



Basic Administrator Training

Exercise: 1 Record Configuration – Part 1

Version Information

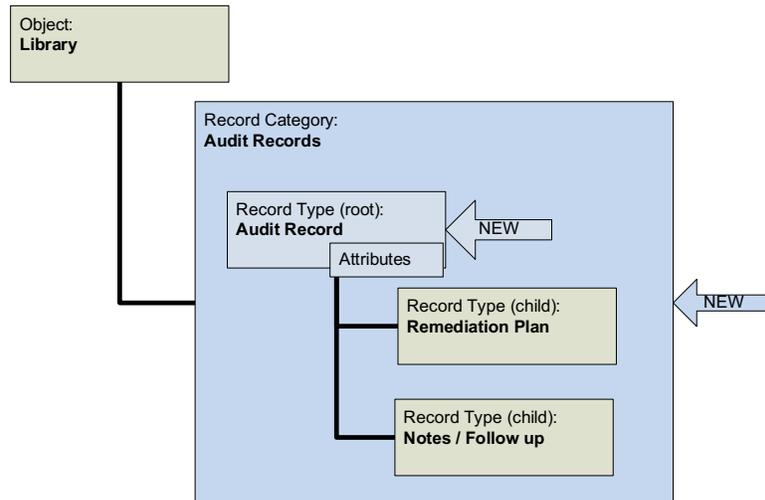
Version	Date Released	Notes
2019-1	Jan 8 th 2019	Updated Format
2019-2	May 16 th 2019	Re-Branded to meet Galvanize design guidelines
2020-1	Jan 6 th 2020	Updated Screenshots after Version 10 Update

Contents

Version Information	2
Scenario Description.....	4
Prerequisites	4
Session 1: Creating Record Categories and Types.....	5
Create The Record Category	5
Create the Record Type	7
Relate TRN: Audit Record to Existing Child Record Types.....	9
Relate the 'Record Category Type' with the Object Types and Record Types.....	10

Scenario Description

In this exercise, you will configure Rsam to record audit records that will be managed and reported in Rsam. Records will be logged under a general library object, and will have attributes and child records. Review the diagram below. The items marked **New** are what you will add.



Prerequisites

This tutorial assumes the following elements exist in the default Rsam Database.

- **Object Type** – a Library for Global Records
- **Object** - At least one object instance of the type “Library for Global Records” object type (i.e., Global Records)
- **Record Types** - Remediation Plan (POAM); Risk Acceptance Request

Session 1: Creating Record Categories and Types

Record Categories represent a collection of records containing information you record in the Records module. In general, you will create a Record Category for each use-case you wish to implement in Rsam. Categories can hold one or more types of records.

Create The Record Category

IMPORTANT INFORMATION:

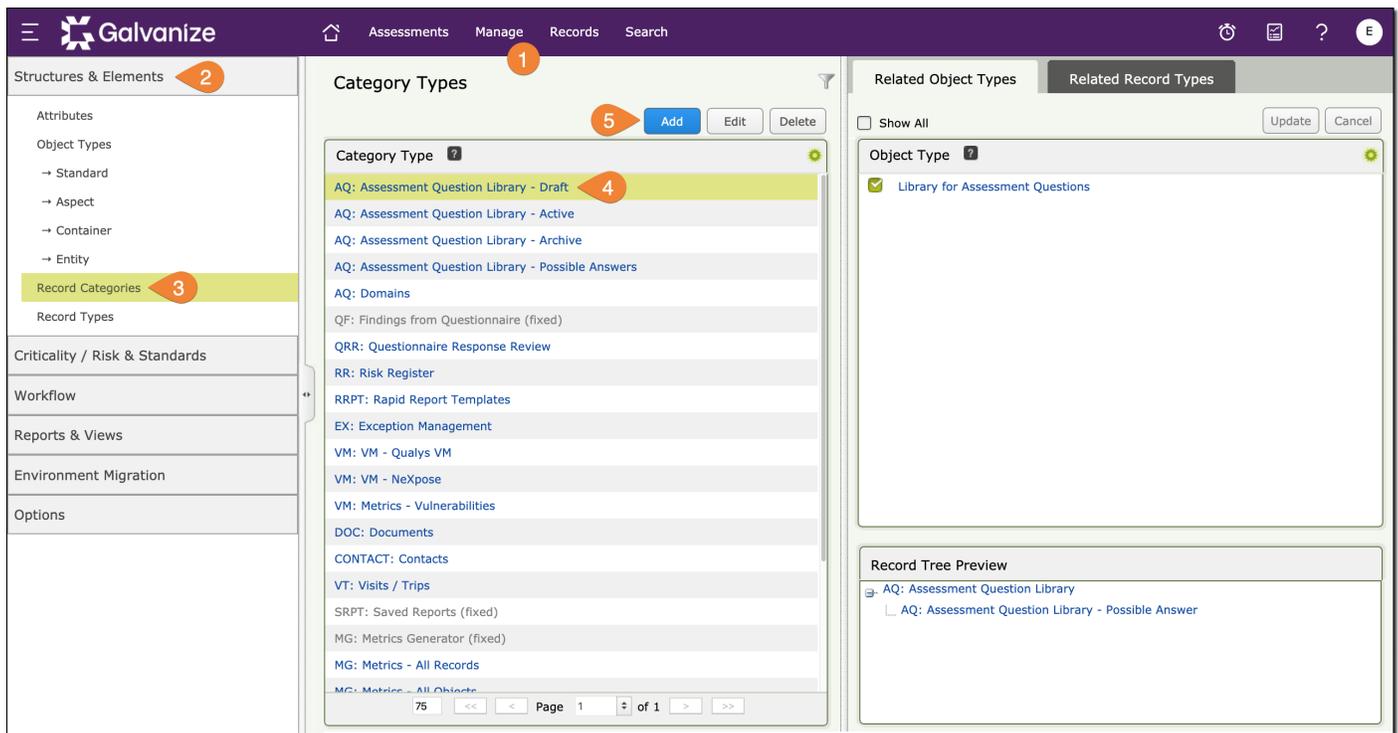
Throughout the scenarios, Use **“TRN”** as a Rsam Admin Name prefix for your instance of Rsam. E.g., Instead of the Category Name **“Audit Records”** enter **“TRN: Audit Records”**.

Steps to Follow:

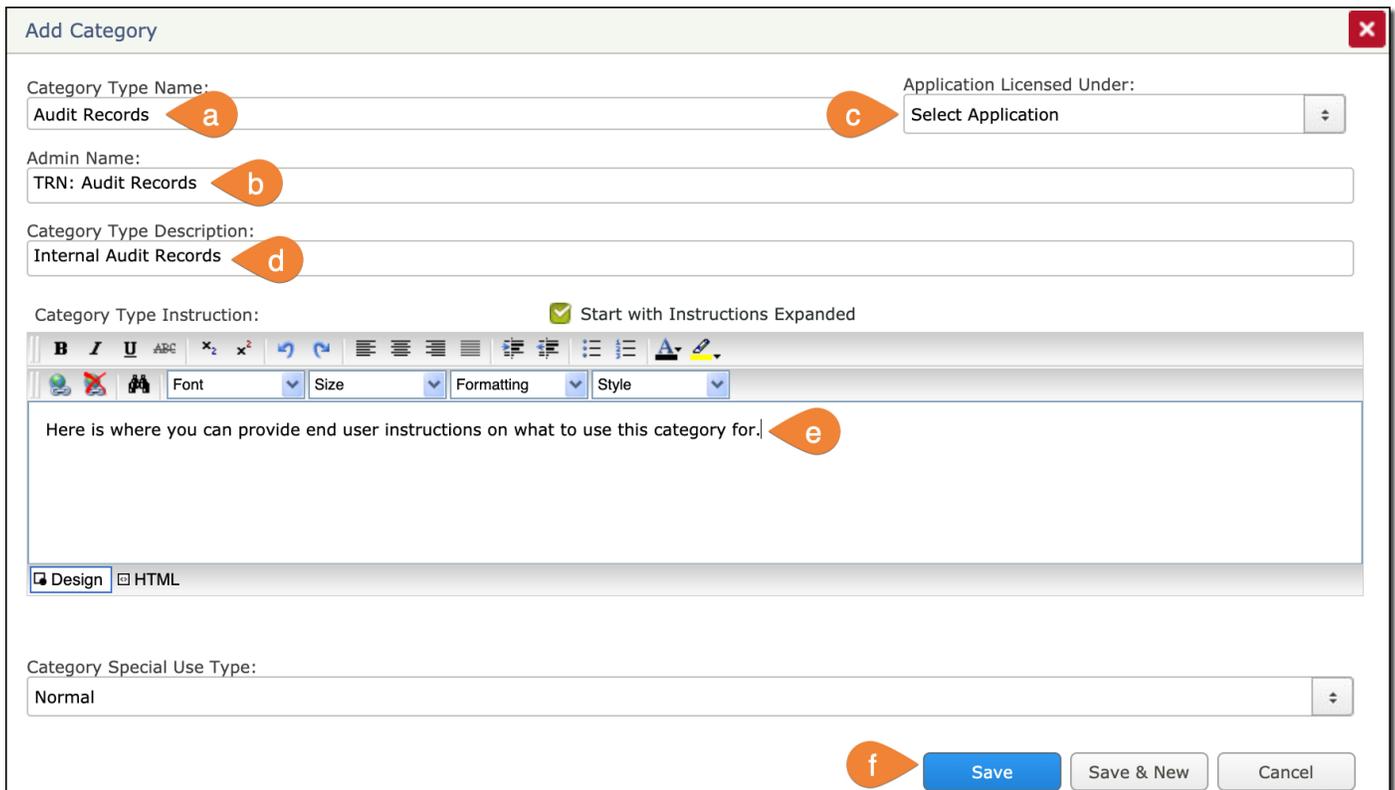
1. Select **Manage -> Administration**
2. Using the Left Menu, expand **Structures & Elements** (if not already expanded)
3. Select **Record Categories**
4. In the **Category Types Pane**, select any existing category type.

Note: The new category type will be created below this one. If you don't select an existing category type then your new one will be placed at the bottom of the list.

5. Click **Add**



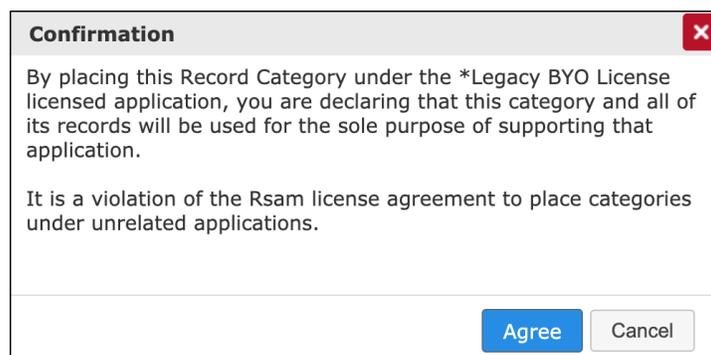
6. In the Add Category screen (See figure below), enter the following values
 - a) Category Type Name: **Audit Records**
 - b) Admin Name: **TRN: Audit Records**
 - c) Application Licensed Under: ***Legacy BYO License**
 - d) Category Type Description: **Internal Audit Records**
 - e) Category Type Instruction: **Here is where you can provide end user instructions on what to use this category for.**
 - f) Click **Save**



The screenshot shows the 'Add Category' form with the following fields and callouts:

- a**: Category Type Name: Audit Records
- b**: Admin Name: TRN: Audit Records
- c**: Application Licensed Under: Select Application
- d**: Category Type Description: Internal Audit Records
- e**: Category Type Instruction: Here is where you can provide end user instructions on what to use this category for.
- f**: Save button

7. At the Confirmation Dialogue Box, click **Agree**



Confirmation

By placing this Record Category under the *Legacy BYO License licensed application, you are declaring that this category and all of its records will be used for the sole purpose of supporting that application.

It is a violation of the Rsam license agreement to place categories under unrelated applications.

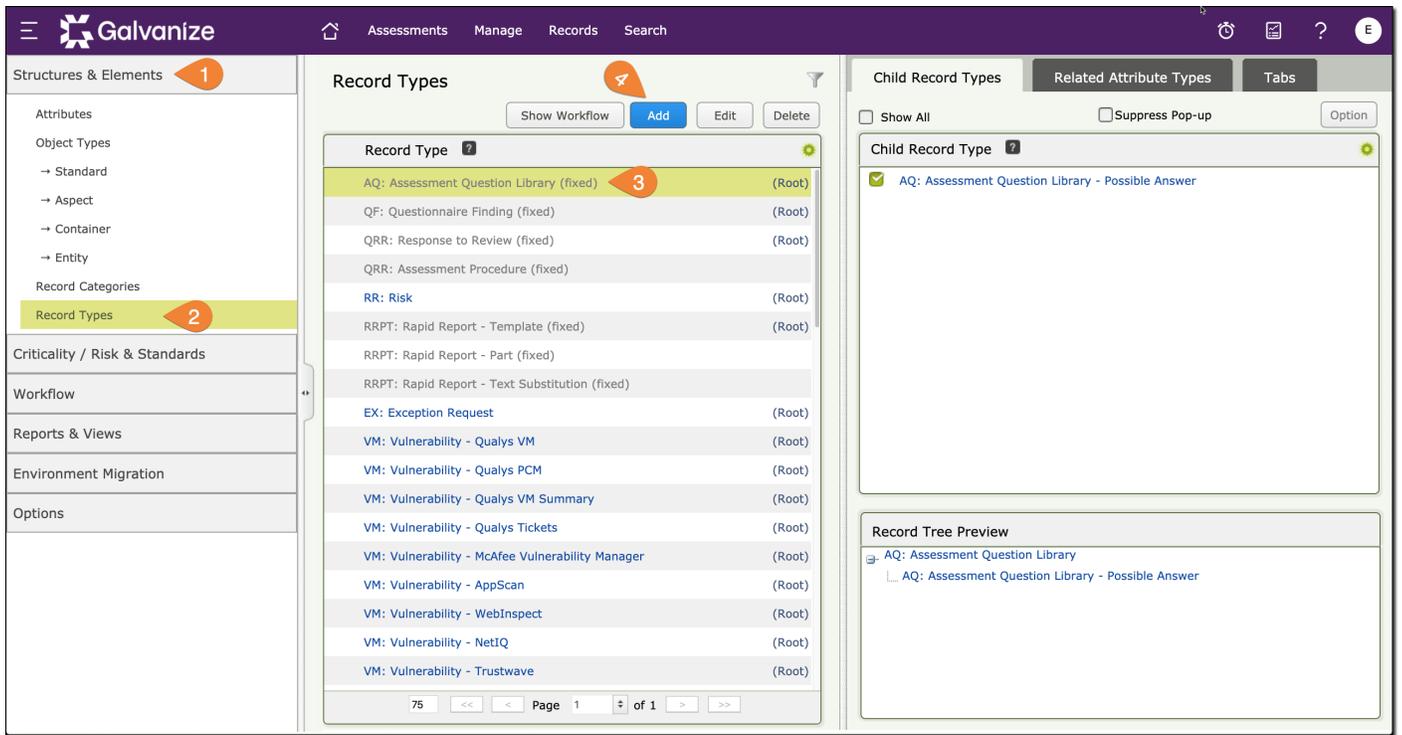
Agree **Cancel**

Create the Record Type

Record Types are the different groups of information types recorded in the Records module. Within a single record category, you will have one or more record types.

Steps to Follow:

1. Expand **Structures & Elements**
2. Select **Record Types**
3. In the **Record Types** Tab, select an existing record type. The new record type will be created below this one.
4. Click **Add**



The screenshot displays the Galvanize Records module interface. On the left sidebar, the 'Structures & Elements' menu is expanded to 'Record Types', which is highlighted with a red circle and the number '2'. The main content area shows a table of Record Types. The first row, 'AQ: Assessment Question Library (fixed) (Root)', is highlighted in yellow and marked with a red circle and the number '3'. Below this table, there are buttons for 'Show Workflow', 'Add', 'Edit', and 'Delete'. On the right side, the 'Child Record Types' panel is visible, showing a list of child types. The first child type, 'AQ: Assessment Question Library - Possible Answer', is checked with a green checkmark. Below this panel is a 'Record Tree Preview' showing the hierarchy of the selected record type.

Use the following to add a new Record Type (see figure next page).

- a. Record Type Name: **Audit Records**
- b. Admin Name: **TRN: Audit Records**
- c. Record Type Description: **Record Type for Internal and External Audit Findings and Resolutions**
- d. Workflow State: **GEN: Finding Open**
- e. Click **Save**

Do not change any other settings

Add Record Type ✕

Record Type Name: **a**

Admin Name: **b**

Record Type Description: **c**

Record Type Instruction: Start with Instructions Expanded

Workflow State that the new record will start in: **d**

Workflow button to simulate when creating a new Record:

Workflow button to simulate after inline edit:

Workflow button to simulate when saving a Record:

Enable Visual Workflow

Show Column Headers

Root Level Record Type (no parents)

Show Parent Identifier Attributes in Header

Auto-Save new records when adding child records

Show Workflow State Column

Show Record Type Column

Use "Move Record"

Restrict adding new records based on the Object's Workflow State

When a record of this type is created, execute the following stored procedure: Execute SP Before Display

Records's Use Type:

e

Relate TRN: Audit Record to Existing Child Record Types

You will select child level record types to be placed under this root level record type.

 We did not create the child record types, these already existed in the system and come standard with various modules

Steps to Follow:

1. Select **Structures & Elements** Menu
2. Select **Record Types** from the **Structures & Elements** Menu
3. Select **TRN: Audit Record** in the Record Types area
4. Select the **Child Record Types** tab
5. Check **Show All**
6. Check the **RM: Remediation Plan (POAM)** and **RM: Risk Acceptance Request** Child Record Types.

When the **Record Type -> Child Options** dialog box appears, leave everything as default and then click **Save**

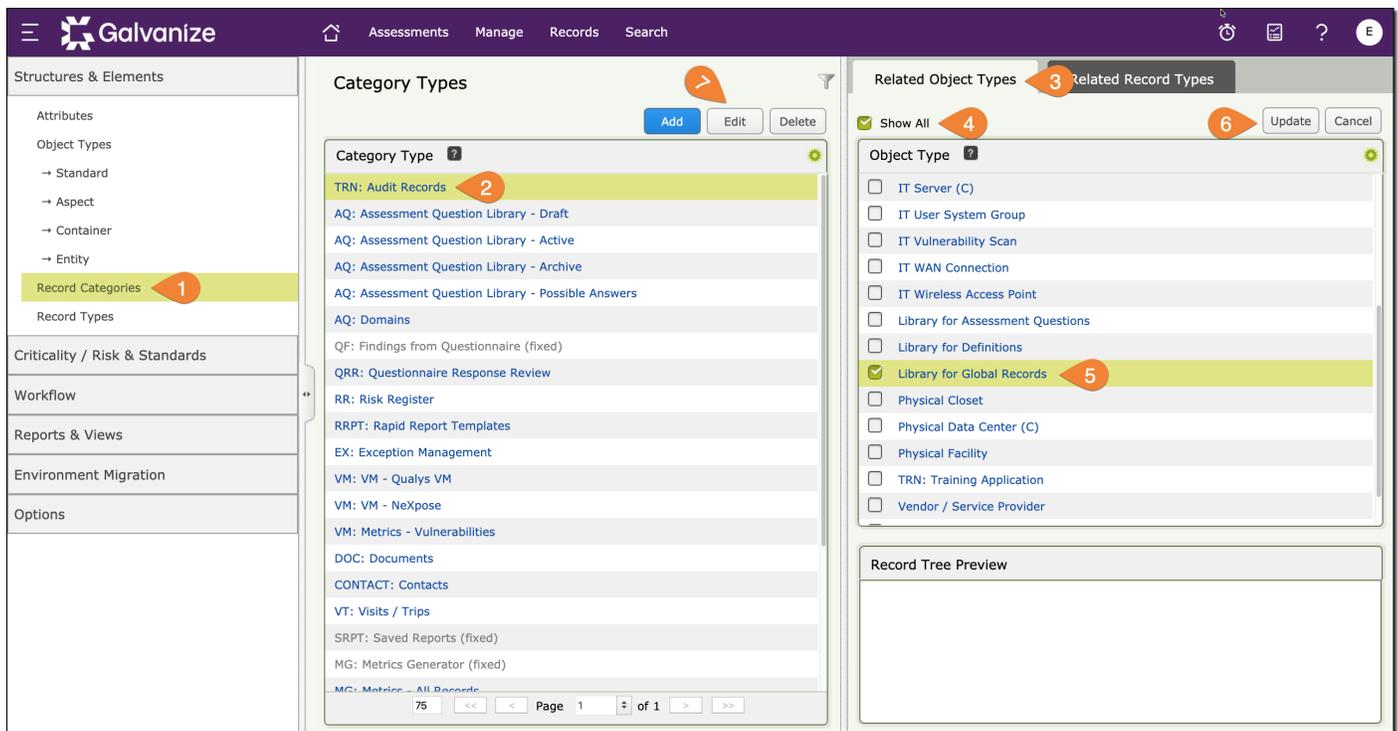
 Clicking the “Suppress Pop-Up” option would stop that pop up appearing. Useful if you are making no changes to the default settings and linking a large number of child records..

The screenshot shows the Galvanize Record Types configuration interface. On the left, the 'Structures & Elements' menu is open, with 'Record Types' selected (callout 1 and 2). The main 'Record Types' table lists various record types, with 'TRN: Audit Records' selected (callout 3). On the right, the 'Child Record Types' tab is active, showing a list of child record types. The 'Show All' checkbox is checked (callout 5), and the 'Suppress Pop-up' checkbox is unchecked. Two child record types are selected: 'RM: Remediation Plan (POAM)' and 'RM: Risk Acceptance Request' (callout 6). Below the list is a 'Record Tree Preview' showing the hierarchy: TRN: Audit Records -> RM: Remediation Plan (POAM) -> FE: Follow-up Event and RM: Risk Acceptance Request -> FE: Follow-up Event.

Relate the ‘Record Category Type’ with the Object Types and Record Types

Steps to Follow:

1. Select **Record Categories** from the **Structures & Elements** area.
2. Select the **TRN: Audit Records** category type
3. Select the **Related Object Types** tab
4. Check **Show All** if nothing is displayed
5. Check the Object Type: **Library for Global Records**
6. Click Update
7. With the **TRN: Audit Records** record category still highlighted in the **Category Types** middle window pane, click **Edit**.



The screenshot displays the Galvanize application interface with several key components and annotations:

- Left Panel (Structures & Elements):** A navigation menu where 'Record Categories' is highlighted with a red circle '1'.
- Middle Panel (Category Types):** A list of category types where 'TRN: Audit Records' is selected and highlighted with a red circle '2'. Below the list are 'Add', 'Edit', and 'Delete' buttons.
- Right Panel (Related Object Types):** A configuration window with two tabs: 'Related Object Types' (annotated with a red circle '3') and 'Related Record Types'.
 - The 'Show All' checkbox is checked and annotated with a red circle '4'.
 - The 'Library for Global Records' checkbox is checked and annotated with a red circle '5'.
 - The 'Update' button is annotated with a red circle '6'.
- Bottom Panel (Record Tree Preview):** An empty area for previewing the record tree.

- Click the magnifying glass next to the **Default to placing all records of this category under the following object:**

Update Category
✕

Category Type Name:

Admin Name:

Category Type Description:

Category Type Instruction: Start with Instructions Expanded

Here is where you can provide end user instructions on what to use this category for.

Application Licensed Under:

Default to placing all records of this category under the following object:
 8 🔍

Category Special Use Type:

- Select **Global Records -> Library for Global Records**
- Click **Update**
- Click **Save**

Default to placing all records of this category under the following object:
✕

Select column for quick lookup:

Type text to search:

Object Name	Object Type
Global Records	Library for Global Records 9

Records per page Page of

12. Click on the **Related Record Types** tab
13. Check **Show All**
14. Check the Record Types: **TRN: Audit Record**
15. On the pop up (See figure below), leave the default options in place and click **Save**

The screenshot shows the Galvanize interface with the 'Category Types' and 'Related Record Types' configuration panels. The 'Related Record Types' panel is active, showing a list of record types with checkboxes. The 'TRN: Audit Records' record type is selected. The 'Show All' checkbox is checked. The 'Record Tree Preview' section shows a tree structure for 'TRN: Audit Records' with sub-items like 'RM: Remediation Plan (POAM)' and 'FE: Follow-up Event'.

The screenshot shows a configuration pop-up titled 'Category Type --> Record Type'. It contains a 'Self-Registration option:' dropdown menu with 'Disable self-registration' selected. Below it, there is a checked checkbox for 'Apply all related child record types as well'. At the bottom right, there is a blue 'Save' button and a grey 'Close' button. A callout bubble with the number '15' points to the 'Save' button.

Stop Here

- Take a Break
- Next Session Continues Shortly