Triline GRC

Version 3.2.0 New Features

August 2020

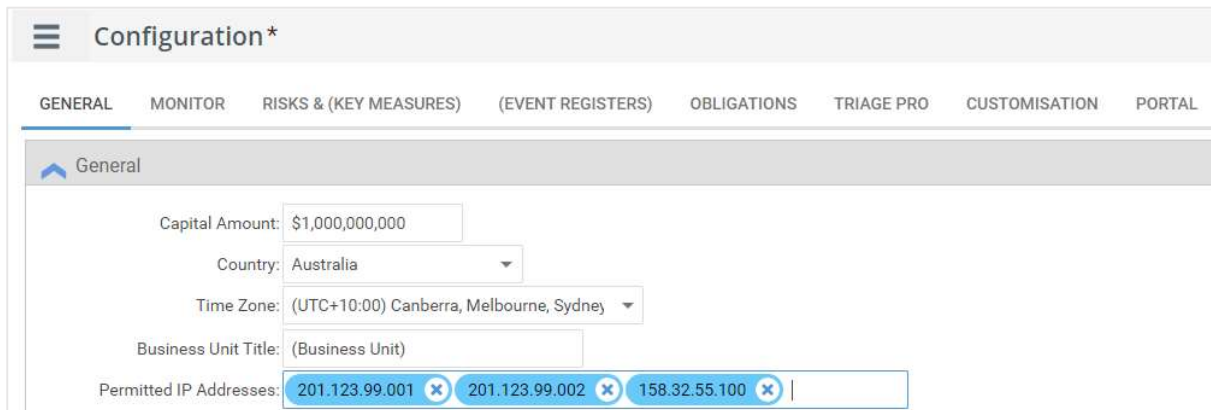# TriLine GRC V3.2.0 — New Features

TriLine GRC

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

Security

Site access

It is now possible to lock down access to your TriLine GRC site by IP address. **Note:** Once any values are entered into the field, only those IP addresses will be valid for login.
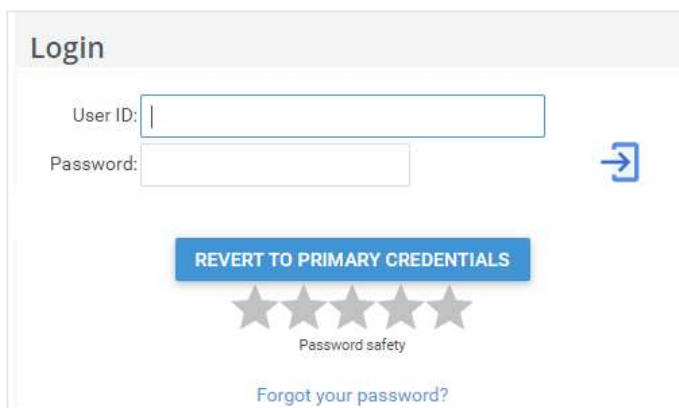
Note: Only the first three parts of the IP address are checked (e.g. 201.123.99).

Single Sign On

TriLine GRC allows for a person to have multiple Positions. When using Single Sign On (SSO) the person's primary Position is usually related to their SSO credentials. If they use the 'Change User' feature to move between their Positions or inadvertently log out, it was not possible to easily revert to their original (SSO) credentials. A button has been added to the login screen will make that possible.

Weak Password

The overnight Monitor log will now include the list of Positions with a weak password rather than just the number of Positions.

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Nomination Group

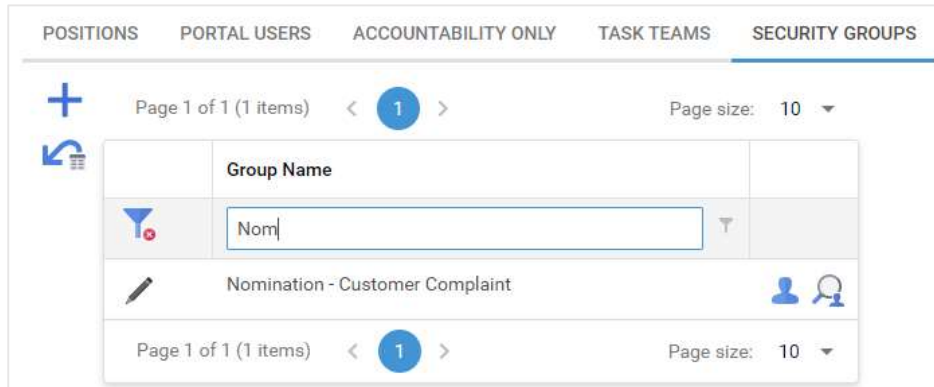Events and Registers currently allow one of the default Type Owners to become the default Manager of any new record created. In some scenarios, rather than a member of the default group, it might be more appropriate for the person creating the new record to select who will be the new record Manager (e.g. their Line Manager).

The Nomination Group is a new field type available for both Events and Registers. Any Security Group with Edit access to the Event or Register Type can be selected as the Nomination Group. It is suggested that the name of the Security Group reflects the purpose. For example:
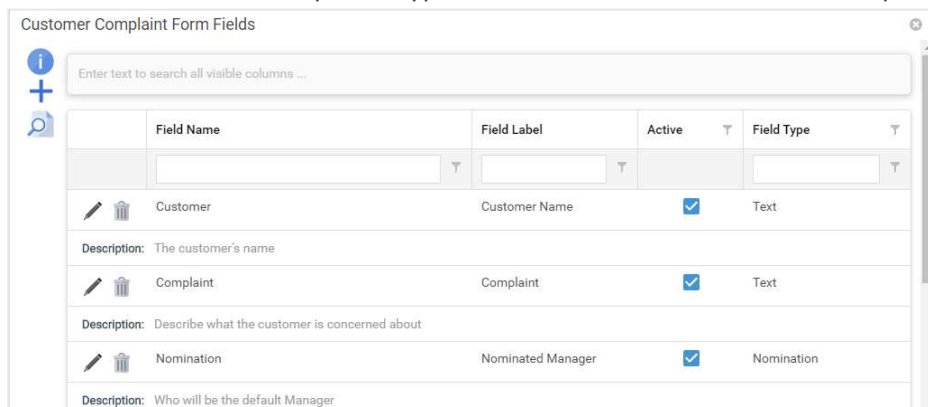
The selected Positions in the Security Group can have 'See own data' selected as they can still be a record Manager while retaining segregation of data.

In the Event or Register Type, add the Security Group with Edit Rights:

Add the Nomination Group field Type to the Form. **Note:** This field is a required field.

It is strongly recommended that you provide a good Description or use a Display Text field to assist in the Form completion.

When a new record is created the Nominated Position will receive the notification email with a 'CC' to the default Type Owners.

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Email Notification – New Event or New Register

When a new Event or Register is created, the nominated record Manager will receive an email notification with a link to the new record.
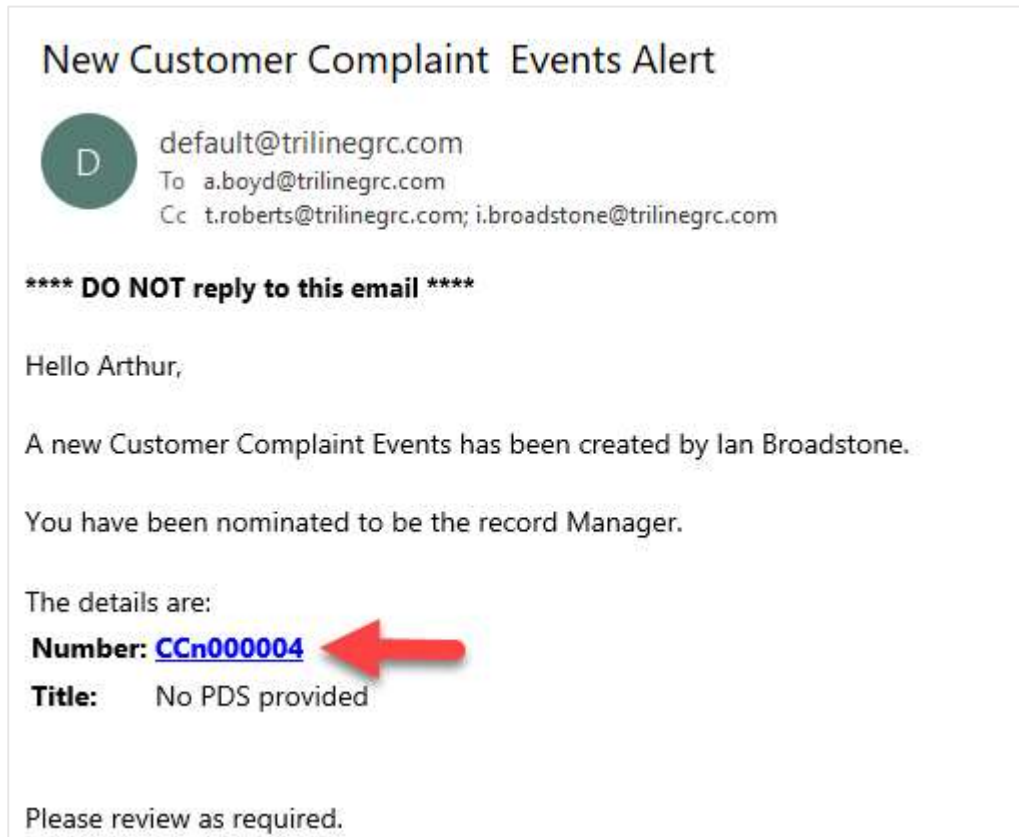
Clicking on the link will automatically open the nominated record. **Note:** If not already logged into TriLine GRC, the person will need to login before the record is displayed. If already logged in, the record will be displayed in a new browser window.

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Email Notification – New Task, Critical Task, Overdue Task

Each task list in the email will now include a link to the task completion screen:

Clicking on the link will open the Task Completion screen. Where applicable, there will also be a link to Express Complete the task if configured. **Note:** If n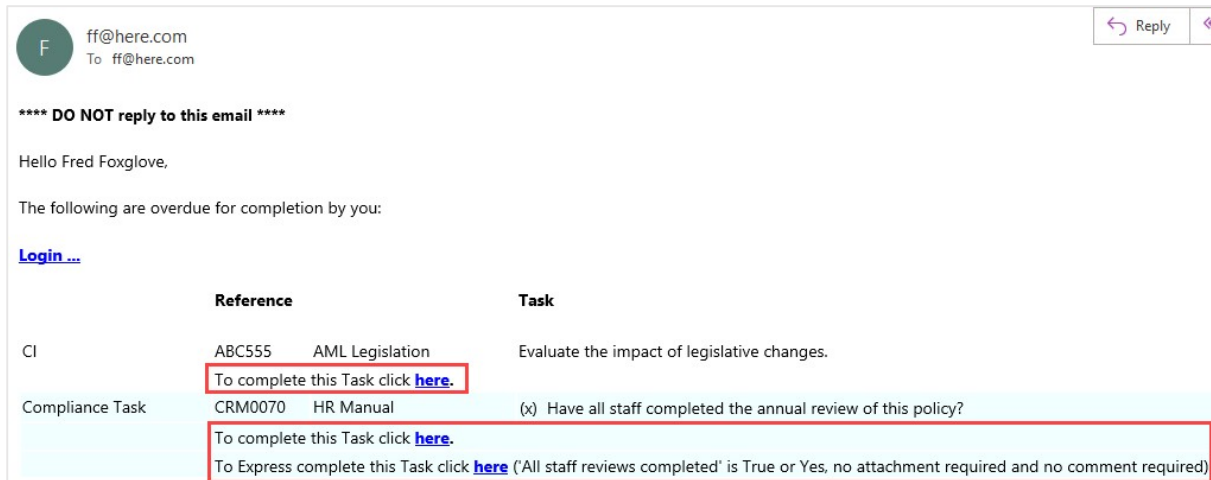ot already logged into TriLine GRC, the person will need to login before the screen is displayed. If already logged in, the screen will be displayed in a new browser window.

Session Timeout

Currently, the alert for session timeout occurs after 25 minutes of no activity. This has now been extended to 100 minutes. This applies to editing a primary record (e.g. Compliance Process, Risk etc.), creating a new Event record and creating a new Register record.

Note: Working in an Interactive Dashboard does not count as 'activity' in relation to session timeout.

Risk Hierarchy

Inactive Risks are no longer included in the Risk Hierarchy Summary calculations (although they are still listed):

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End of Month Snapshot

The End of Month Snapshot will store the contents of your TriLine GRC system at the end of each month.

The full list is available from the Maintenance menu or under the Statistics menu for an individual module. The data can be exported to MS Excel.

It is not possible to store the data for Events and Registers each month due to the dynamic nature of the data. The information is readily available via AdHoc Queries.

Triage Pro
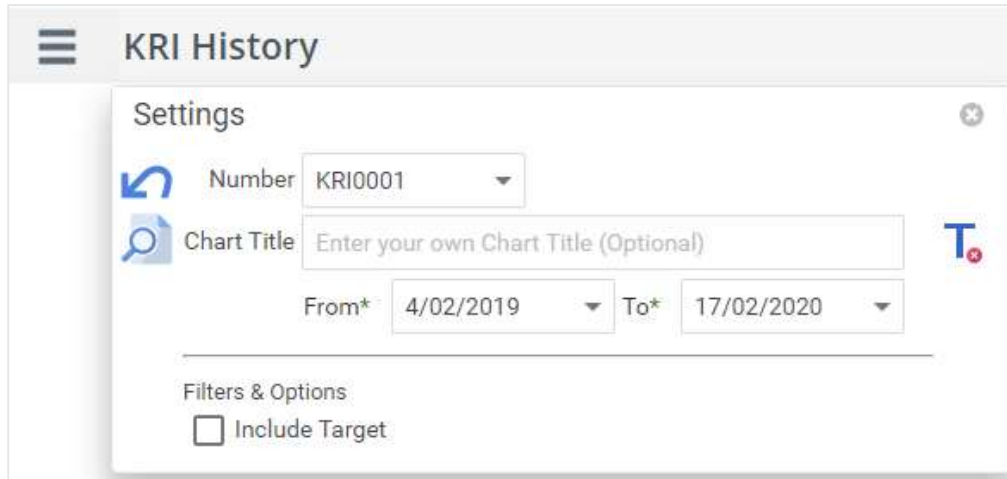
A facility has been added to allow Notes to be recorded against a Triage Pro record.

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Key Risk Indicators (KRI)

KRI History Chart

The Target line is now optional for the KRI History Chart.
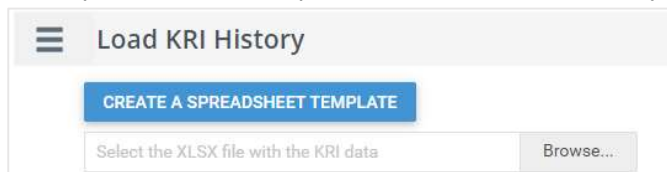
Interactive Dashboard

A new Data Source is available that will show KRI History.

Load History

New option to create a spreadsheet to load KRI History.

Scheduled Reports

It is now possible to edit the schedule portion of a Scheduled Report without having to load the report in full.

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Performance

We have made changes to enhance the performance of the application. On the major record edit screens (e.g. Compliance Process, Risk etc.), a lot of information was being retrieved that was not overly utilised but consumed time and resources. We have analysed the major screens and determined what elements will now be available via a popup from the page menu (hamburger icon).

For example, on the Compliance Process screen we have moved the Links, Record History, References and Archives to the page menu.

The following table lists the screens and the changes that now apply.
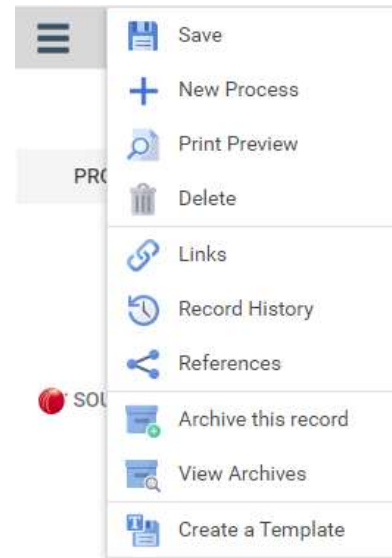
Screen	Available on popup from page menu
My Summary	Roles & Responsibilities, Current Reallocations
SMCR Functions	Links, Record History
SMCR Responsibilities	Links, Record History
Compliance Process	Links, Record History, References, View Archives
Risks	Links, Record History, View Archives
KRI	Links, Record History
Events	Links, Record History
Registers	Links, Record History
Contracts	Links, Record History, View Archives
Control Inventory	Links, Record History, View Archives
Document Library	Links, Record History
Triage Pro	Links, Record History

One-time notification

To assist in notifying your staff of screen changes for this release (and any future releases), a message will display at the bottom of the screen listing the changes that have occurred. Click on the message to clear it from the screen. **Note:** It will only display once per person on any affected screen.
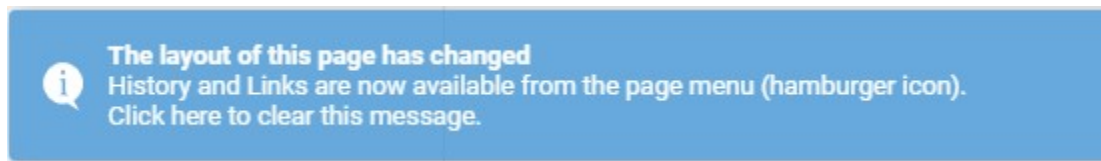
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Health Check Report

The Health Check report is available from the Reports Menu. It provides a high-level view of your data in two parts: System Usage and Workload Summary.

System Usage

This shows the change in number of records in each module over a date range. The Coverage section indicates where a Compliance Process has at least one Process Control and a Risk that has an active Risk Review defined. A value of 100% indicates complete coverage.

Health Check Report				TriLine DEMO Zero Four
System Usage	Shows the change in number of records between the date range.			
	25/09/2019 - 26/04/2020			
Compliance Process	52	56	Process Coverage	86%
Process Controls	107	118		
Risks	27	27	Risk Coverage	74%
Risk Reviews		20		
Treatment	31	31		
KRI	33	33		
Event	43	38		
Register Records	72	78		
Contracts	3	4		
Control Inventory	12	12		
Documents	3	3		
Obligations	1151	1194		
Triage PRO Records		54		
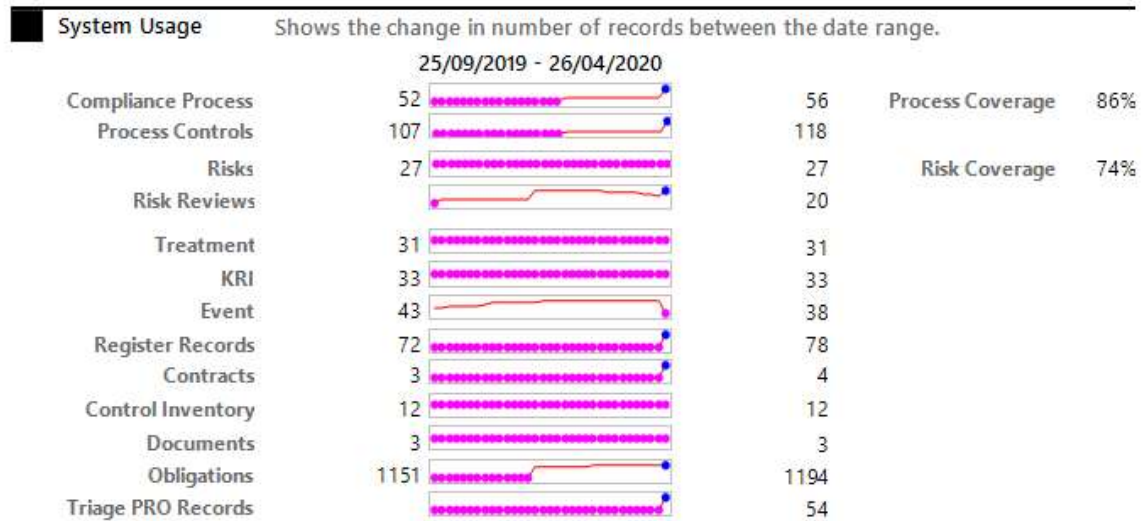
Workload Summary

This section shows the current number of tasks to be completed by Position and by Module.

Workload Summary	Overdue	To do
Head of People and Culture (Milan Vandersmisson)	**0**	**1**
Compliance	0	1
Corporate Secretary (Selena Teakle)	**0**	**1**
Triage PRO	0	1
Compliance Manager and Legal Counsel (Jeff Albertson)	**0**	**1**
Compliance	0	1
Chief Risk Officer (James Organ)	**0**	**2**
Compliance	0	2
Chief Operating Officer (Phillip Brooks)	**0**	**1**
Document Review	0	1
Branch Manager - South (Josh Ramsay)	**0**	**1**
Compliance	0	1
Branch Manager - North (Matt Webb)	**0**	**1**
Compliance	0	1
Branch Manager - East (Mike Ayley)	**0**	**1**
Compliance	0	1
Branch Manager - Central (Ian Cassleman)	**0**	**1**
Compliance	0	1
Alerts Manager (Ione Bright)	**0**	**4**
Compliance	0	1
Triage PRO	0	3

TriLine GRC

Calendar Days become Business Days

To provide a more accurate picture of overdue Tasks the reporting of Overdue Days has changed from Calendar Days to Business Days.

Overdue Summary

Weeks Late

<= 1 : 25
1-2 : 20
4+ : 14
2-4 : 20
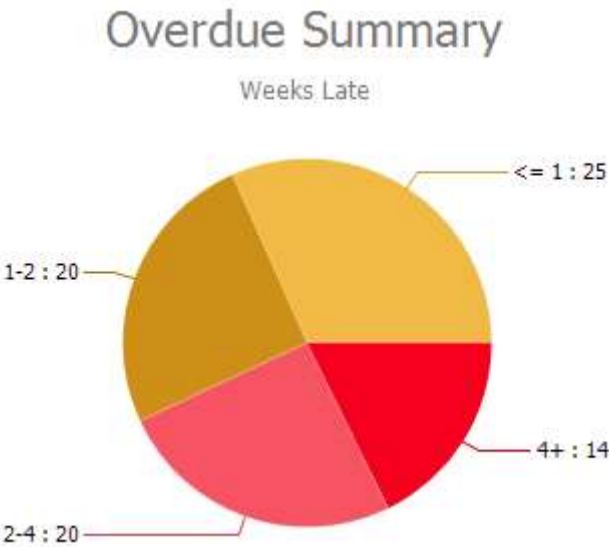
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Text Editing

The text editors that allow formatting (e.g. Compliance Process Description) use a lot of system resources and most of them do not change very often.
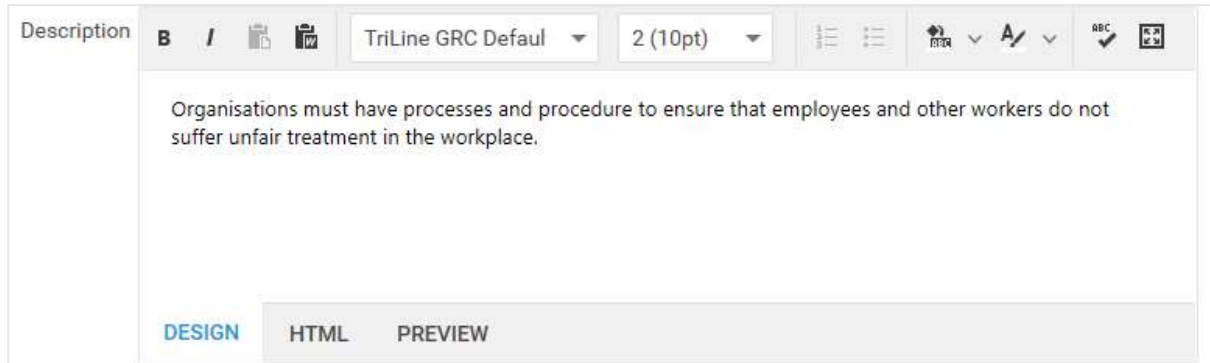
Some pages have multiple text editors which further impacts performance. To improve this we have replaced the in-line editor with a popup – still with all the formatting features. This is similar to the existing Risk text fields.
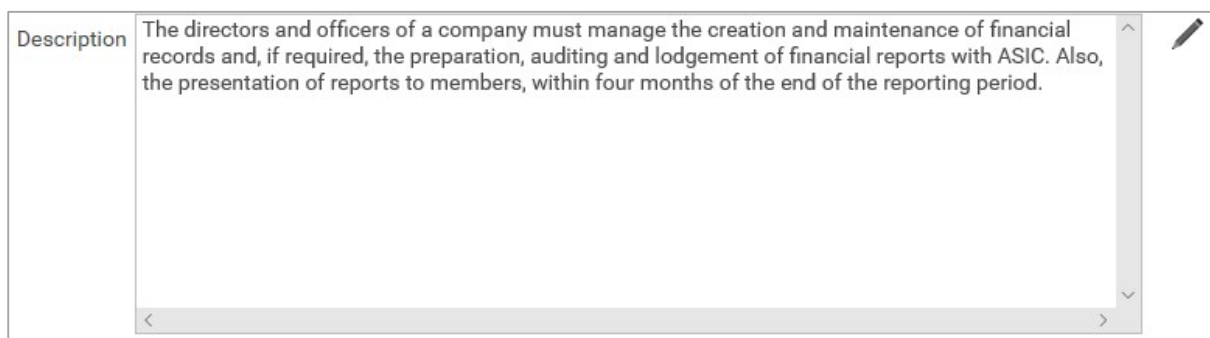
Click on the pencil icon (top right) to edit a text field.

Event and Register form fields

Both Event and Register forms have a Formatted Text field type. Having multiple of these in a form will impact the load time for the record. We recommend only using this type of field if formatting is important to the field content. If this is not important, please use the Multi-line Text field type.

Form Field – List Box

Both Events and Registers offer a List Box field type where you can specify your own list of available options. With this release you are no longer compulsory to specify a default value. This will ensure that for required fields, a value from the list will be selected. If no default value is specified a prompt will appear in the Listbox – 'Select …'. Existing List Box fields with a default value will still operate.

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Obligations
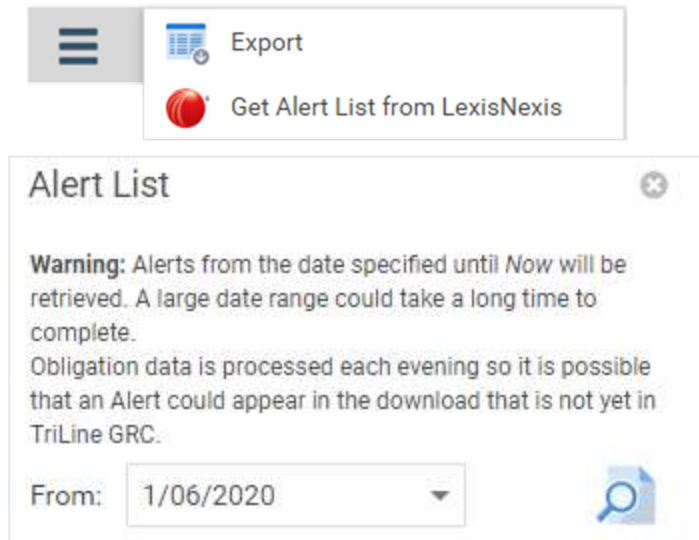
Alerts

To provide customers with the facility to audit Alerts received from LexisNexis you can download a list in CSV format. This is available from the Work with Alerts page.

Select Get Alert list from LexisNexis from the Page menu.

This will display a popup with a date selection and a message. The list of Alerts provided will be from the date specified until 'Now'. A very large date range could take a long time to download.

The list could also include Alerts that have not been processed into TriLine GRC because these are gathered daily as part of the TriLine GRC Overnight processing.

The downloaded file will be named 'alerts.csv'.

Notify multiple people of new Alerts and updates

Currently only an Obligation Owner is notified of any Alerts or updates. You can now specify multiple people to receive those notifications.

Note: No change has been made to Alert Tasks. If your TriLine GRC application is configured to generate a Task on a New Alert, this will still only apply to the Obligation Owner. Any positions in the Notify list will just receive a notification.

The Notify List can be set at the Module, Topic, Obligation or Sub Obligation level. In the first three cases there will be automatic trickle down unless the records below have their own Notify List set.

In this example the CRO and IT Manager will be notified when an Alert or update is received for the Corporations Module (unless a lower setting applies).

	Number	Module	Last Change	Owner	Notify	Trickle
	7146	Anti-Bribery & Corruption	10/10/2016	Compliance Manager and Legal Counsel		☐
	7151	Competition & Consumer	16/11/2016	Marketing Manager		☐
	7156	Corporations	24/02/2017	Compliance Manager and Legal Counsel	Chief Risk Officer,Information Technology Manager	☑

This has trickled down to the Topic, but a different Notify set has been defined for the Public Companies Limited by Shares Topic.

	Number	Topic	Last Change	Module	Owner	Notify
	8782	Anti-Bribery & Corruption	17/03/2020	Anti-Bribery & Corruption	Compliance Manager and Legal Counsel	
	7199	Competition & Consumer	17/03/2020	Competition & Consumer	Marketing Manager	
	14910	ASX Listing Rules	17/03/2020	Corporations	Compliance Manager and Legal Counsel	Chief Risk Officer, Information Technology Manager
	22839	Companies Limited by Guarantees	17/03/2020	Corporations	Compliance Manager and Legal Counsel	Chief Risk Officer, Information Technology Manager
	7205	Proprietary Limited Companies	17/03/2020	Corporations	Compliance Manager and Legal Counsel	Chief Risk Officer, Information Technology Manager
	7253	Public Companies Limited by Shares	17/03/2020	Corporations	Compliance Manager and Legal Counsel	Chief Risk Officer

In an Obligation with no Notify List set the values from the Topic will apply.

Module : 7156 Corporations
Topic : 14910 ASX Listing Rules
Obligation : 26429 Admission

OBLIGATION   SUB OBLIGATION

PRACTICAL GUIDANCE
REMEDIAL ACTION

Owner Compliance Manager and Legal Counsel

Notify Click here to select Notify Positions

Topic:14910 ASX Listing Rules
Notify Positions: Chief Risk Officer, Information Technology Manager

You can also set the Notify for an individual record.

Module : 7156 Corporations
Topic : 14910 ASX Listing Rules
Obligation : 26429 Admission

OBLIGATION   SUB OBLIGATION

PRACTICAL GUIDANCE
REMEDIAL ACTION
CONSEQUENCE

Owner Compliance Manager and Legal Counsel

Notify Marketing Manager ⊗ Information Technology Manager ⊗

Tags Click here to select Tags

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Will Never Apply to Us

There are scenarios where some of the Obligations may not apply to your business, for many reasons. This can be at the individual Obligation or Sub Obligation level, but it can also apply at the Topic level. For example, of the 4 Topics in the Corporations Module, it is unlikely that all will apply to you.

Number	Topic	Last Change	Module
			Corporations
14910	ASX Listing Rules	17/03/2020	Corporations
22839	Companies Limited by Guarantees	17/03/2020	Corporations
7205	Proprietary Limited Companies	17/03/2020	Corporations
7253	Public Companies Limited by Shares	17/03/2020	Corporations

Topic

Previously, you had to change each individual Obligation record, but with this release you can do that at the Topic level. We have added a 'Will Never Apply' option on the Topic:

Number	Topic	Last Change	Module	O...	'e	Will Never Apply
			Corporations			
14910	ASX Listing Rules	17/03/2020	Corporations			☐

Selecting this will automatically mark all Obligations and Sub Obligations as 'Will Never Apply to Us'.

Gap Analysis

We have also simplified the process for marking individual Obligations and all their Sub Obligations as 'Will Never Apply to Us' or 'Does Not Apply'. Instead of editing each individual Obligation, it is now available on the Gap Analysis page.

Obligations Gap Analysis

Page 1 of 17 (162 items) 1 2 3 4 5 6 7 ... 15 16 17 >   Page size: 10

Drag a column header here to group by that column

	Number	Module	Topic	Title	Owner	Tags	Applies to Us	Will Never Apply	
	210311	Anti-Bribery & Corruption	Anti-Bribery & Corruption	The Foreign Influence Transparency Scheme	Chief Risk Officer		☑	☐	🔗 +
	7306	Competition & Consumer	Competition & Consumer	Overview	Marketing Manager		☑	☐	🔗 +

Note: For both the Topic and Gap Analysis pages, all records below that level will inherit the setting. You can still modify individual records if appropriate.

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Historical Note

A new field called 'Historical Note' has been added that will include information regarding changes to a record. This will be of assistance when reviewing Alerts. The field will appear on the Other Information tab.

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