



Version 3.3.1.0 New Features

December 2021

TriLine GRC V3.3.1.0 — New Features

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Note: Some terminology may vary depending on your Configuration settings. Refer to the Version History for more information.

Getting ready for v3.3.1.0

Upgrading to v3.3.1.0 can be arranged by contacting TriLine GRC Support to arrange a suitable date and time.

Workflow for Event and Register Forms

Two new Field Types are now available for Event and Register Forms to allow you to build workflow into the handling of an Event or Register. After a new record is created, the handling of that may require it to pass through a number of hands (e.g. an approval process) or you may want to generate a Task based on certain conditions. While this can be done using existing processes, having them within the Form will make it easier to conceptualise and manage. Both Field Types are 'backend only'.

Change Managed By	Select a new Manager for the record from Positions with the correct security access.
Inline Task	Generate a Task from the list of pre-defined Tasks for the record Type.

Each field type can appear multiple times on a form, but once used it cannot be re-used. The selected action (e.g. Change Managed By) won't occur until the record is saved. Tasks will be generated immediately on save and the email notification sent. After the control is used, the details of the action will appear in the Form (and any reports).

The following example shows some steps in a very simple process:

1	Generate a Task after the first review
2	Change the record Manager to the CFO for the next review
3	If the 'status' is not a specific value then generate another Task
4	If the value is more than \$1000 the CRO needs to approve

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The screenshot shows a form with the following sections and callouts:

- 1** (Orange callout): Points to the "Initial Review" text area.
- 2** (Orange callout): Points to the "Generate Workflow Task 1:" dropdown menu.
- 3** (Orange callout): Points to the "Status:" dropdown menu.
- 4** (Orange callout): Points to the "CRO Approval:" section.

The form contains the following fields and controls:

- Problem:** Text area with value "Something needs to happen that needs approval".
- Initial Review:** Text area.
- Generate Workflow Task 1:** Dropdown menu (value "Select ..."), "EDIT TASK" button, and "DELETE TASK" button.
- CFO approval:** Section with a grey background, containing "Change Manager to the CFO for next review".
- Select Finance Manager:** Dropdown menu (value "Select ...") and "DELETE TRANSFER" button.
- Next Review:** Text area.
- Status:** Dropdown menu (value "All good").
- Check Status:** Section with a grey background, containing "If the Status is not All Good then generate Workflow Task 2".
- Select Task:** Dropdown menu (value "Select ..."), "EDIT TASK" button, and "DELETE TASK" button.
- CRO Approval:** Section with a grey background, containing "If value is above \$1000 CEO to approve".
- Select CRO:** Dropdown menu (value "Select ...") and "DELETE TRANSFER" button.
- Approved:** Radio buttons for "Yes", "No", and "Not required" (selected).

Generating an Inline Task

Note: The Tasks need to be defined in the list Pre-defined Tasks for the record Type.



1. Select the Task from the drop-down list.

This close-up shows the "Generate Workflow Task 1:" dropdown menu open, displaying two options: "Workflow Task 1" and "Workflow Task 2". The "EDIT TASK" and "DELETE TASK" buttons are visible to the right of the dropdown.

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2. Complete the Task details as usual. **Note:** The Task Description can be changed.

New Inline Task



DESCRIPTION

SCHEDULE

























☐ Blind Task

☐ Critical Task



☐ An Attachment is mandatory for Task Completion

☐ Send Notification on Completion

Description



New Inline Task



DESCRIPTION

SCHEDULE

Due Date

16/12/2021

Reminder

2nd

5

Days before Due Date

Escalate To

Chief Financial Officer


Actioned By

Compliance Manager
Quality Assurance Manager

[Click here to select Actioned By](#)

This Task will be generated immediately and notifications sent to each Actioned By, when this Event is Saved.

3. Click the Save button.

Generate Workflow Task 1: Workflow Task 1  [EDIT TASK](#) [DELETE TASK](#)

The Tick will appear to show that the Task is ready to be generated. If necessary, you can edit the Task or delete the Task prior to saving the record by clicking the appropriate button.

Remember: The Task will be generated immediately when the Event or Register record is saved.

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Changed Managed By

1. Select the required Position from the drop-down list.

Select Finance Manager:	<div><div></div></div>	DELETE TRANSFER								
Next Review:	<table><thead><tr><th>Position</th><th>Name</th></tr></thead><tbody><tr><td>Branch Manager Northern</td><td>Norm Branch</td></tr><tr><td>Branch Manager Western</td><td>Marge Brand</td></tr><tr><td>Chief Financial Officer</td><td>Wilson Carson</td></tr></tbody></table>	Position	Name	Branch Manager Northern	Norm Branch	Branch Manager Western	Marge Brand	Chief Financial Officer	Wilson Carson	
Position	Name									
Branch Manager Northern	Norm Branch									
Branch Manager Western	Marge Brand									
Chief Financial Officer	Wilson Carson									

2. The Tick will appear to show that a Manager has been selected.

Select Finance Manager:	Chief Financial Officer; Wi	✓	DELETE TRANSFER
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If required you can remove the selected Manager by clicking the button.

After clicking Save





After the Save button has been clicked the task will be generated, the record Manager changed and the requisite emails sent in both cases. The selected values will appear in the Form:

Problem:*	Something happened that needs approval
Initial Review:	
Generate Workflow Task 1:	Generated: 9/12/2021 11:37:51 AM
Description:	Do this thing
Actioned By:	Compliance Manager Quality Assurance Manager
Due:	16/12/2021
Created By:	Elsie Hughes
CFO Approval:	Change Manager to the CFO for the next review
Select Finance Manager:	Chief Financial Officer, Wilson Carson

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Cascading Lists

Cascading lists allow you to create your own two-level selection Lists to be used in both Events and Registers.


Cascading Lists						
Enter text to search all visible columns ...						
	List Name	Parent List Label	Child List Label	Child List Type	Active	
	A New List	Catalog	SubCatalog	Multi-Select	<input type="checkbox"/>	
	Complaint Issue	Complaint Issue Category	Complaint Issue Sub Category	Multi-Select	<input checked="" type="checkbox"/>	

The menu item is available from both the Event and Register Maintenance menus.

Parent	The top-level list
Child	The second-level list

Definition

Edit Cascading List



List Name

Complaint Issue

Parent List Label

Complaint Issue Category

Child List Label

Complaint Issue Sub Category

Child List Type

Multi-Select

Active

☒

List Name	Reference for the List. Displayed in the list of available Field Types when managing a Form layout.
Parent List Label	The default label of the parent field to appear when the Form is generated.
Child List Label	The label of the child field to appear when the Form is generated. This is not modifiable.
Child List Type	The child can be set to single or multi-select.
Active	If not Active, the field will not appear as an available Field Type.

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Maintaining the List

Click the list icon at the right of the List information. The list is maintained in a similar manner to the Risk Category processing.

Cascading List Data

Cascading List: Complaint Issue

Enter text to search all visible columns ...

	Complaint Issue Category	Default
	<input type="text"/>	<input type="text"/>
>	Advice	<input type="checkbox"/>
>	Charges	<input type="checkbox"/>
✓	Consumer Data Right (CDR)	<input type="checkbox"/>

+

Enter text to search...

Complaint Issue Sub Category
<input type="text"/>
14 CDR data collection
15 CDR data use or disclosure

List information

The Parent and Child values for each Cascading List Type will be display in the Taxonomy report.

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Completed Task Summary

The Completed Task Summary is available from the page menu on the My Summary page. Select the Position and date range to display the completed Tasks for all modules.

Completed Task Summary

Actioned By

Chief Executive Officer, Robert Gr.

Date From

28/10/2020

Date To

27/10/2021

Use Due Date

☐

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1

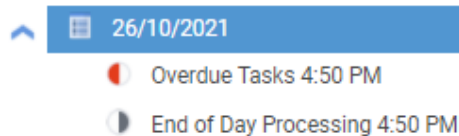
>

Type	Number	Details	Date Due	Date Completed	OverDue	Outcome
Document Review	FRM003	Business Trip Checklist	31/12/2020	24/11/2020	<input type="checkbox"/>	Read and Certify I Certify that I have read this document.
Risk Review	RSK0803	Lack of, or inadequate succession ...	11/11/2020	24/11/2020	<input checked="" type="checkbox"/>	
Risk Review	RSK0806	Loss / defection of key staff to co...	12/11/2020	24/11/2020	<input checked="" type="checkbox"/>	
Risk Review	RSK0002	Key Person Risk	30/12/2020	11/01/2021	<input checked="" type="checkbox"/>	
Risk Review	RSK0203	Failure / ineffectiveness of a joint v...	1/12/2020	11/01/2021	<input checked="" type="checkbox"/>	
Document Review	FRM005	Application for Membership	31/03/2021	23/06/2021	<input checked="" type="checkbox"/>	Read & Certify I Certify that I have read this document.
Document Review	LNXS00049	LN Financial Lending Summary Par...	30/06/2021	23/06/2021	<input type="checkbox"/>	Read and Certify I Certify that I have read this document.
Risk Review	RSK0002	Key Person Risk	30/06/2021	23/06/2021	<input type="checkbox"/>	
Risk Review	RSK0201	Strategic Risks.	30/03/2021	23/06/2021	<input checked="" type="checkbox"/>	
Compliance Task	APRA0114	Compliance with APS 114 Capital A... (a) Assess existing risk and complianc	25/08/2021	31/08/2021		Attestation
<div>Risks include, but are not limited to;</div> <div>market risk,</div>						

Other Changes

Monitor Logs

To improve the useability of the log file produced by the overnight TriLine GRC Monitor processing, it has been split into an Overdue Tasks and an End of Day Processing.



The Overdue Task log will show all the Overdue notifications. The End of Day Processing will show all other processing (e.g. Task Rollover).

3rd Party Attestations

The Contract Owner will receive an alert when a new Attestation completion task is issued. The alert will be displayed on the My Summary page.

Contracts

It is now possible to double click on a Contract With when viewing a Contract record to display the Contract With record.

Custom Fields

The Listbox and Number Custom Field Types no longer require a default value.

Notes

The Notes linked to a record are now available in grids and will be included in any export.

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New Events / Registers

When a new Event or Register record is created, the originator is allowed view access by default without a specific Security Group setting. They do not have access to notes or attachments added by other people. To provide more security around the content, they will not have default view access to any backend Form Fields. If this is required, then the standard Security requirements must be met.

Risk Category / Sub-Category

The number of characters for Risk Category and Sub-Category fields has been increased to 100.

Event / Register confirmation emails

New settings allow you to configure whether you will offer a user the option of receiving a Confirmation email and the 'Keep up to date' email.

Show Informed Email:

☒

Allow User to select whether to be kept informed by email

Show Confirmation Email:

☒

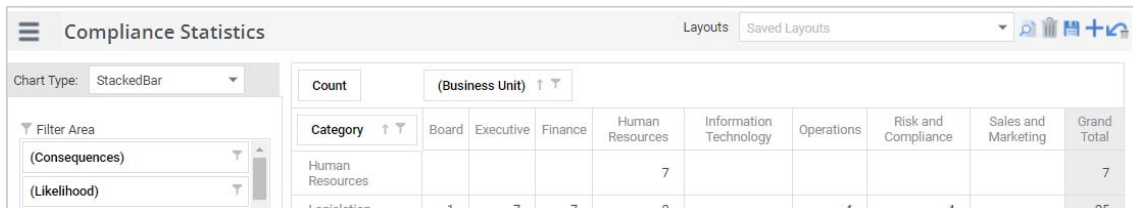
Allow User to select whether to be sent confirmation email

Grid Layouts

Improved saving of grid layouts to be used the next time a page is accessed.

Statistics

Added the feature to save the layout for the Statistics pages.



Overdue reports

The chart that appears at the end of an Overdue report showing the number of records overdue by period will now display even if there is only one series.

Register Date Closed

When a Register record is changed to a 'Closed Status' you will be able to specify the actual date it was closed.

The screenshot shows the 'Complaints Test Register' form. It has a sidebar with tabs: INFORMATION, DETAILS, NOTES, TASKS, ATTACHMENTS, and SECURITY. The main form fields include: Number (CMPL000004), Complaint Title (A new test), Managed By (Chief Operating Officer), Status (Concluded), Date Closed (26/10/2021), and Tags (Click here to select Tags).