used in the TriLine GRC reports).

Export options

The export options on the following pages now include the same options as other pages:

1. Audit Trail
2. Escalation Details
3. Future Schedule.

Audio Attachments

The audio file type of .WAV can now be added as an attachment when completing a Task, creating an Event or creating a Register record.

Blind Task alert

A new information alert will appear when editing a Task if Blind Task is set to true.

TriLine GRC

TriLine GRC V2.2.0 – New Features

Task Summary

The Task Summary has been moved to the User menu. The menu icon will vary depending on whether the User has current and/or overdue Tasks.

The User has no current or overdue Tasks.

The User has current Tasks (e.g. none are overdue).

The User has current and/or overdue Tasks.

User Details

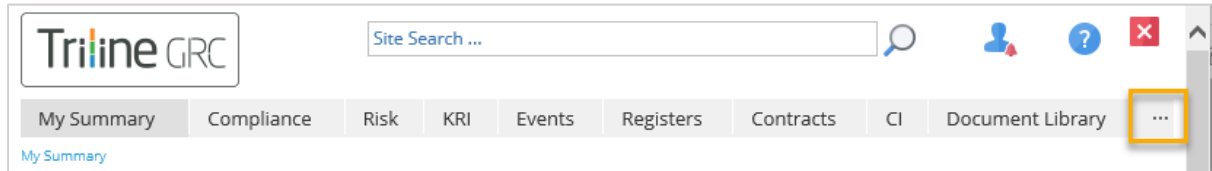|	
Name:	Ima Beancounter
Title:	GM - Finance & Administration
User ID:	James
IP Address:	

Task Summary

Current: 39
Overdue: 490

Future Schedule
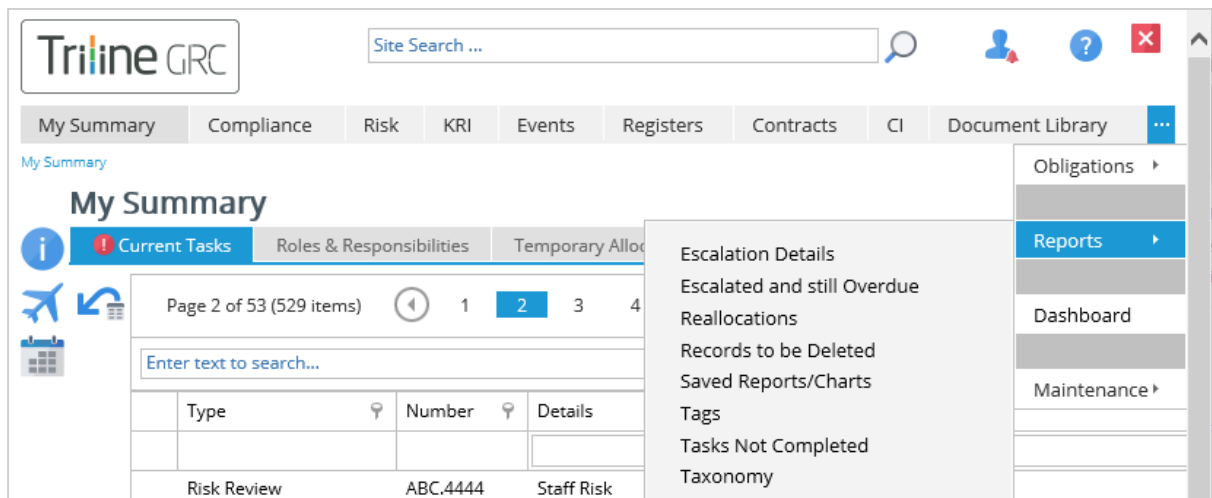Change Password
Change User
Logout

TriLine GRC V2.2.0 – New Features
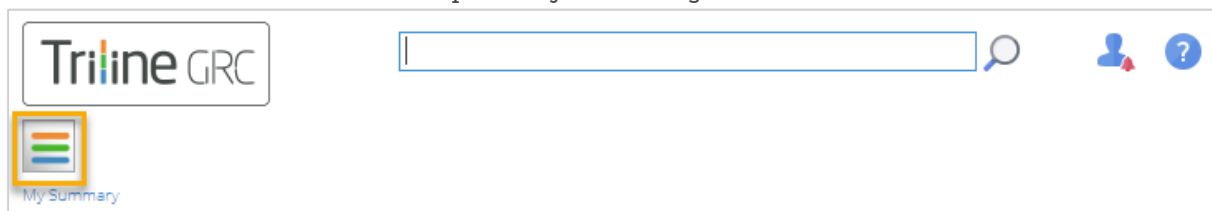
Menu Wrap

On smaller screens or if you need to reduce the browser window size, the menu will display an ellipsis character at the right.
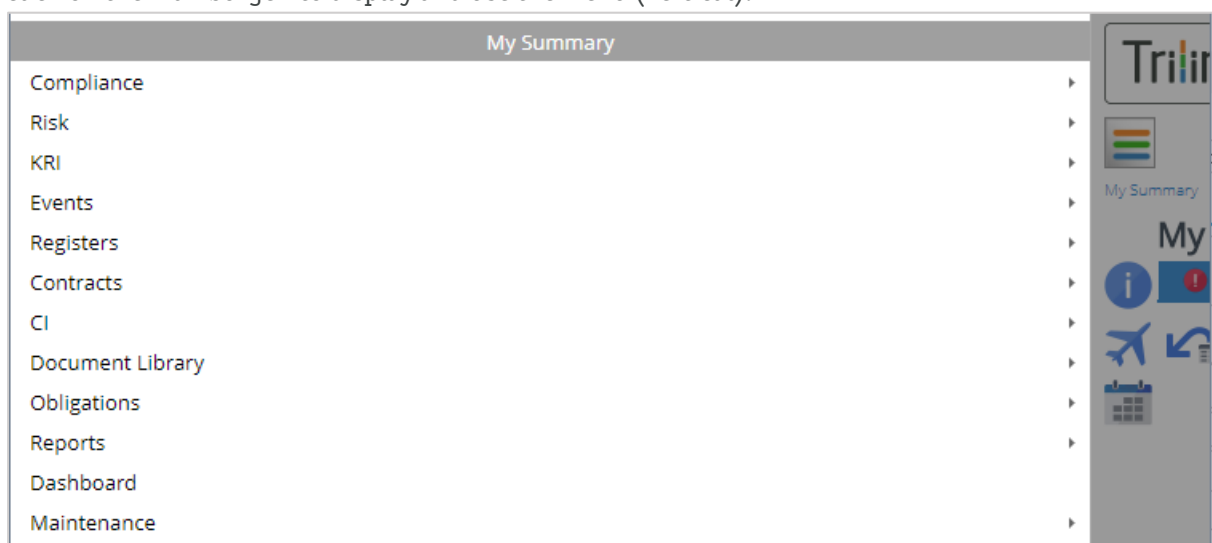
Click on the ellipsis to display and use the hidden menu items.

On smaller screens the menu will be replaced by a 'hamburger' icon.

Click on the 'hamburger' to display and use the menu (vertical).

TriLine GRC V2.2.0 – New Features

Security

Password Strength

A Password Strength Indicator has been added to the Security Centre for Positions and Portal Users.

Note: It is strongly recommended that you review this list as soon as possible and advise any users with a weak password to change their password.

Current Users

A list of the current users of the system is available from the Maintenance menu.

Note: Users who do not select 'Logoff' from the menu or click the 'Red X' (top tight of the screen) to logoff may appear in this list until the hourly system clean-up occurs.

TriLine GRC V2.2.0 – New Features

Identity Theft

To provide improved security if identity theft has occurred we now monitor the IP address of each user logging in. If no previous login has been recorded that is considered to be a valid IP address.

If any future login is from a new location (IP address) they will receive the following email:

**** DO NOT reply to this email ****

Hello Ima,

A login to TriLine GRC using your credentials has been recorded at a new location or IP Address. The details are: 203.217.19.141
Location: Sydney New South Wales Australia
Operating System: Windows 10

If this login was performed by you then no further action is required (to check your IP Address hover over the User icon in TriLine GRC).

If this was not performed by you please complete the following:

- o Click here immediately to block any further access from that location.
- o Change your TriLine GRC password as soon as possible to prevent further intrusion.
- o Ask your TriLine GRC Administrator to provide a list of recent activity with your credentials to assess any impact.

Triline GRC Administrator

If this is not the user they can click on the link to immediately block any further activity from that IP address. The following message will be displayed.

IP Address 203.217␣ has been blocked from further access for User Id: 'james' Title: 'GM - Finance & Administration'. Please close this browser window or tab.

If a login is attempted from a blocked location, it will be rejected and an email sent to the TriLine GRC Administrator:

Tri|ine GRC   Sample With Custom Reports

Login

User ID: james

Password: ●●●●●●

Forgot your password?

Your login has failed. Please contact your Administrator

TriLine GRC V2.2.0 – New Features

**** DO NOT reply to this email ****

** Warning **
A failed login attempt occurred into your TriLine GRC System. The details are as follows:

A login attempt with valid credentials for User ID: 'james' Title: 'GM - Finance & Administration' occurred from a **banned IP Address** 203.217.19.141 at 16:24:14
Location: Sydney New South Wales Australia
Operating System: Windows 10

Managing blocked IP Addresses

The IP addresses used for each Position can be reviewed in the Security Centre:

	Title	First Name	Surname	User ID	Strong Password	
	Manager					
✎	Business Development Manager	William	Dobell	wdobell	❌	🛡 👥 🔍 📍
✎	Compliance & Risk Manager	Justin	Case	jcase	✅	🛡 👥 🔍 📍

The 'red' icon indicates that the Position has at least one banned IP address.

IP Address List: Compliance & Risk Manager

IP Address	Location	Valid
103.217.123.xxx	Tashkent Uzbekistan	⬜
203.216.13.xxx	Pyongyan North Korea	⬜
203.217.12.xxx	Brisbane Queensland Australia	🔵

Save changes   Cancel changes

Click on the switch in the Valid column to block or allow access as required then click Save Changes.

Single Sign On

It is now possible to use Single Sign On (SSO) to access TriLine GRC using either LDAP or SAML protocols. Your SSO service must be available for access across the Internet. Please contact TriLine GRC for more information.

TriLine GRC

TriLine GRC V2.2.0 – New Features

Compliance

Source Obligation

A 'Source Obligation' is an Obligation that was used to automatically create a Compliance Process or Process Control.

The Source Obligation information will now appear on the Compliance Process and Process Control screens to provide instant access to the underlying Source.

Note: For existing customers any Compliance Process records that were created from an Obligation will have the Source Obligation 'link' automatically.

Adding a Source Obligation to an existing Compliance Process

A Source Obligation can be designated to any existing Compliance Process by clicking the Add Source Obligation button on the Source Obligation tab.

TriLine GRC

TriLine GRC V2.2.0 – New Features

Automatic update from a Source Obligation on change

If a Source Obligation is changed, an alert will be sent to the Obligation Owner advising them of the change. It is possible to automatically update the text in the Compliance Process from the Obligation.

The fields to be updated are optional to allow for any customisation of the original Obligation text.

Note: The same applies to Process Controls with a Source Obligation.

The Version Number and Last Change Date will be updated and an Archive record created automatically. If the change is to a Process Control you will need to archive manually before applying the change.

A new column has been added to the Compliance Process and Process Control lists to indicate that the record has a Source Obligation. If the column is highlighted it indicates that the Source Obligation has been updated but the changes have not been applied or rejected.

TriLine GRC

TriLine GRC V2.2.0 – New Features

Unresolved Obligation Updates

A list of Unresolved Obligation Updates will be available from the Compliance and Obligation menus (for TriLine GRC Administrators and Compliance Module Administrators) to assist in managing available updates if there are unresolved updates.

Unresolved Obligation Updates

Page 1 of 1 (5 items)   1

Enter text to search...

Drag a column header here to group by that column

Compliance		Responsible	Type	Obligation	
20800	Authorised Deposit-taking Institutions : Authorisation under APRA : Outsourcing	GM - Finance & Administration (Ima Beancounter)	Compliance Process	20800	20205 Authorised Deposit-taking Institutions 17859 Authorisation under APRA 20800 Outsourcing
22345 (B)	Financial Requirements	GM - Finance & Administration (Ima Beancounter)	Process Control	22344	21139 Australian Financial Services License (Product Issuers) 17865 Australian Financial Services License (Product Issuers) 22345 Financial Requirements 22344 Surplus liquid funds requirement

Note: To 'resolve' an Obligation Update select 'Update from Obligation' or 'Clear the Update Notice' on the Source Obligation tab of the Compliance Process or Process Control.

TriLine GRC

TriLine GRC V2.2.0 – New Features

Key Risk Indicators (KRI)

The 'current value' can be excluded from the KRI 12 Month History report.

TriLine GRC

TriLine GRC V2.2.0 – New Features

Contracts

Contract List

The following columns are now available on the Contract List screen:

1. Renew For
2. Notice Period
3. Current End Date

Changing the Current End Date

If the Current End Date is changed when editing a Contract record a mandatory comment will need to be entered. The change will be recorded in the Contract Renewal History.

TriLine GRC V2.2.0 – New Features

Events

Field Label

Each field in an Event Form now has a new option – 'Field Label'. This will be used instead of the Field Name when the form is created to simplify the use of the form. The Field Label does not have to be unique.

Edit Form Field

Field Type:	Text ▼
Field Name:	Initial Result
Field Label:	Result of Investigation

Customer Complaint Form Fields

Enter text to search...

	Field Name	Field Label	Description	Active	Field Type
✏ 🗑	Customer	Customer Name	The customer's name	✓	Text
✏ 🗑	Complaint	Complaint	Describe what the customer is concerned about	✓	Text
✏ 🗑	Initial Header	Initial Investigation	Section Header	✓	Section Header
✏ 🗑	Initial Result	Result of Investigation	What was found in the investigation	✓	Text
✏ 🗑	Initial Customer Response	Customer Response	The customer's response to the results of the initial investigation	✓	Text
✏ 🗑	Resolved first time	Complaint Resolved	Was the complaint resolved after the first investigation	✓	Tick Box
✏ 🗑	Further Header	Further Review or Investigation	Section Header	✓	Section Header
✏ 🗑	Further Result	Result of Investigation	What was found in further investigation	✓	Text
✏ 🗑	Further Customer Response	Customer Response	The customer's response to the further investigation	✓	Text
✏ 🗑	Resolved 2nd Time	Complaint Resolved	Was the complaint resolved after further investigation	✓	Tick Box

Form Preview

Customer Name*:	
Complaint*:	

Initial Investigation

Result of Investigation:	
Customer Response:	
Complaint Resolved:	☐

Further Review or Investigation

Result of Investigation:	
Customer Response:	
Complaint Resolved:	☐

Highlighted rows are Backend only

Note: The Field Name must be unique for each field.

For clarity, the Adhoc Query with Form Fields will use the Field Name as the column header rather than the Field Label.

TriLine GRC V2.2.0 – New Features

Display Text

The new 'Display Text' field type allows text information to be included within a form.

Other Information Field Images

Pasting images into the Other Information field of an Event can have a serious impact on performance and presentation on the Event List screen. With this release you will not be able to paste an image into the Other Information field. Images can instead be 'pasted' into the Event on the Attachments page of the New Event wizard. Any images will appear as attachments.

TriLine GRC

TriLine GRC V2.2.0 – New Features

Other

The salutation on the new Event confirmation email has been improved.

Tick boxes can no longer be a required field.

AdHoc Query With Form Fields includes the Form Field Description as a 'tooltip' on mouse over the column heading.

TriLine GRC V2.2.0 – New Features

Registers

Register List

The Register Status selection has moved to the top of the screen.

If there are more than eight Status values the list will wrap.

Field Label

Each field in a Register now has a new option – 'Field Label'. This will be used instead of the Field Name when the form is created to simplify the use of the form (similar to the Event as described above).

Note: The Field Name must be unique for each field.

For clarity, the Adhoc Query will use the Field Name as the column header rather than the Field Label.

Display Text

The Display Text field type allows for information to be provided within a Register (similar to the Event as described above).

Export / Import Register Types

You can now Export and Import Register Types.

TriLine GRC

TriLine GRC V2.2.0 — New Features

Change to 'Closed' Status

If a Register is changed to a 'Closed' Status any outstanding Tasks will be deleted.

If the Actioned By has already received an email notification of a Task they will be advised that the Task no longer needs to be completed.

Other

The salutation on the new Register record confirmation email has been improved.

Tick boxes can no longer be a required field.

# TriLine GRC V2.2.0 – New Features

Control Inventory

An email notification will be sent to the Owner if the Effectiveness is changed by another Position.

Dashboard

All widgets now include a filter of the widget type. For example, on the Risk By Risk Category widget there is now a filter for Risk Category.

Interactive Dashboard

When exporting a complete Dashboard or an individual element to a PDF or image, a date/time stamp will be added to the output.
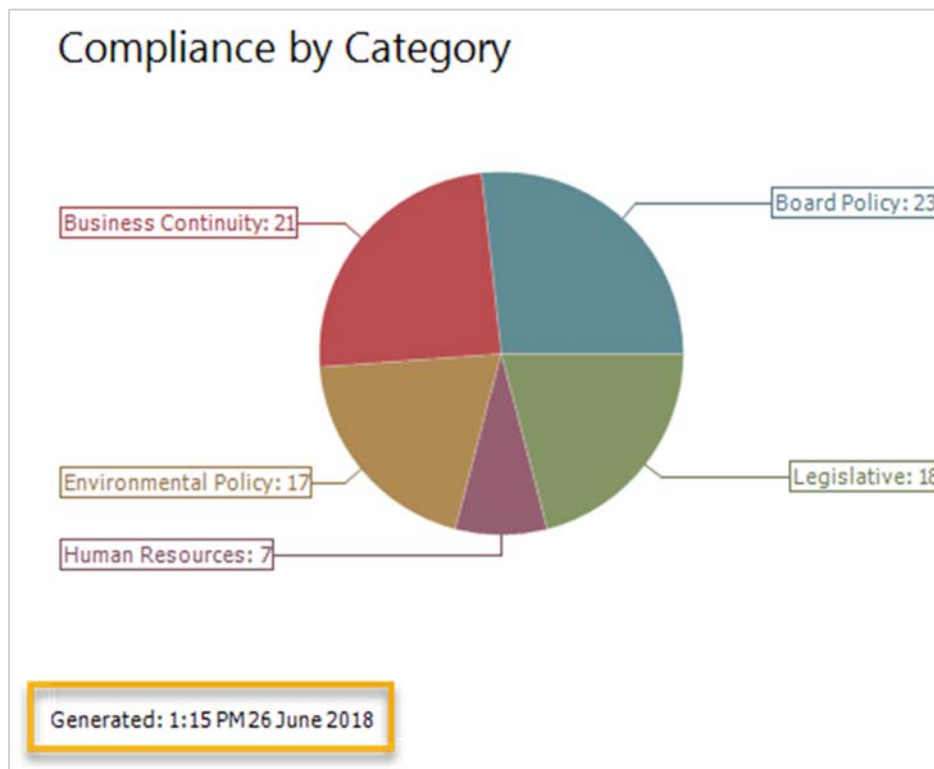
Reports

More information added to the Taxonomy Report (Control Inventory, Document Library, Positions, Task Teams and Security Groups).

Security Centre

Export of Position Usage or Portal Usage to XLSX now uses the Position Title as the default file name.

Triline GRC

TriLine GRC V2.2.0 – New Features

Document Library

AdHoc Read and Certify Tasks

It is now possible to create Read and Certify Tasks for a Document without a formal review process occurring by clicking the Create Read and Certify Tasks button.

You will receive a prompt to confirm the requirement.

Then you can select all Positions with View access or select from the list of Positions.

Tags

Tags can now be added to Document records.

TriLine GRC V2.2.0 – New Features

Load Document records from a spreadsheet

You can now load a list of Document records using a spreadsheet (template generated by TriLine GRC).

Note: The actual Document will need to be loaded individually.

Charts / Widgets

Charts and Widgets by Type, Category, Owner and Status added.
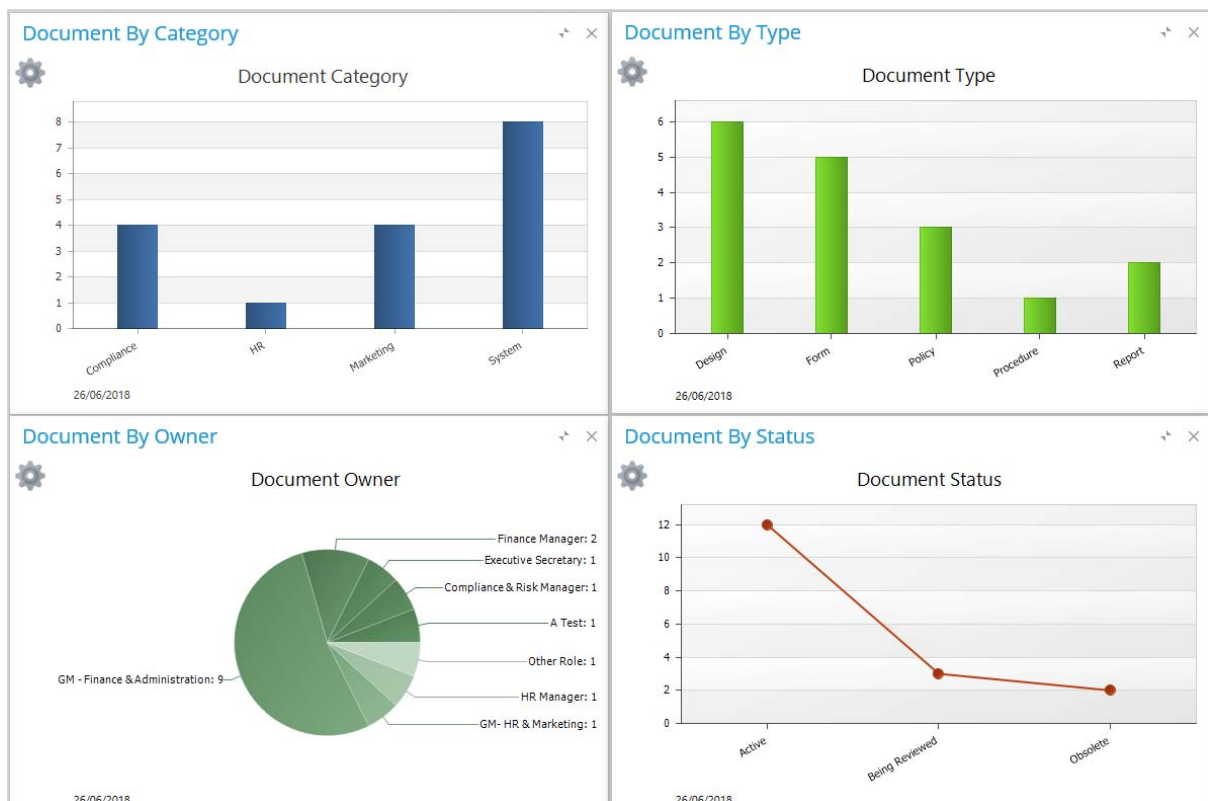
TriLine GRC V2.2.0 – New Features

Obligations

Source Obligation

Refer to the Compliance information above.

Obligations List

The Obligations list now includes all Sub Obligations.

Search

Using the Obligations Search function will now return all Sub Obligations in the grid (previously only the Obligation would be included for any matching Sub Obligations).
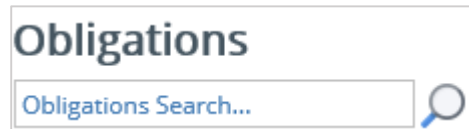
For even faster searching, add all the fields, or the ones you would like to search, to the grid from the column chooser and save the layout as 'Search'. Apply any column filters (e.g. Module), then use the grid search function to see the word matches.

TriLine GRC

TriLine GRC V2.2.0 – New Features

Generate Tags

It is now possible to create Tags for all Obligations based on the information in the Compliance Source of each Obligation.

On the Generate Obligation Tags screen enter the text to search for the Tag (they can be the same or different). If the Tag does not already exist a new Tag will be created.

The Obligations tagged will be displayed on-screen.

TriLine GRC V2.2.0 – New Features

Integration

An Obligation can now be used to create multiple Compliance Process records (e.g. as the Source Obligation).

An Obligation, and all or selected Sub Obligations, can be converted to a Compliance Process and Process Controls from one screen. The following field mapping will occur for Compliance Process records:

Compliance Field	Obligation Field
Process Number	Obligation Number
Title	Module Title : Topic Title : Obligation Title **Note:** The Topic will only appear if different to the Module
Description	Directional
Risk (if configured)	Consequences
Tags	Tags

The values can be changed before the Compliance Process is created.

Once the Compliance Process is created you will be prompted to convert the Sub Obligations to Process Controls. The Module, Topic (if different from the Module) and Obligation Titles and the Obligation Questional value will be used to populate the Process Control Task value.

TriLine GRC V2.2.0 – New Features

Select the required Sub Obligations and set the field values as appropriate.

The fields that can be set for each Process Control are:

1. Task
2. Next Due
3. First Reminder days
4. Second Reminder days
5. Frequency
6. Task Responsibility
7. Escalate To
8. Actioned By
9. Blind Task
10. Critical Task
11. Attachments required.

Note: Any further changes to a Process Control (e.g. specific day of week) will need to be made manually by editing the Compliance Process record.

TriLine GRC

TriLine GRC V2.2.0 – New Features

Transfer of Module, Topic, Obligation and Sub Obligation Owner

The Owner for a Module, Topic, Obligation or Sub Obligation can be made from the Position Usage grid (Security Centre).

'Applies to us' changes

Any changes to the 'Applies to us' flag at the Obligation level will optionally trickle down to all Sub Obligations.

TriLine GRC V2.2.0 – New Features

Alert Effective information

The list of Obligation Alerts now includes the 'Effective' information included in the Alert.

Obligation Alerts

From: 12/06/2018 ▼ To: 11/07/2018 ▼ 🔍

Page 1 of 5 (46 items) ◄ **1** 2 3 4 5 ►

Enter text to search...

| Alert					Parent	
Number 🔍	Title	Type 🔍	Effective	Archived 🔍	Type	🔍
🔻❌						
50316	[WHS11] Qld - Work Health and Safety (Certificates of Authority) Amendment Regulation 2018 (Qld)	Action Required	1 July 2018	☐	Sub Obligation	
50247	[FLC13] Privacy (Credit Reporting) Code 2014 (Version 2) (Cth)	Action Required	1 July 2018	☐	Sub Obligation	
50239	[FLC14] ASIC Supervisory Cost Recovery Levy Amendment (Enhancements) Regulations 2018 (Cth)	Action Required	Schedules 1-3, 5, 6, 9, 11, 13, 14: 30 June 2018; Schedules 4, 7, 8, 10, 12, 15, 16: 1 July 2018	☐	Obligation	

TriLine GRC V2.2.0 – New Features

Statistics

For the following items, if they are the only field in the Column area, the defined colours will be used in the Chart:

1. Compliance Risk Rating (if configured)
2. Risk Rating
3. Risk Score Band
4. KRI Trend
5. KRI Rating
6. Control Inventory Effectiveness

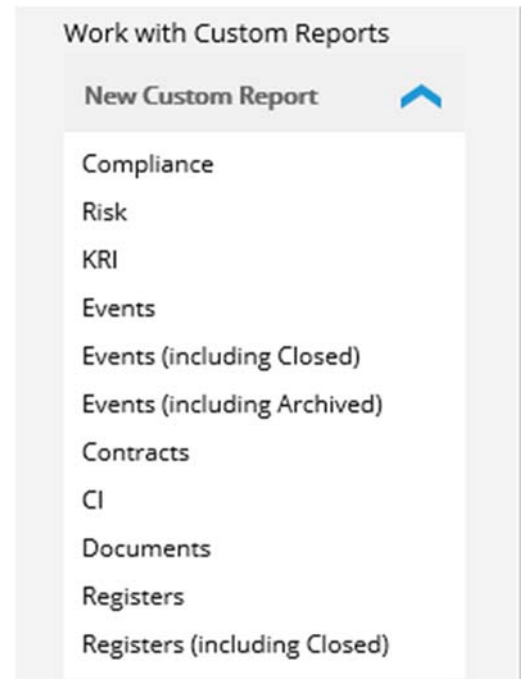For example:
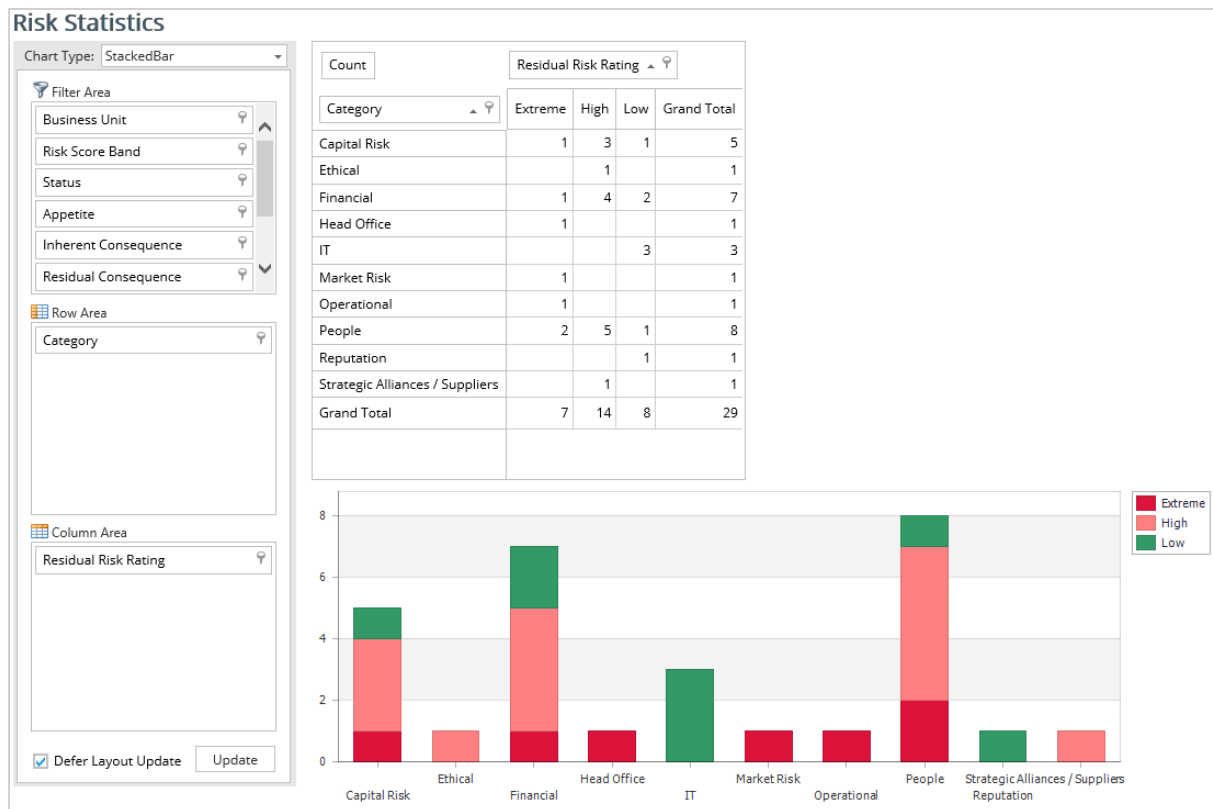
TriLine GRC V2.2.0 – New Features

Custom Reports

Custom Reports is a new optional module that allows you to create your own reports.

It will be available from the Reports Menu to any Position that can create reports. The data returned will be governed by the standard record security settings for the User.
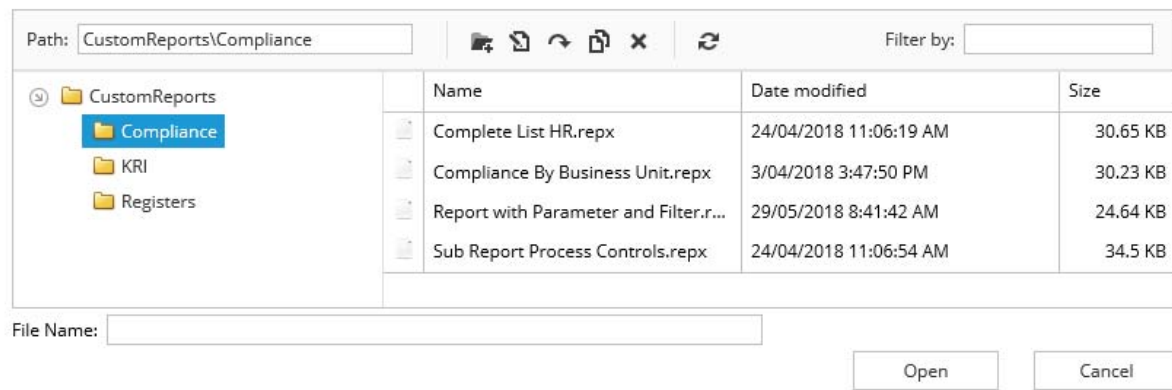
Reports can be created within each module and across modules. All data in the system will be available for selection including Tasks and Task history.

A report can be filtered to always produce a specified set of data (e.g. all records for a Business Unit) or you can specify run-time parameters (e.g. for this run report on the Human Resources data).

Work with Custom Reports
New Custom Report ∧
Compliance
Risk
KRI
Events
Events (including Closed)
Events (including Archived)
Contracts
CI
Documents
Registers
Registers (including Closed)

Reports can be saved and retrieved from your own folder structure.

Open Report

Path: CustomReports\Compliance			Filter by:

	Name	Date modified	Size
⊙ 📁 CustomReports			
📁 Compliance	Complete List HR.repx	24/04/2018 11:06:19 AM	30.65 KB
📁 KRI	Compliance By Business Unit.repx	3/04/2018 3:47:50 PM	30.23 KB
📁 Registers	Report with Parameter and Filter.r...	29/05/2018 8:41:42 AM	24.64 KB
	Sub Report Process Controls.repx	24/04/2018 11:06:54 AM	34.5 KB

File Name:

Open   Cancel

TriLine GRC

TriLine GRC V2.2.0 – New Features

Nomenclature

It is not possible to use your own configurable values for field names (e.g. Business Unit) so a name mapping guide is available on screen.

Design Surface

The report design surface is where you can layout the report using drag and drop.

TriLine GRC

TriLine GRC V2.2.0 – New Features

After the Upgrade

1. Review the Password Strength Indicator for Positions and Portal Users and advise all Positions with a weak password to change their password as soon as possible.

2. Review the Field Label values and potential Display Text for all Event Types.

3. Review the Field Label value and potential Display Text for all Registers Types.

TriLine GRC