Basic Administrator Training

Exercise: 3
Record Configuration – Part 2

Version Information

Version	Date Released	Notes
2019-1	Jan 8th 2019	Updated Format
2019-2	May 17th 2019	Re-Branded to meet Galvanize design guidelines
2020-1	Jan 7th 2020	Updated Screenshots after Version 10 Update

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Session 1: Creating Necessary Attributes

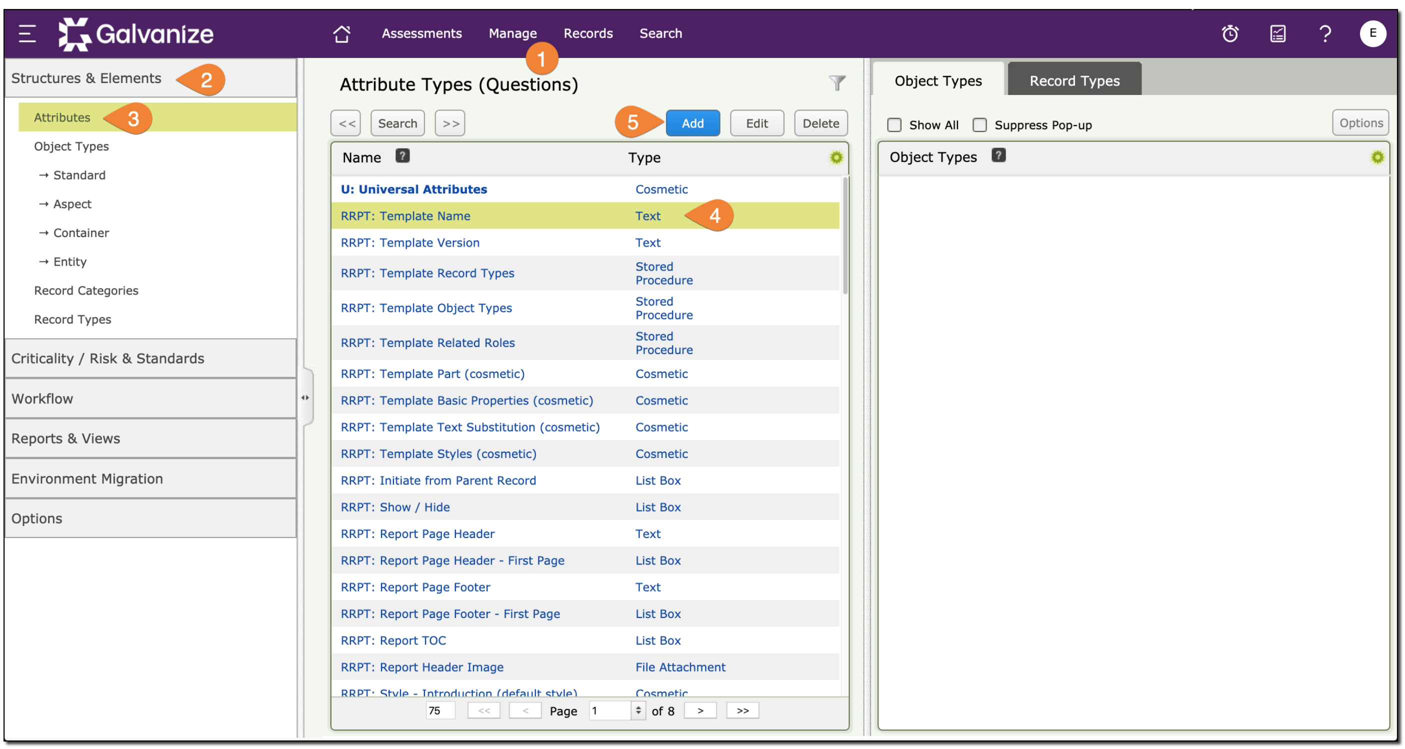
Attributes hold data for each record. Attributes must be created for each field of information you wish to record.

Steps to Follow:

> Note: Remember to turn on Administrator filtering by selecting the funnel and checking the box next to the **Audit Application** group

1. Select Manage -> Administration
2. Using the Left Menu, expand **Structures & Elements**
3. Select Attributes
4. In the **Attribute Types Tab**. Select an attribute, any new attributes will be created below this one.

   Note: If you are using/have enabled the administrative grouping feature then no attributes will be displayed.
5. Click **Add**



6. Use the table on the following page to create new the attribute types.
7. After each attribute type, select **Save & New** to reset the form.
8. For the final attribute, select **Save** to return to the attribute list.

> **Configuration Tip:** When adding attribute types that require Attribute Answers (List Box, Multi-Select, Radio Buttons, etc.), it is helpful to add this **AFTER** you have added all the attributes you are configuring.

The task of adding **attribute answers** for **list box attributes** Audit Type and Management Risk Rating is performed on another screen. Once you have added the attributes we will go back and add the relevant answers

Attribute Type Name	Admin Name Prefix	Description / Question	Response Type (# of Lines)	Optional Required	Enable Rich Text	Attribute Answers (For List Box Attributes)*
Audit Record ID	TRN:	Audit Record ID:	Number (Check box Sequential)	Required		
Audit Type	TRN:	Audit Type:	List Box	Optional		Regulatory Corporate Policy
Date of Record	TRN:	Date of Record:	Date	Required		
Audit Record Description	TRN:	Enter a Description:	Text (10)	Optional	Yes	
Audit Evidence	TRN:	Audit Evidence:	File Attachment	Optional		
Designated Owner	TRN:	Select the Designated Owner:	User Lookup	Optional		
Management Comments	TRN:	Management Comments:	Text (10)	Optional	Yes	
Management Risk Rating	TRN:	Management Risk Rating:	List Box	Optional		1. Very Low 2. Low 3. Medium 4. High 5. Severe

Note: Tooltips can be entered for each attribute type. This is additional text that users see when they mouse over the Tooltip icon. Using this feature allows you to apply the principle of brevity when entering the Description/Question text, and still have additional instructions for the user. If time permits, and you would like to, you can enter tooltips during our exercises.

Setting Responses for the List Box Attributes

The TRN: Audit Type and TRN: Management Risk Rating attributes were designated as List Box attributes. You now need to specify the possible responses to this question.

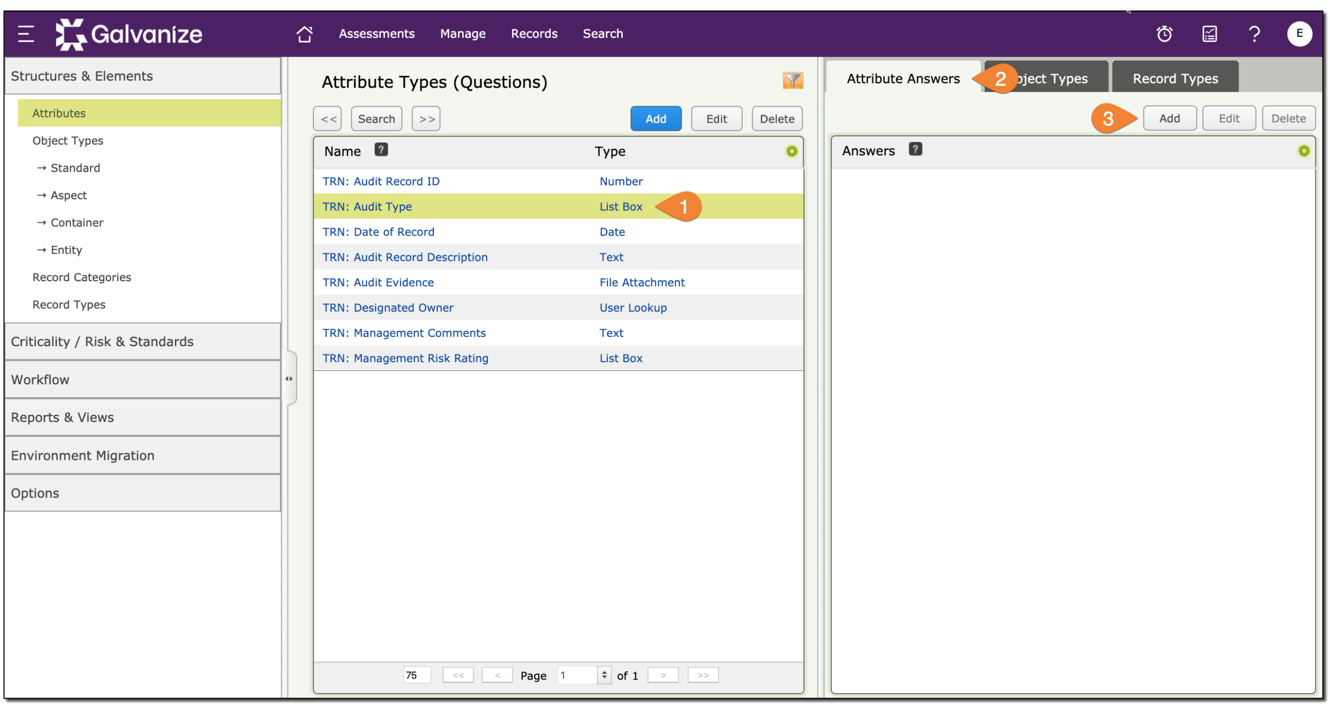
Attribute Name	Attribute Answers
TRN: Audit Type	Regulatory Corporate Policy
TRN: Management Risk Rating	1. Very Low 2. Low 3. Medium 4. High 5. Severe

Steps to Follow:

1. Select the **TRN: Audit Type** in Attribute Types Tab
2. On the right panel, select the **Attribute Answers** Tab
3. On the right panel, click **Add**
4. Use the table above to create new attribute responses. After each answer, select **Save & New**, to reset the form to create your next attribute answer. On the last entry select **Save**.
5. Repeat for the attribute TRN: Management Risk Rating

IMPORTANT INFORMATION:

It is important for a later exercise that the Attribute Answers match the values EXACTLY in table above.



Relate the 'Audit Record' Record Type to the Attributes you Created

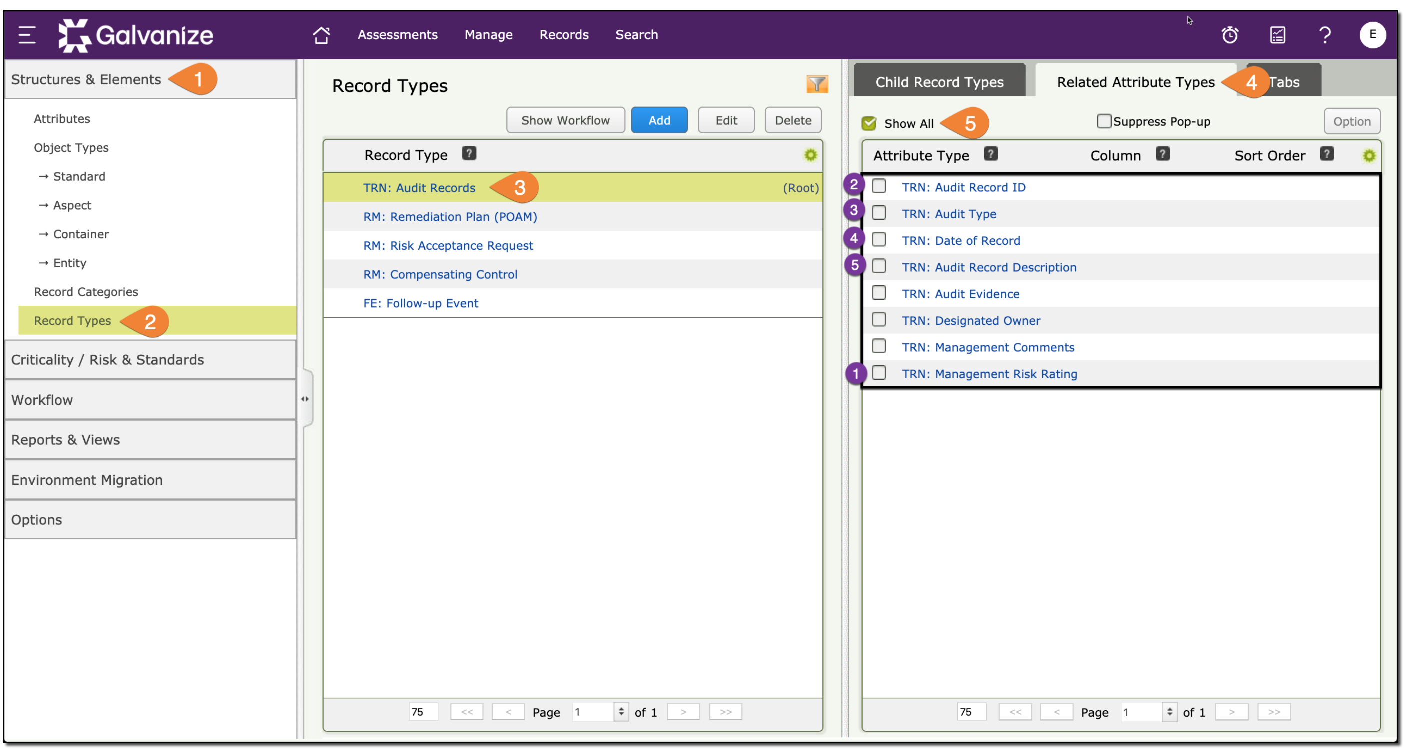
Attributes hold the data for records. In this step, you will relate your new Audit Record Type to all of the attributes you created earlier in this tutorial

Steps to Follow:

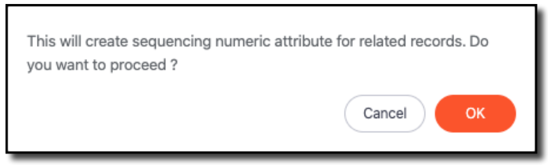
1. Select Structures & Elements
2. Select Record Types
3. Select TRN: Audit Record from the Record Types section.
4. Select **Related Attribute Types** tab in the right-hand pane.
5. Check **Show All** and select **every** attribute listed in the diagram below.

> It is best to start selecting the attributes as per the order in the table on the next page, also indicated on the diagram below (purple circle with white text).

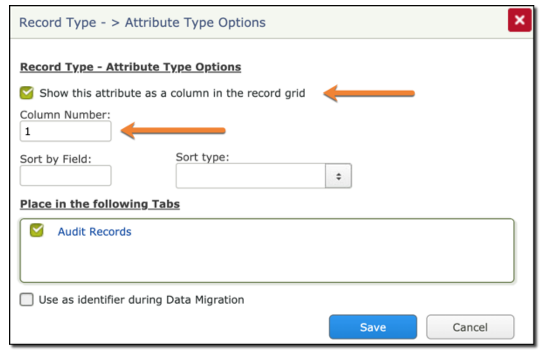
When the **"Record Type - > Attribute Type Options"** pop-up appears (see figure next page), either **Check** or **leave blank** the **"Show this Attribute as a Column in the Record Grid"** and change the **"Column Number"** based on the Table on the next page and then click select Save



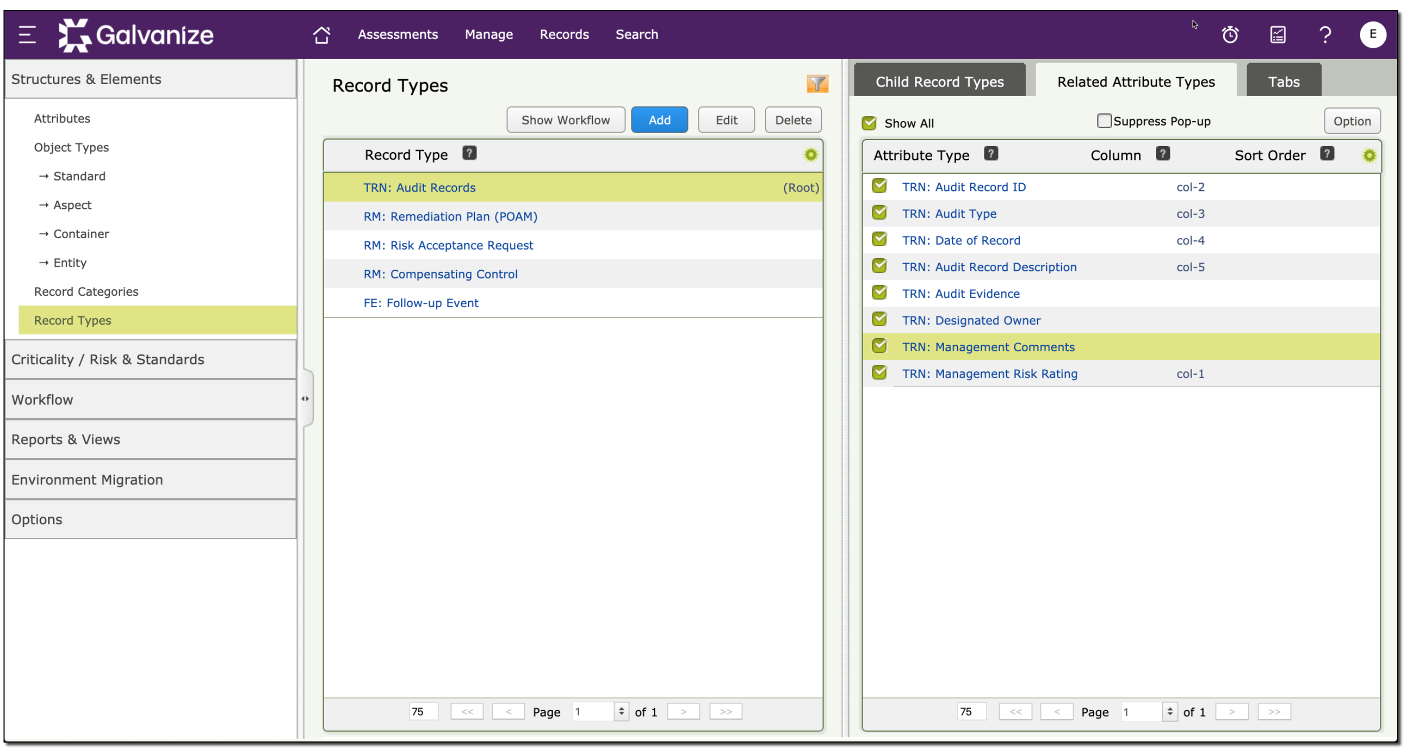
When selecting **Audit Record ID** a pop up box will appear. Stating that you will create a numeric sequencing attribute for the related record. Click **OK** to proceed.



Attribute Type	Show Column in Record Grid	Column
TRN: Management Risk Rating	Checked	1
TRN: Audit Record ID	Checked	2
TRN: Audit Type	Checked	3
TRN: Date of Record	Checked	4
TRN: Audit Record Description	Checked	5
TRN: Audit Evidence	Unchecked	
TRN: Designated Owner	Unchecked	
TRN: Management Comments	Unchecked	

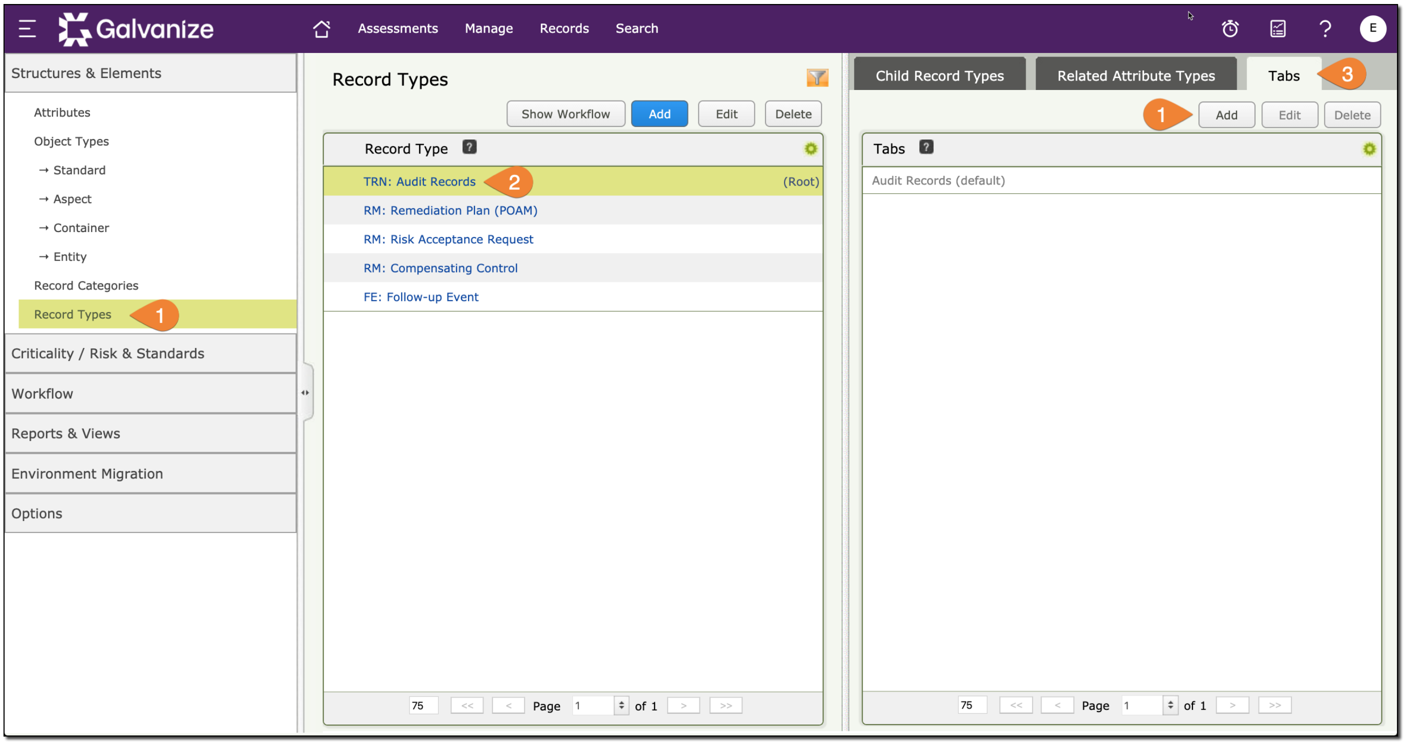


After completion, your **"Related Attributes Types"** will look similar to the screenshot below.



Creating a Second Tab in the Record Type

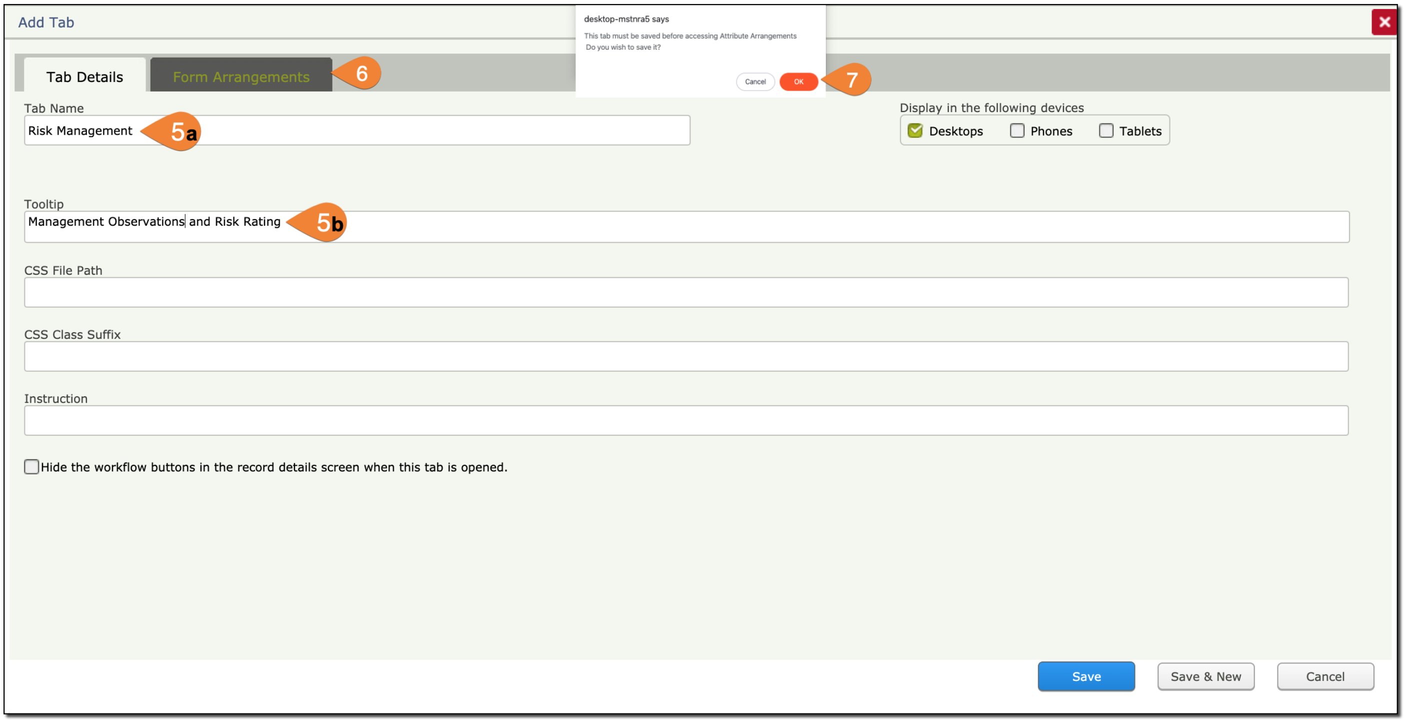
Tabs allow you to separate records into different tabs on the record screen. This is helpful for organizing your attributes on the user's screen, and to align permissions with specific attributes. It is best to create your Tabs first to save time; however, it is common for customers to create tabs later in the process.



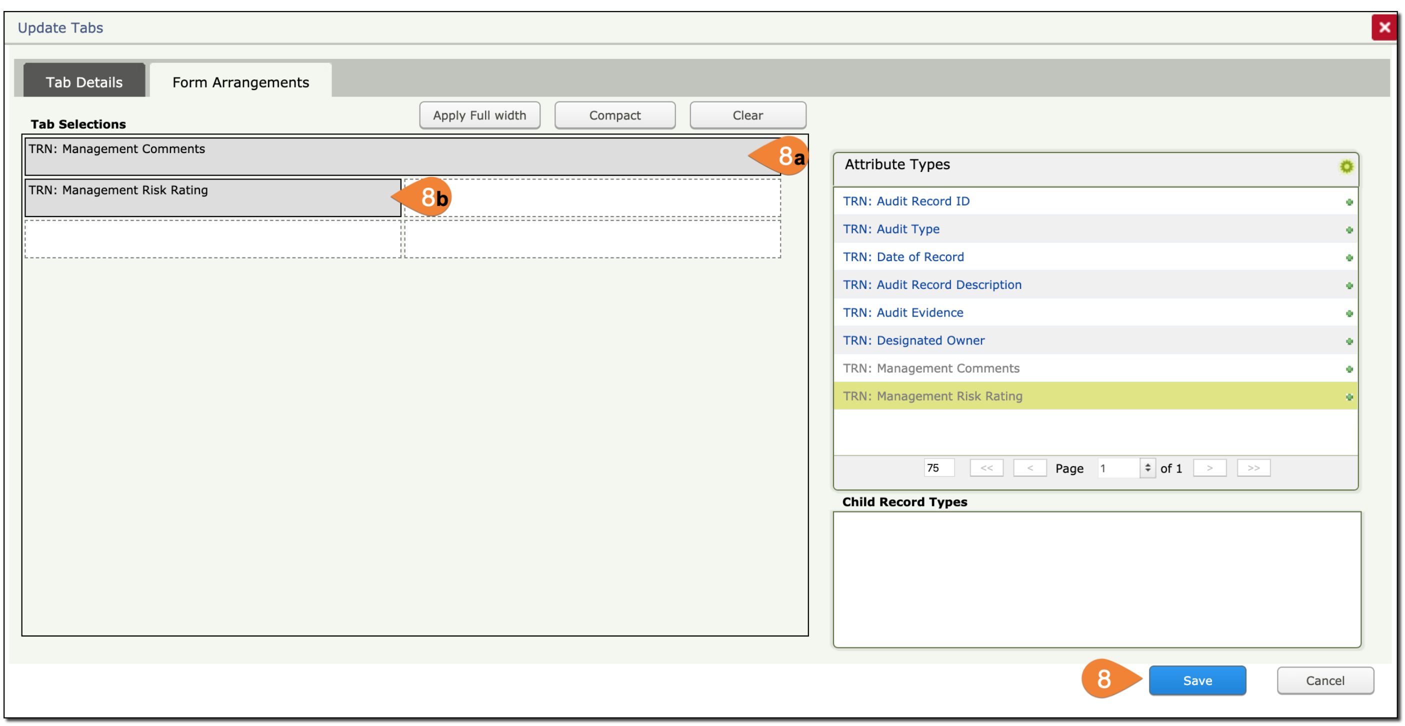
Steps to Follow:

1. Select Record Types
2. Select TRN: Audit Record in the Record Types area
3. Select the **Tabs** tab in the right-hand pane
4. Click **Add**
5. Use the following information to create a new **Tab** (See screenshot next page)
    a. Tab name – Risk Management
    b. Tooltip – Management Observations and Risk Rating
6. Select the **Form Arrangements** Tab.

   (A dialog box will appear advising that the tab must be saved before accessing the Attribute Arrangements Tab)
7. Click **OK**



8. Add **TRN: Management Comment** and **TRN: Management Risk Rating** attributes to this tab by clicking and dragging them from the list of attributes on the right, into a section on the left.
    a. For **Management Comments** – Right Click & Select "Expand Right"
    b. For **Management Risk Rating** – Leave as default.
9. Click **Save**

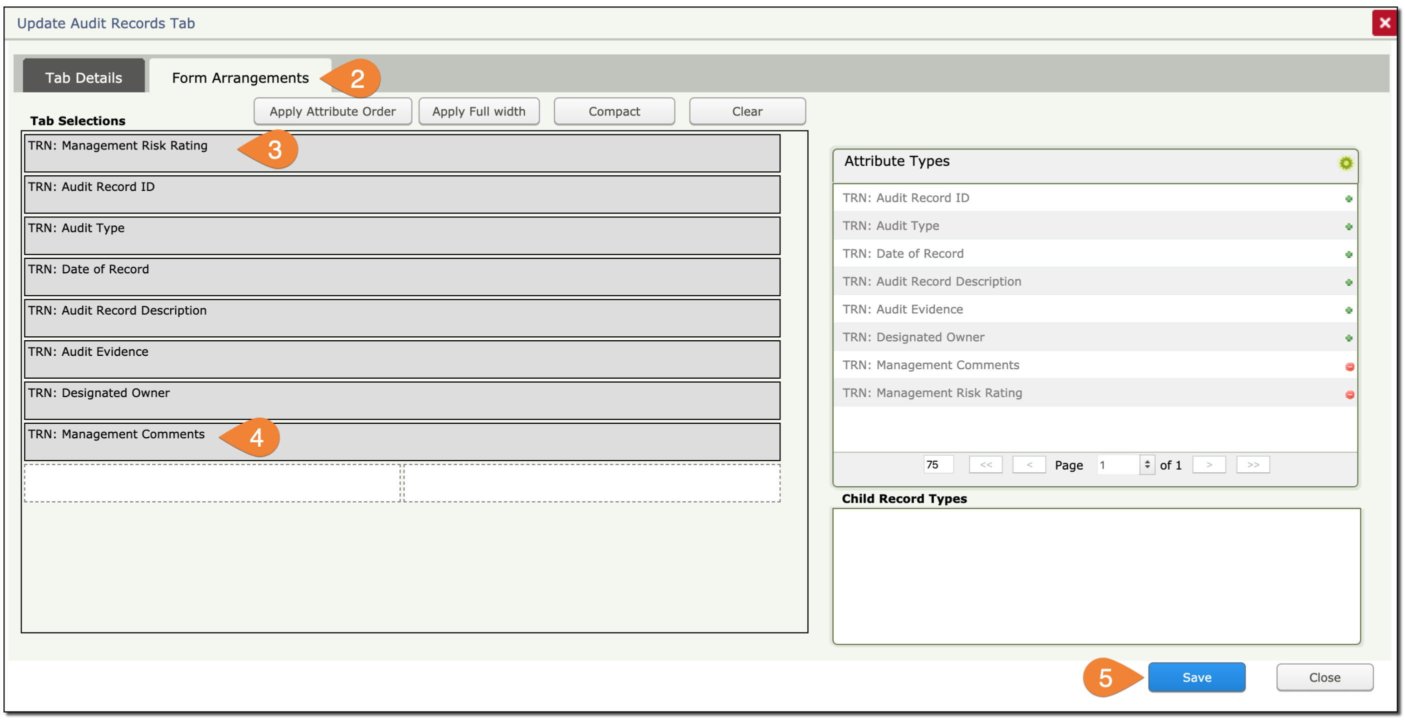


Remove Attributes from the Original (Default) Audit tab

You will now remove some attribute types from the original (default) tab.

Steps to Follow:

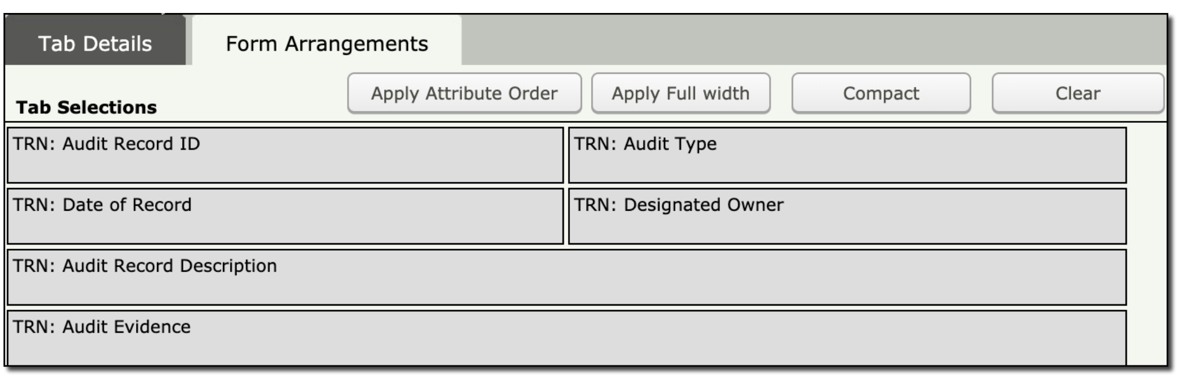
1. In the right pane, double click **Audit Records (default)** tab
2. Select the Form Arrangement tab



3. **Right-Click** TRN: Management Risk Rating and select **Remove**
4. **Right-Click** TRN: Management Comments and select **Remove**

Optional Tab Layout

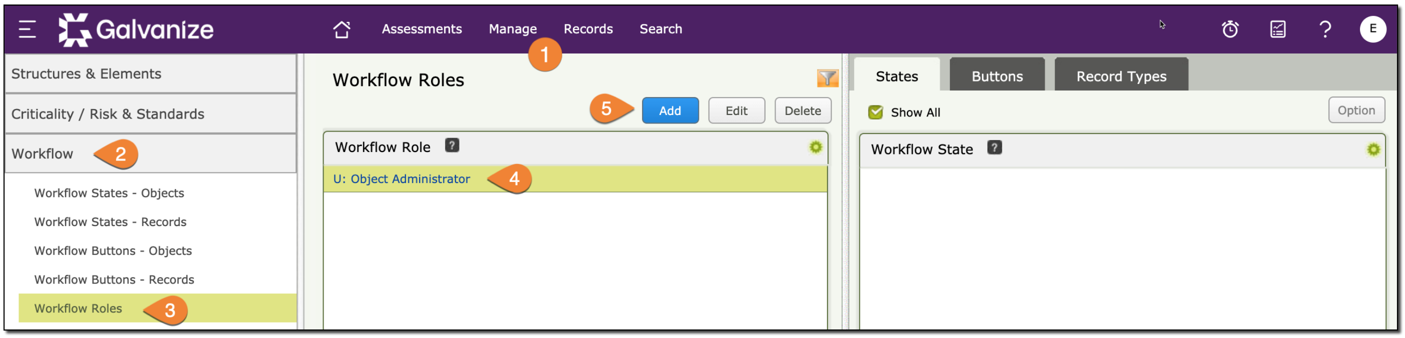
Feel free to modify your attributes to those that match the image below or just a different layout using your own design skills.



5. Click **Save** when done

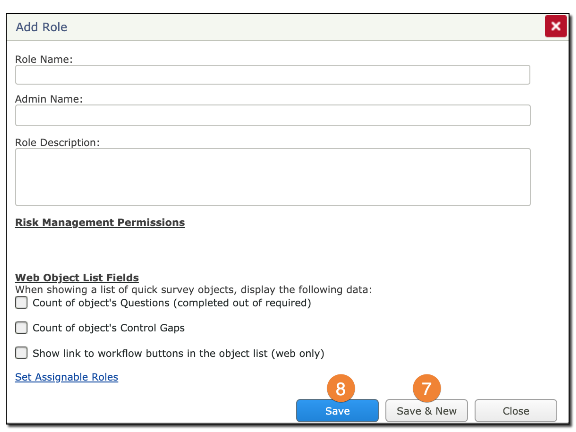
Session 2: Creating Workflow Roles

A user must be assigned to a workflow role in order to interact with Records. In this exercise, you will create new roles; one for creating audit findings, and one for performing remediation.



Steps to Follow:

1. Click on Manage -> Administration
2. Using the Left Menu, expand **Workflow**
3. Click on Workflow Roles
4. In the **Workflow Roles** tab, highlight the top role
5. Click **Add**
6. At the **Add Role** dialog box Create two new roles.
7. After the first role, select **Save & New** to reset the form to create additional roles.
8. For the final role, select **Save** to return to the role list.



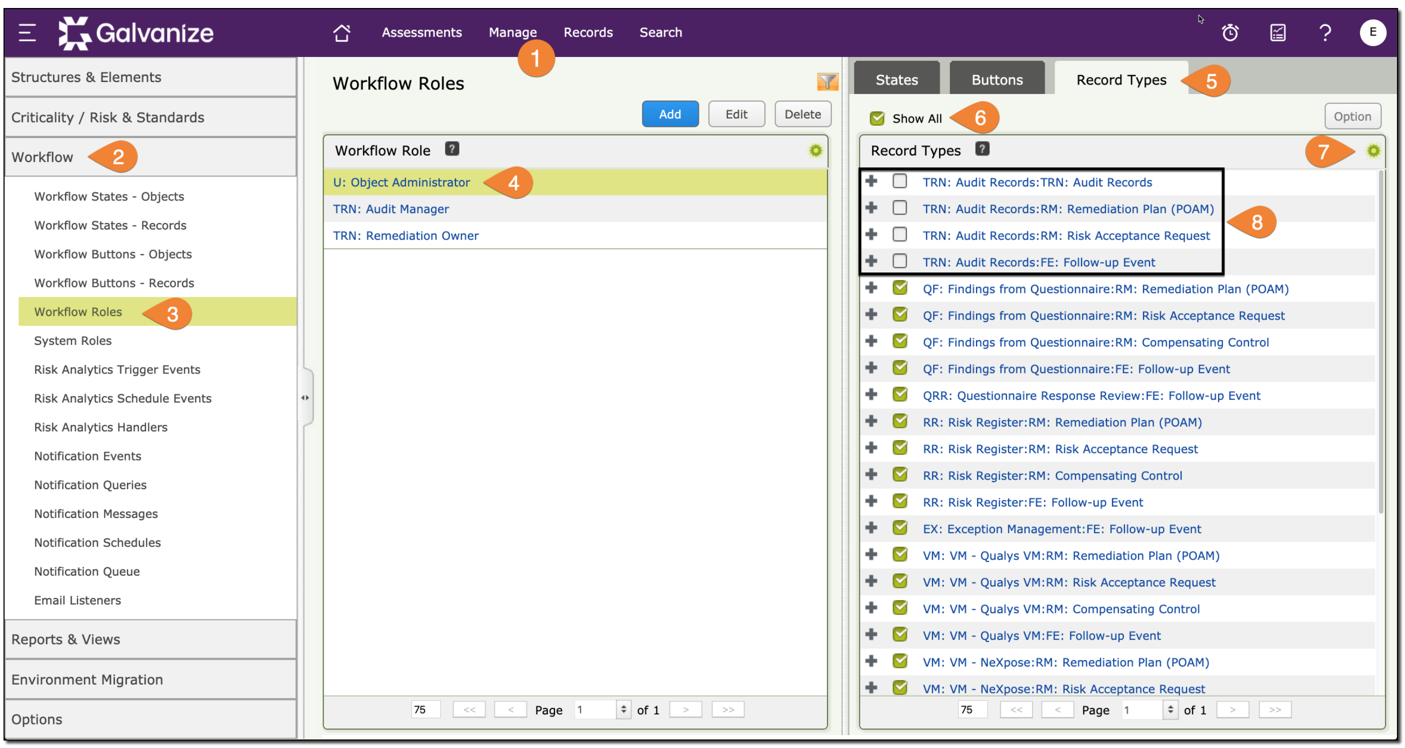
Role Name	Admin Name	Role Description
Audit Manager	TRN: Audit Manager	The Audit Manager is responsible for creating Audit Records
Remediation Owner	TRN: Remediation Owner	The Remediation Owner is responsible for managing remediation activities

Relate the Roles with the Record Types

To grant the new roles permission to the new record types, you will perform the following steps:

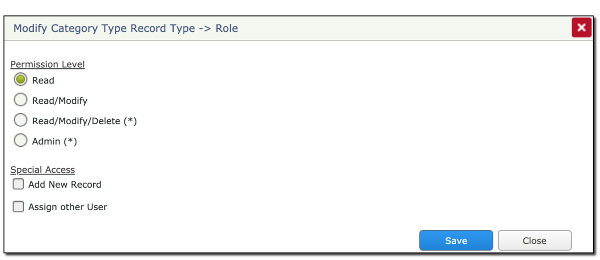
First for the **Object Administrator** (Best Practice)

1. Select Manage – Administration
2. Select Workflow
3. Select Workflow Roles
4. Select the U: Object Administrator role
5. Click on the **Record Types** tab
6. Check Show All
7. **Optional:** Use the Green Gear Icon to search for the **TRN Record Types**



8. Check the following records types (See table next page)

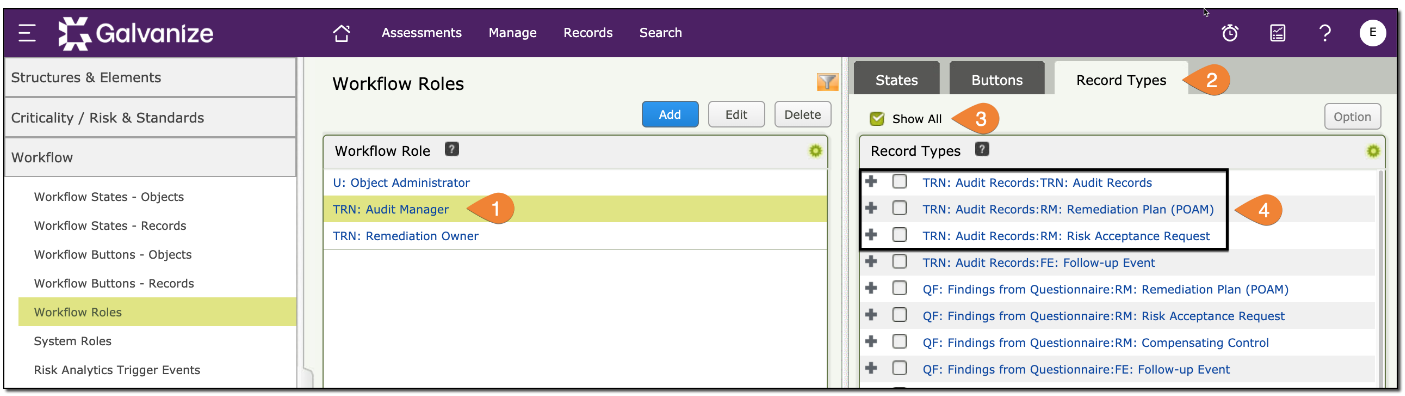
   As you check the box next to each record type the following dialog box will appear where you can make your selection.



Record Type	Permission Level
TRN: Audit Records: TRN: Audit Records	[X]Read/Modify/Delete [X]Add New Record
TRN: Audit Records: RM:Remediation Plan (POAM)	[X]Read/Modify/Delete [X]Add New Record
TRN: Audit Records: RM:Risk Acceptance Request	[X]Read/Modify/Delete [X]Add New Record
TRN: Audit Records: FE:Follow Up Event	[X]Read/Modify/Delete [X]Add New Record

Audit Manager Role

1. Select the TRN: Audit Manager role

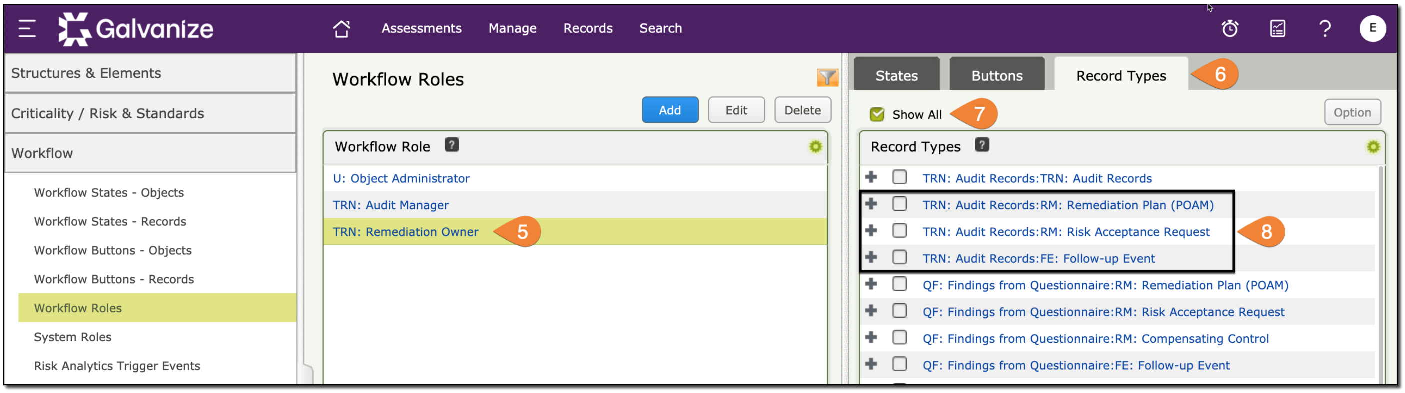


2. Click on the **Record Types** tab, if not already selected.
3. Check Show All
4. Check the following records types (See table below)

Record Type	Permission Level
TRN: Audit Records: TRN: Audit Records	[X]Read/Modify/Delete [X]Add New Record
TRN: Audit Records: RM: Remediation Plan (POAM)	[X]Read/Modify/Delete [X]Add New Record
TRN: Audit Records: RM: Risk Acceptance Request	[X]Read/Modify/Delete [X]Add New Record

Remediation Owner Role

5. Select the TRN: Remediation Owner role



6. Click on the **Record Types** tab, if not already selected.

7. Check Show All

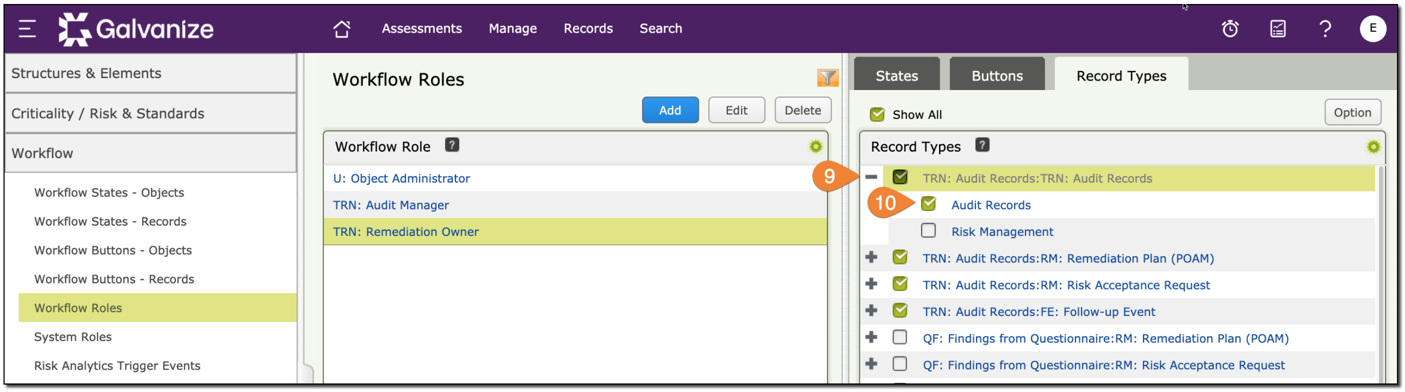
8. Check the following records types (see table below)

Record Type	Permission Level
TRN: Audit Record: RM: Remediation Plan (POAM)	[X]Read/Modify/Delete [X]Add New Record
TRN: Audit Record: RM: Risk Acceptance Request	[X]Read/Modify/Delete [X]Add New Record
TRN: Audit Record: RM: Risk Follow-up Event	[X]Read/Modify/Delete [X]Add New Record

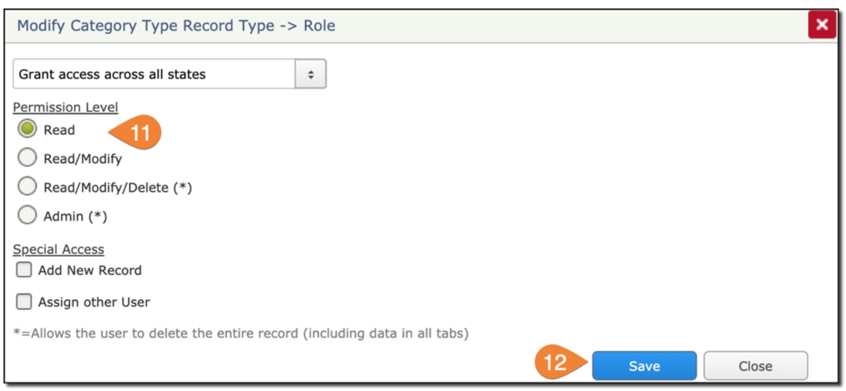
In addition to the above, you will grant the Remediation Owner **limited access** to the **Audit Record**.

The goal is to give read only access permission to one of the two tabs.

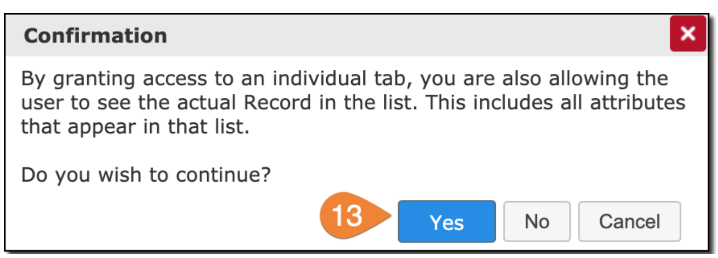
9. Click the “+” to expand the **Audit Records: TRN Audit Record** entry on the Record Types tab
10. Check Audit Record



11. Specify **Read** access in the popup
12. Select **Save**



13. A pop up will appear asking for confirmation about granting access to an individual tab. Click **Yes** to continue.

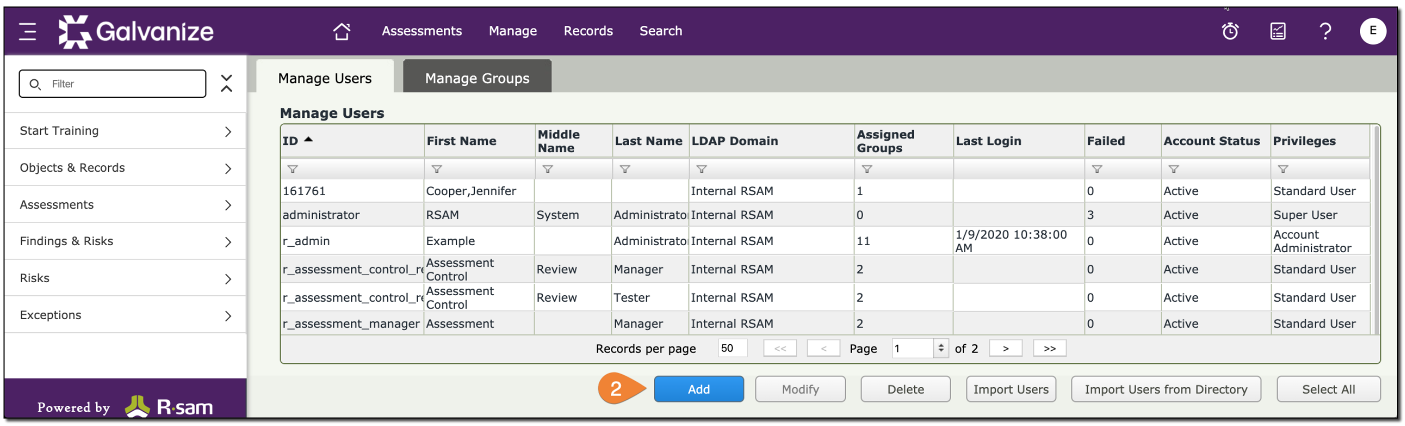


Adding Test Users

You can now assign individual users or groups of users to the roles you just defined.

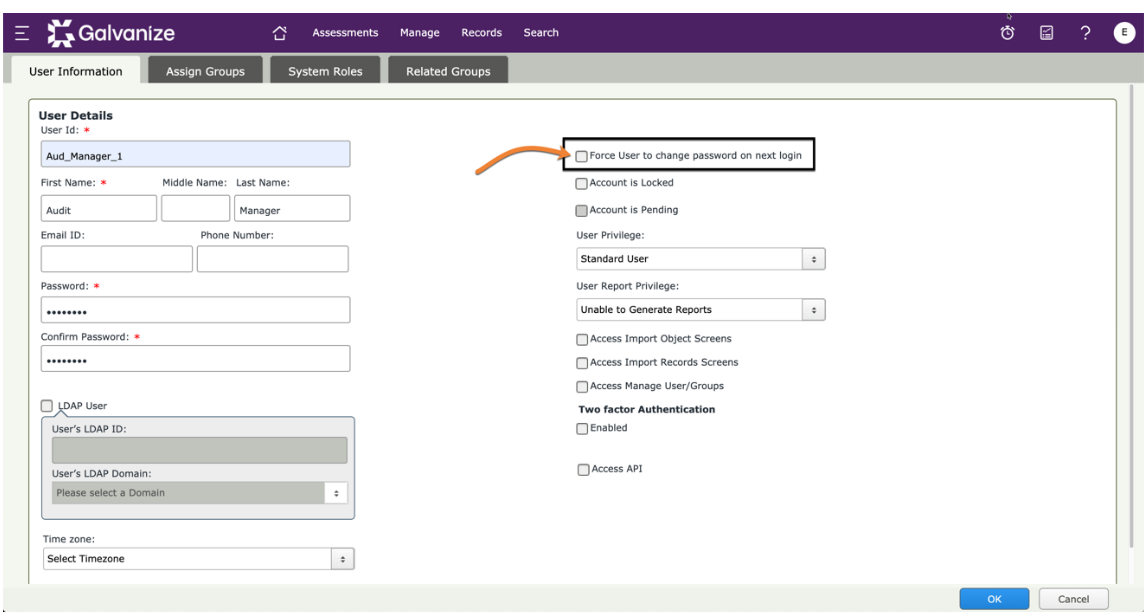
Steps to Follow:

1. Click on Manage -> Users/Groups
2. Click on **Add** to add new user



3. Use the table below to create two new users
4. Click on **OK** after each user is created

User's ID	First Name	Last Name	Password	Force users to change password
Aud_Manager_1	Audit	Manager	password	Unchecked
Rem_Owner_1	Remediation	Owner	password	Unchecked

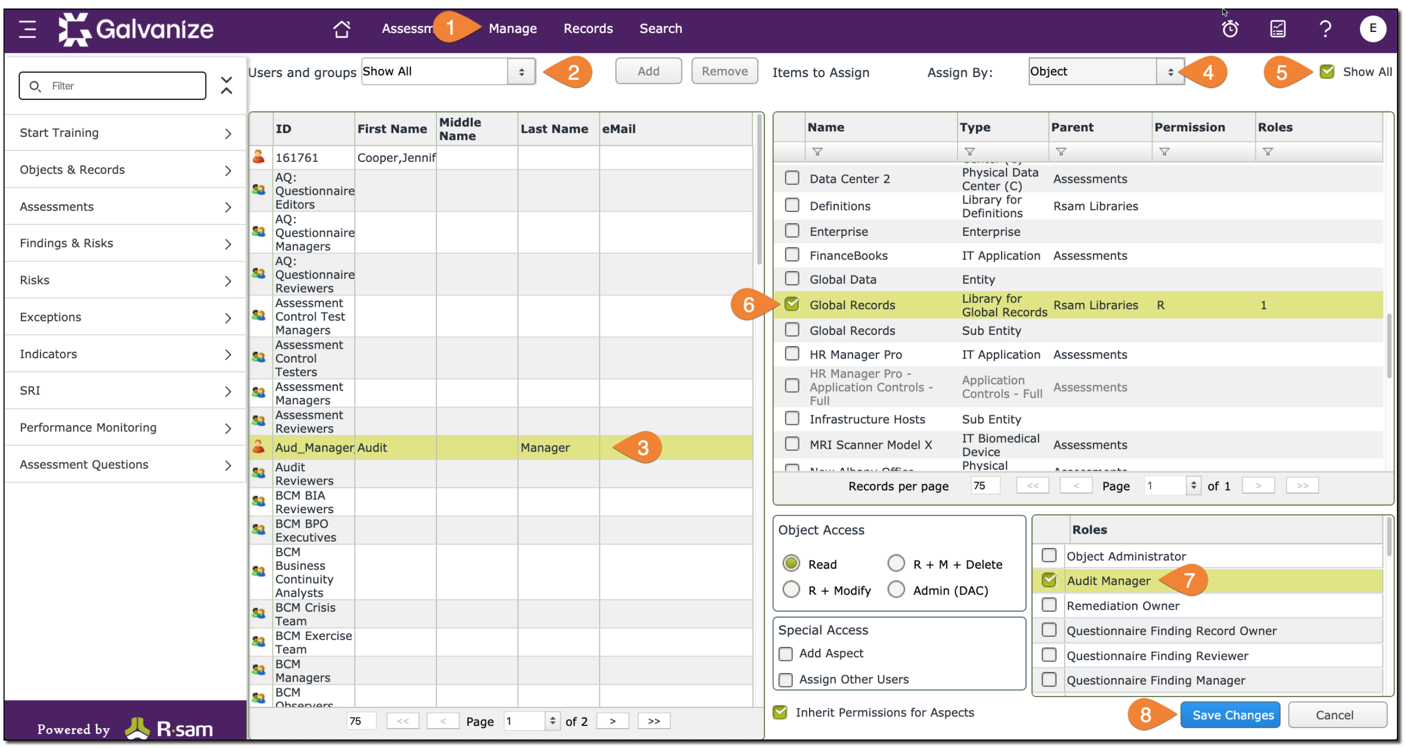


Assigning the Manager Role Using the Permission Manager

You will now assign users the roles you just created.

Steps to Follow:

1. Click on Manage -> Permission Assignment
2. Next to "**Users and Groups**", select **Show All** to show all existing users
3. Select the **Aud_Manager_1** user
4. Next to "**Assign By**" (right side), Select **Object**
5. Check Show All
6. Check the Global Records – Library for Global Records – Rsam Libraries object
7. Check the **Audit Manager** role within the **Roles** section
8. Click on **Save** Changes

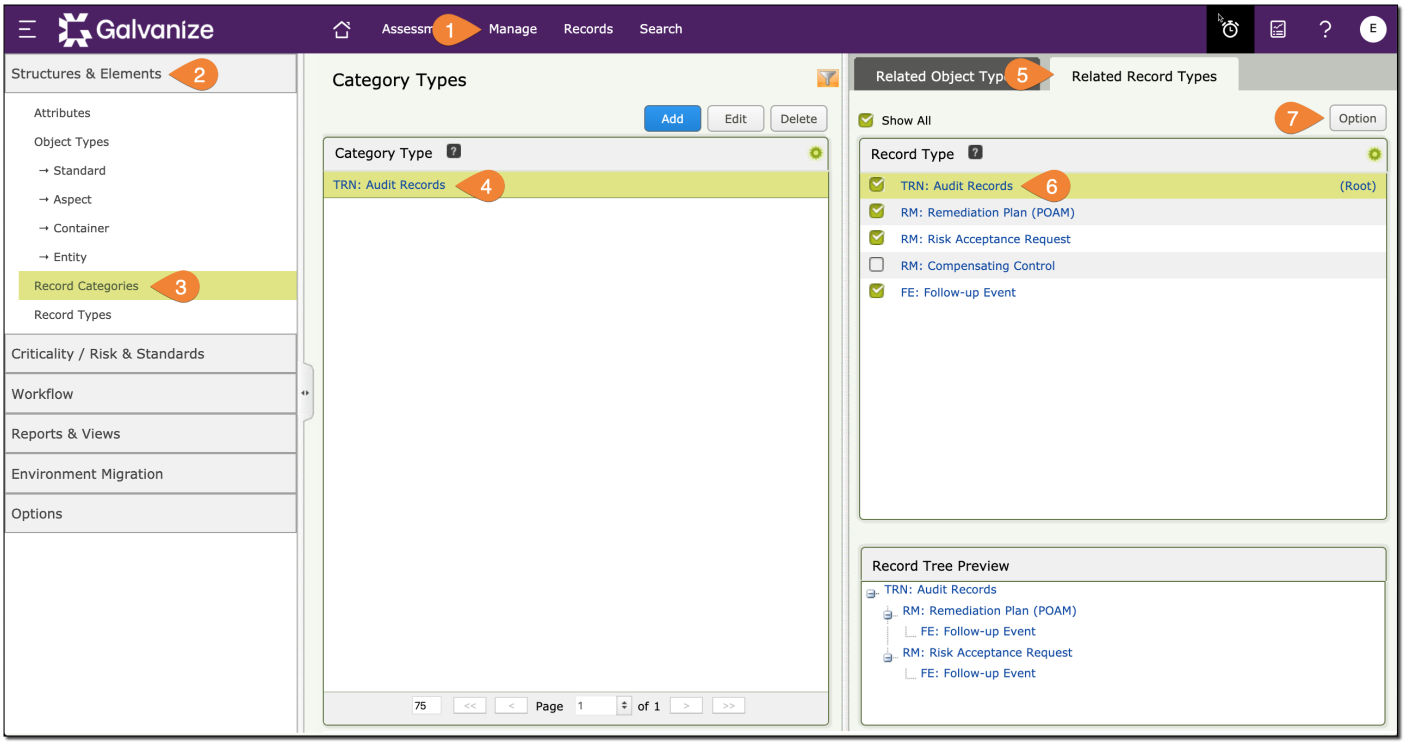


Stop Here

- Take a Break
- Next Session Continues Shortly

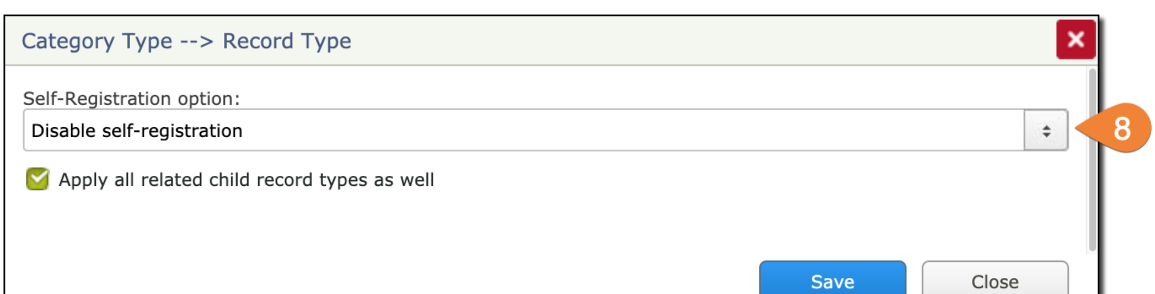
Enabling Self Registration

You will now enable self-registration to allow for more global use of this use-case and permit anyone from our directory to generate a new record of this type.



Steps to Follow:

1. Select Manage - Administration
2. Select Structures and Elements
3. Select Record Categories
4. In the Category Types window, Click on **TRN: Audit Records**
5. In the right window pane, Click on the **Related Record Types** tab
6. Select TRN: Audit Record
7. Click **Option**
8. Select **Enable self-registration** at the Self Registration Option pop-up



The **Self Registration options** will now be displayed. Use the following settings to enable Self Registration

a. Self-Registration Option: Enable Self-Registration (allow all users to register new records)

b. Title of the Link: Record an Audit / Risk Register Entry

c. Registration Instructions: Here are the instructions users can follow

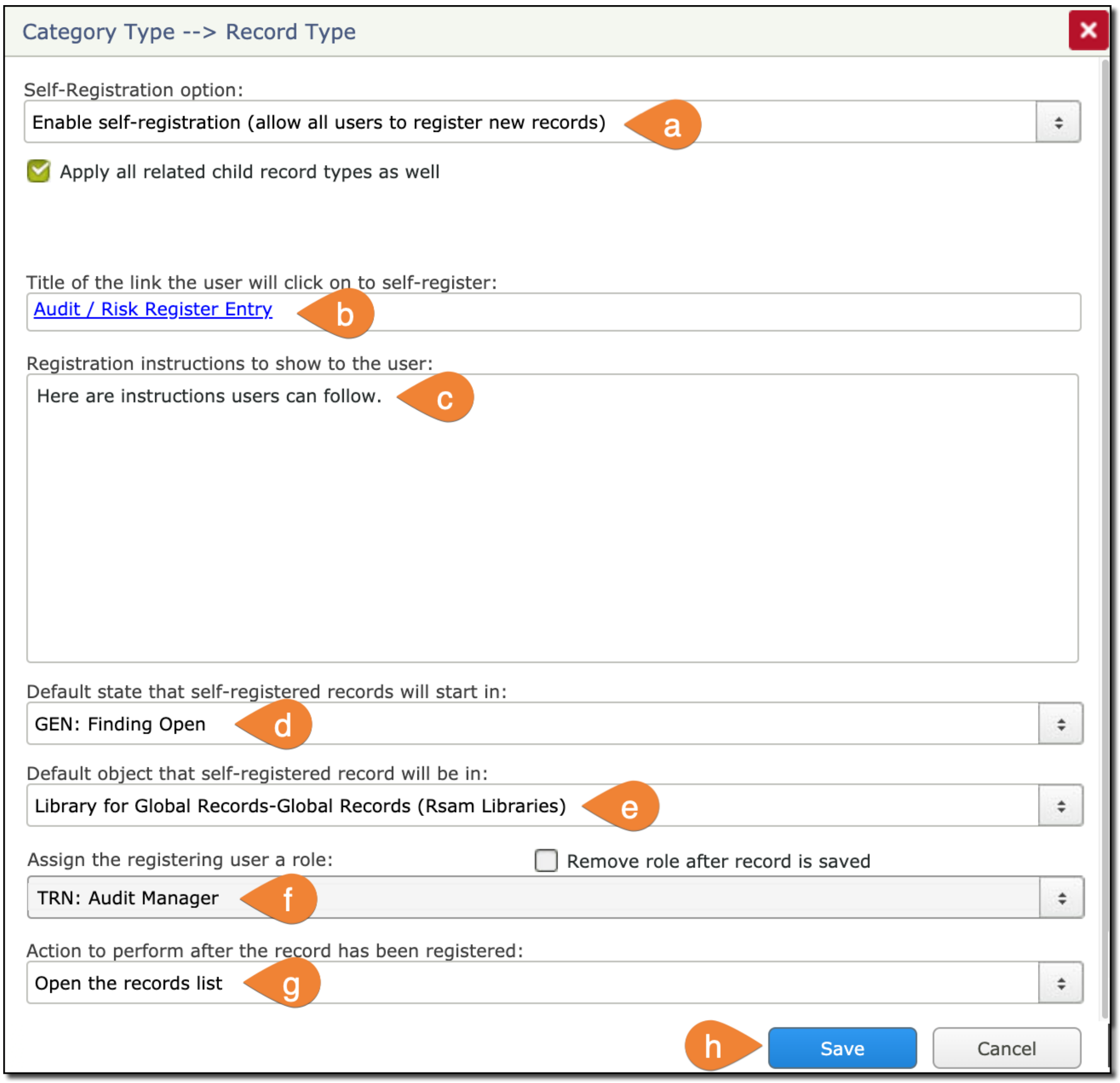
d. Default state: GEN: Finding Open

e. Default object: Library for Global Records-Global Records (Rsam Libraries)

f. Assign the registering user a role: **TRN: Audit Manager**

g. Action to perform after the record has been registered: **Open the records list**

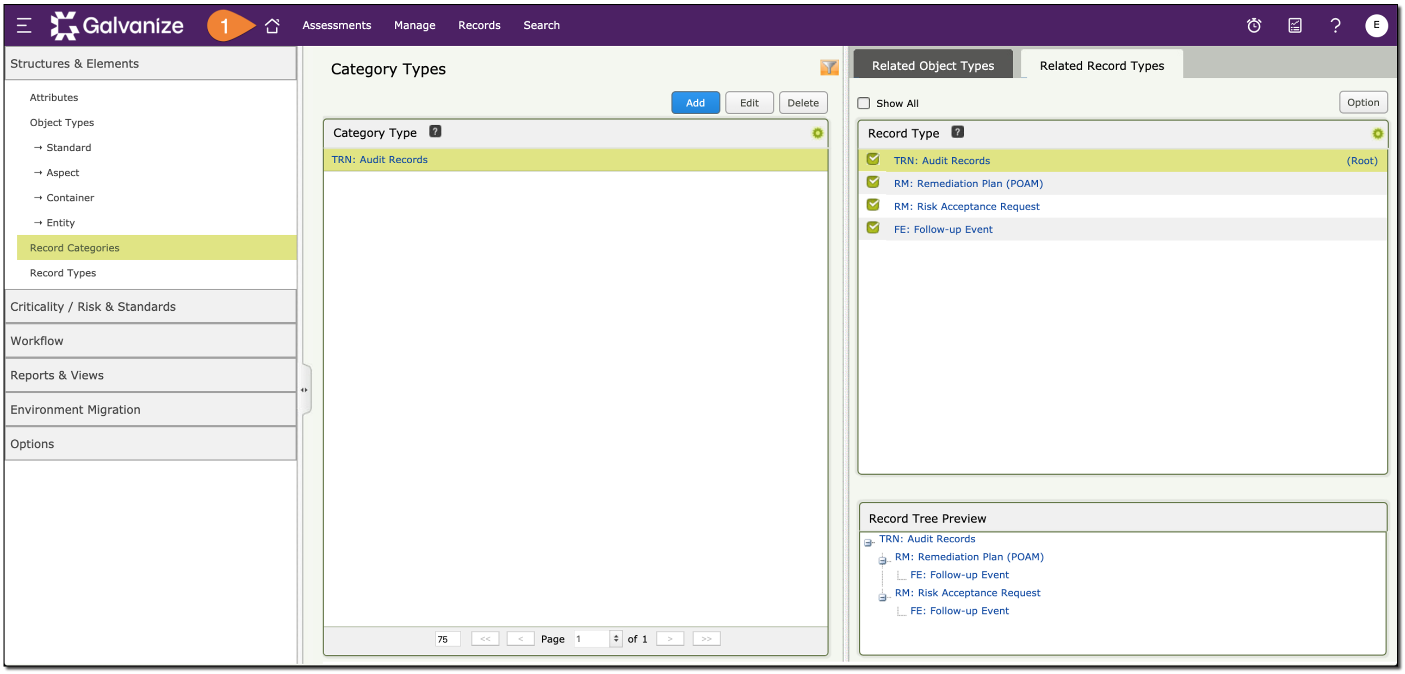
h. Click **Save**



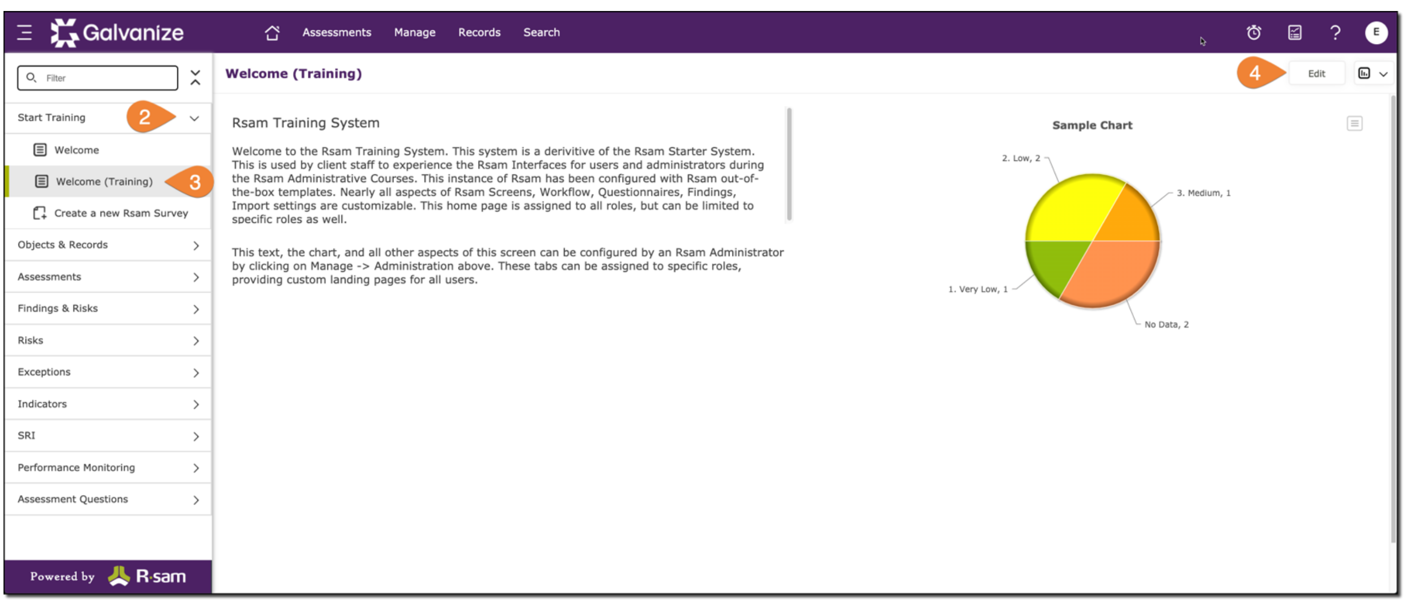
Adding The Self Registration Link to the Home Page

The process of adding the link to a home page via the step below is only available for those using version 10 or higher. To see methods for version 9 consult the steps at the end of this document.

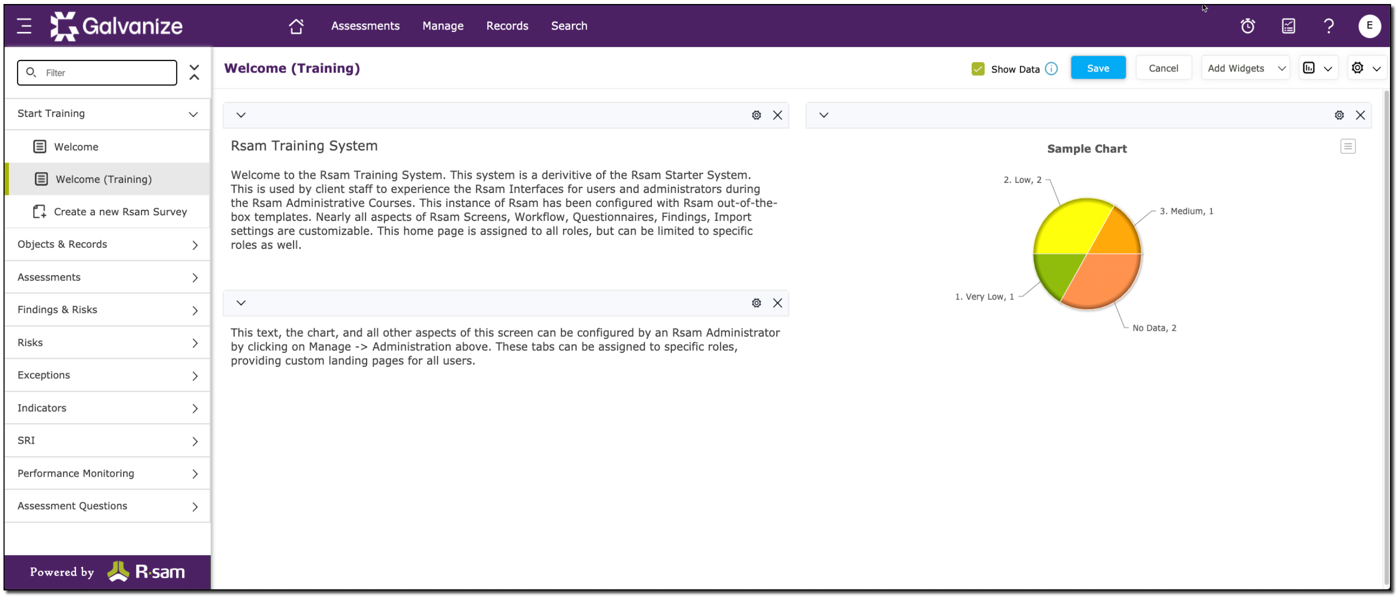
1. From the top panel, click the **Home** icon



2. Expand the **Start Training** grouping tab
3. Click Welcome (Training)
4. Click **Edit** to start page customization

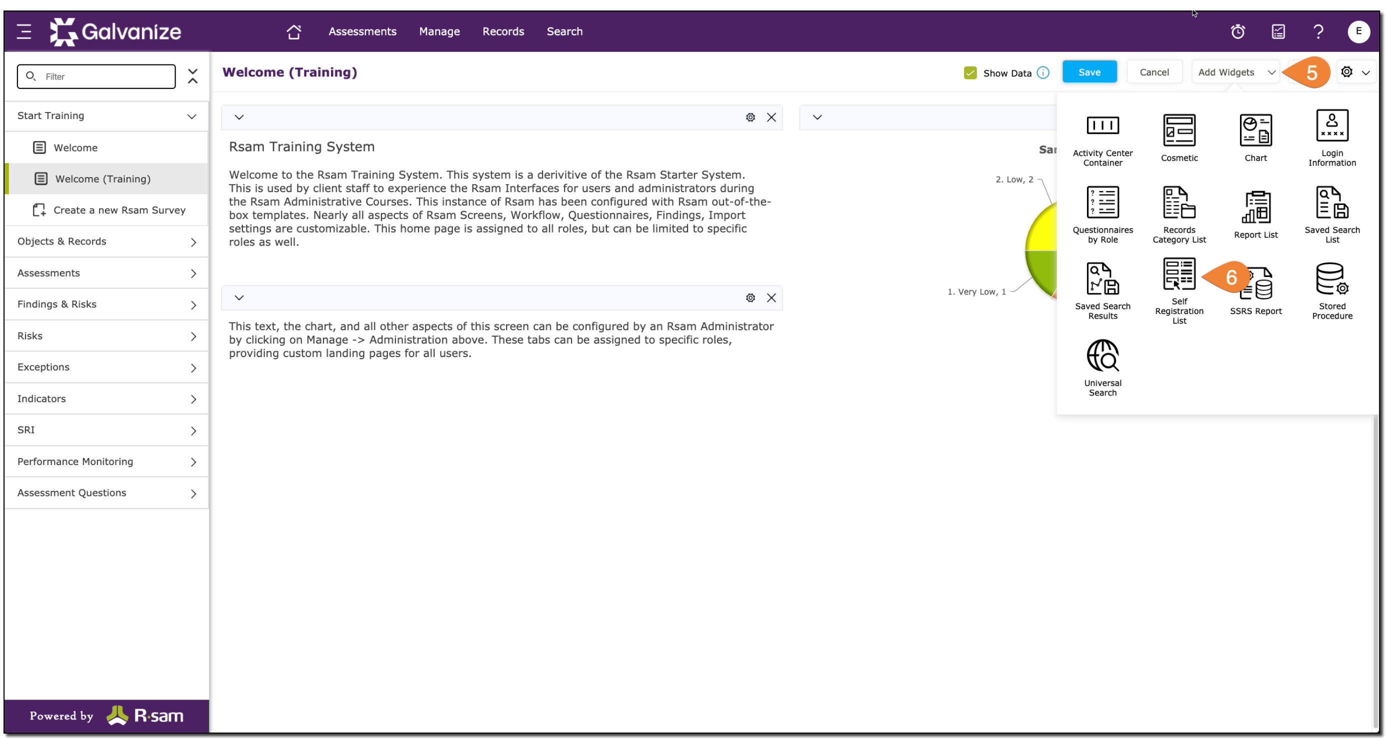


Your screen will now look as follows.

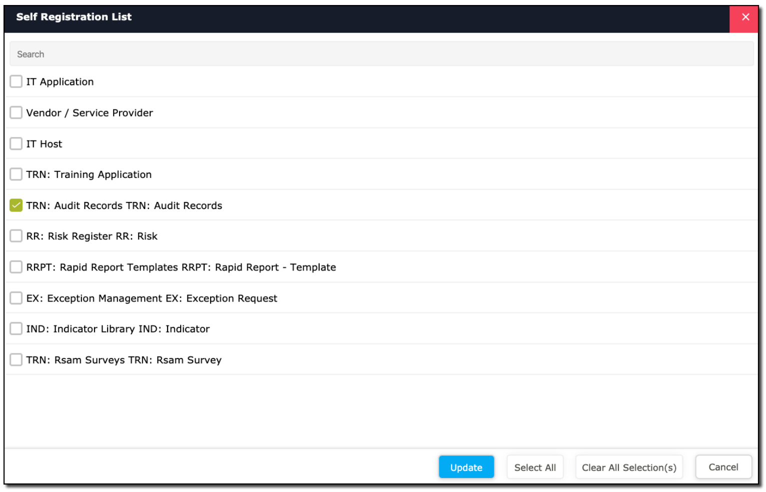


Here you can customize pages with the ability to add widgets and resize current widgets on screen. You can have up to 16 widget columns. Columns do not have to be of a fixed size.

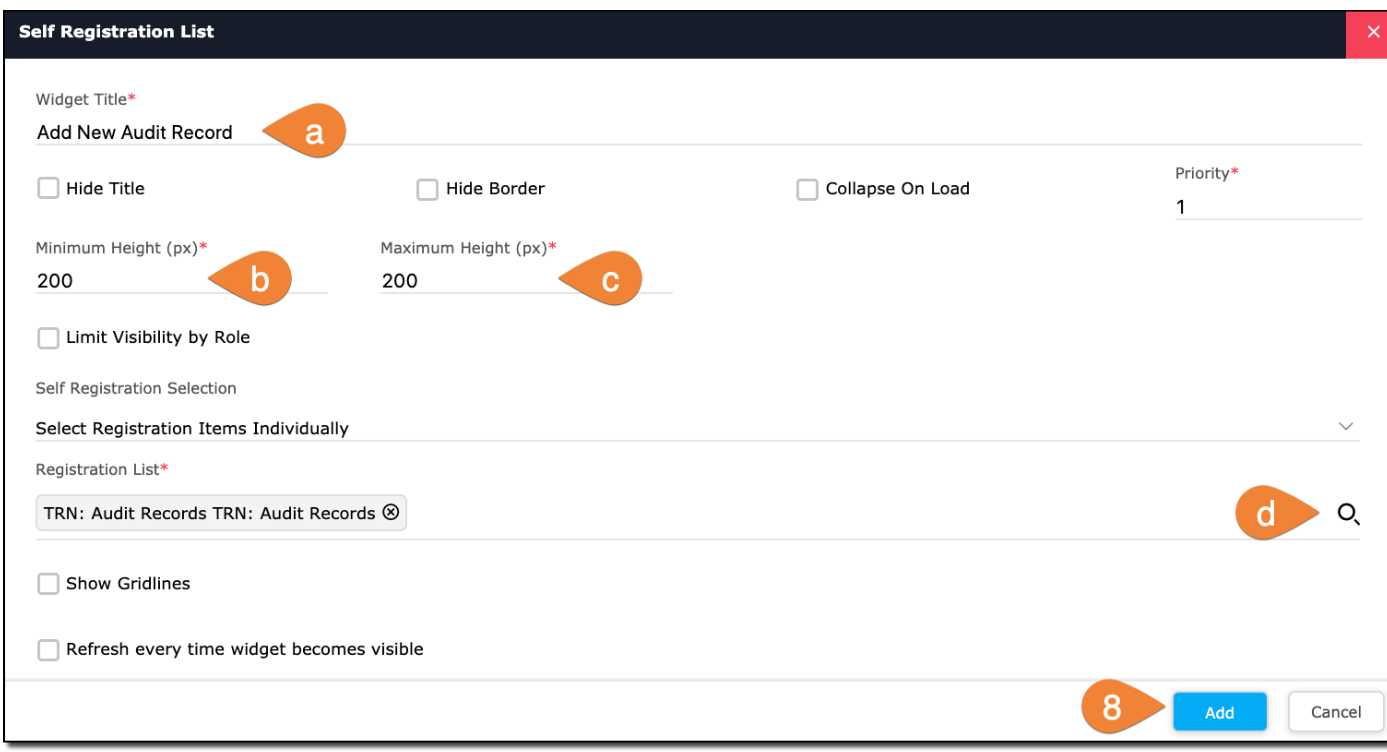
5. Click Add Widget
6. Click and drag the **Self Registration List** widget to the top of the screen



7. Complete the form as follows.
    a. Widget Title: New Audit Record
    b. Minimum Height: **200**
    c. Maximum Height: **200**
    d. Click the Magnifying Icon - The Self Registration List dialog box will appear. Check the box next to TRN: Audit Record TRN: Audit Records and then click Update. Select the

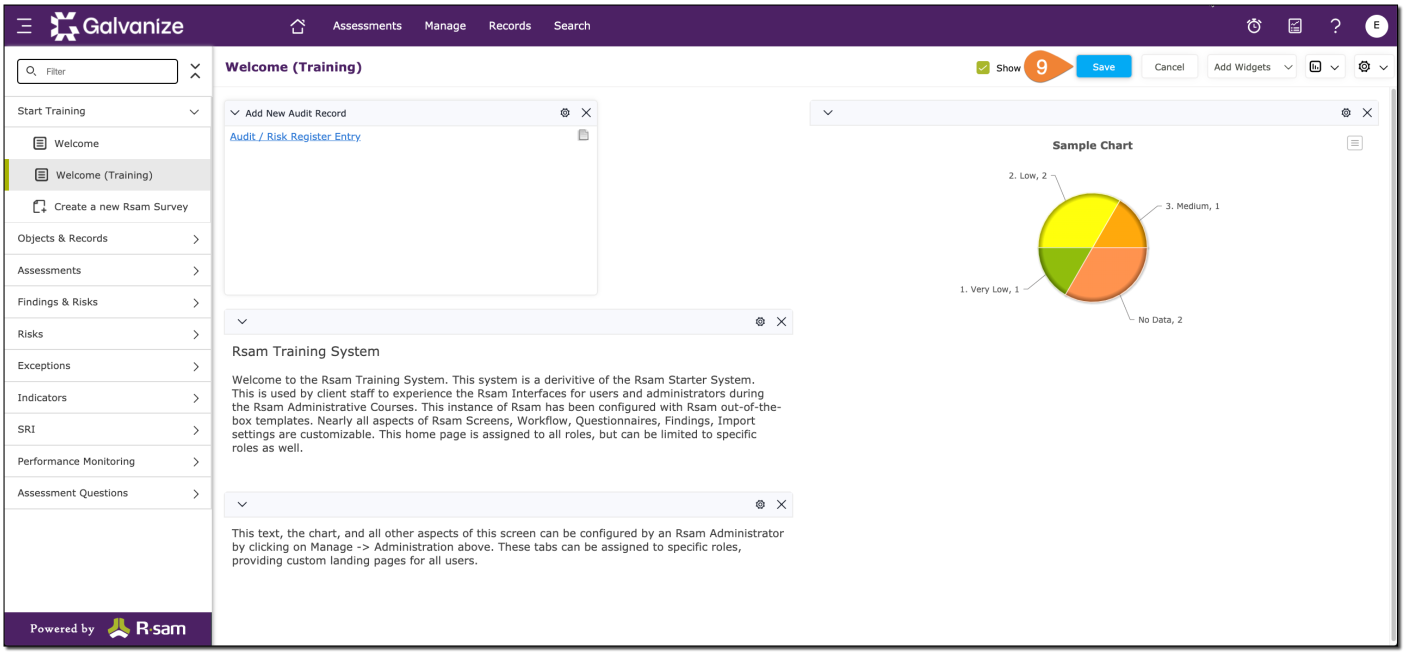


8. Click **Add**



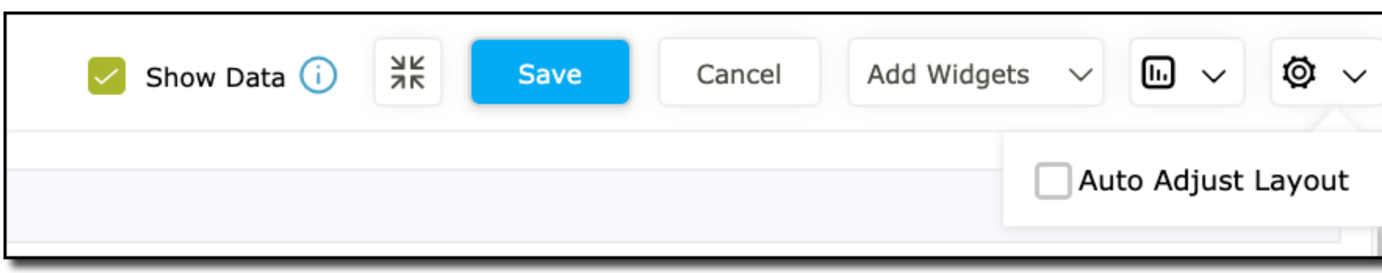
Your screen will now look as follows. Use the drag & drop and re-size options to move your elements around on screen and make the page design more appealing.

9. Click **Save** to lock in all your changes



Key Notes on this feature:

If you want to have very fine adjust and place items anywhere on screen, make sure Auto-Adjust is not enabled from the gear icon menu.



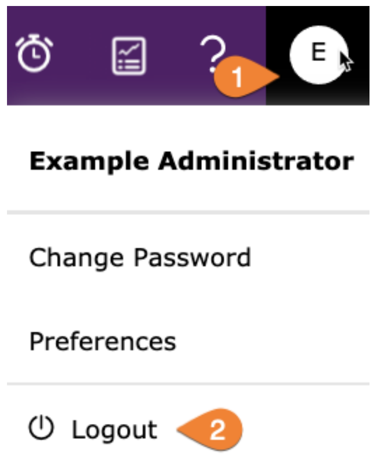
When an **activity center** widget is on a page or you want to add one to a page **Auto Adjust MUST** be enabled.

Adding Records to Your Created Environment

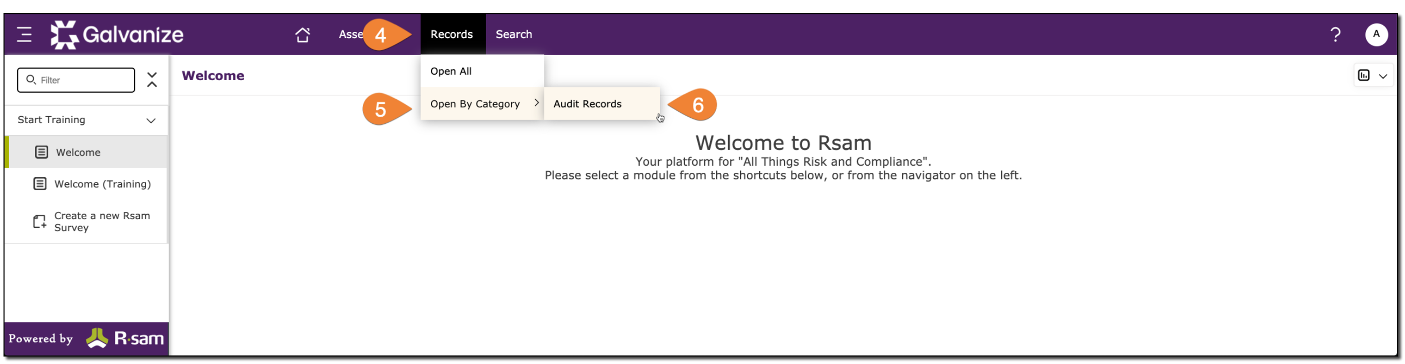
Now that we have built the framework for our Records based environment and created users with the correct roles and permission we can now test to see if everything is working correctly. In this exercise, we will add records both **Manually** and via our **Self-Registration Link**.

Adding Audit Records Manually

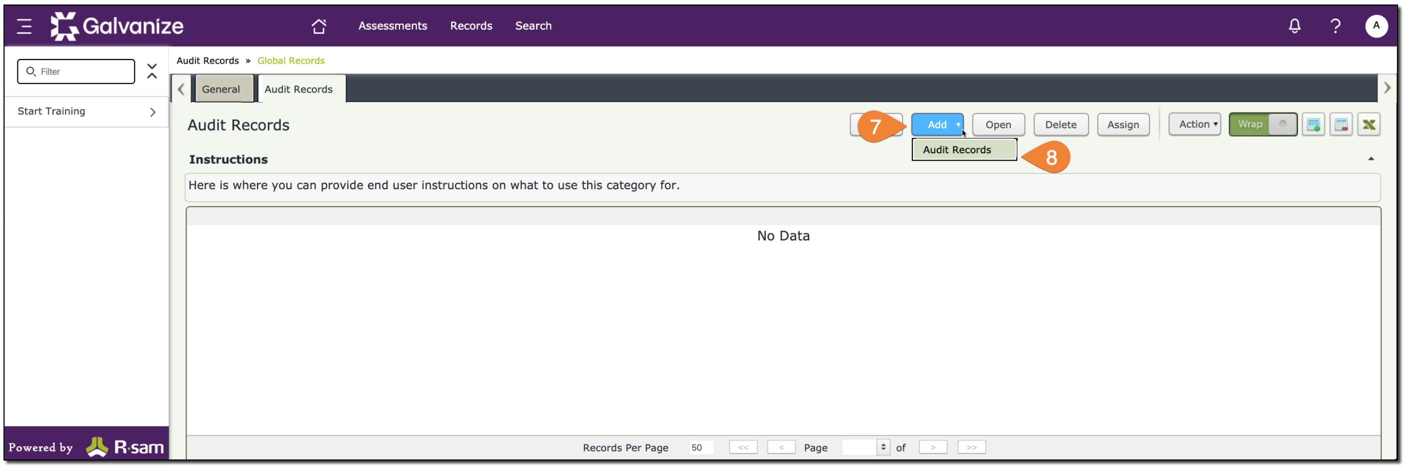
1. Click on your ***user name*** in the upper right of the menu
2. Select **Logout** to logout as the current user



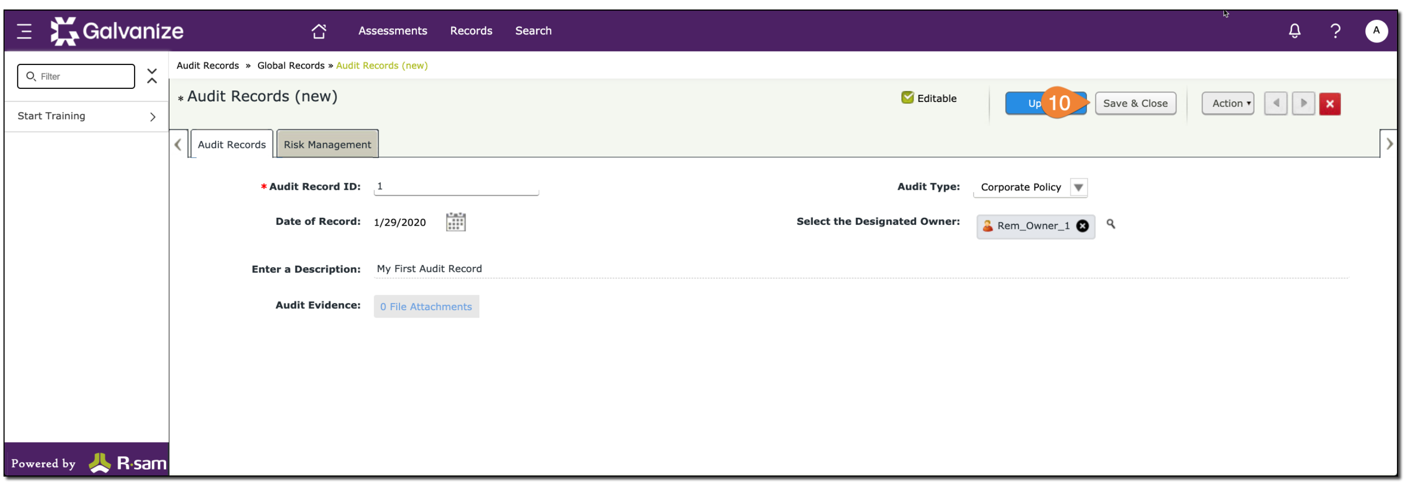
3. Enter the login and password for the respondent and click on **Sign In**
   a. Login: **Aud_Manager_1**
   b. Password: **password**
4. Click on **Records**
5. Click **Open by Category**
6. Select **Audit Records**



7. Click **Add**
8. Click **Audit Record**



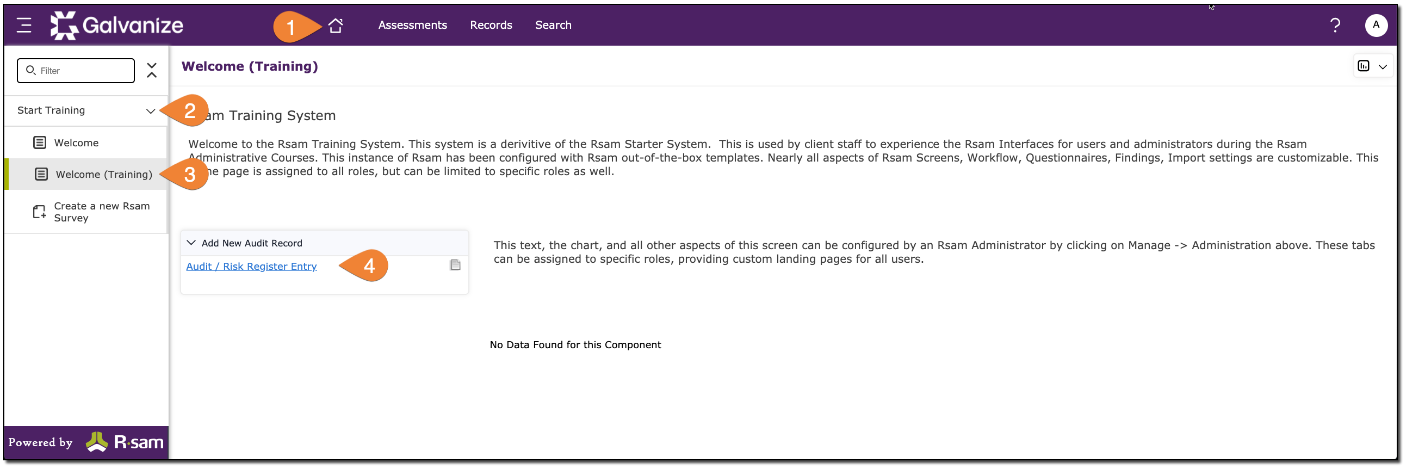
9. Fill in the record Attributes
10. Click **Save & Close**



11. Feel free to repeat this process to add additional records.

Adding Audit Records via Self Registration

1. Click **Home**
2. Expand the **Start Training** grouping menu if not already expanded
3. Click **Welcome (Training)**
4. Select the Records and **Audit / Risk Register Entry** link



5. Fill in the record attributes
6. Select **Save & Close**
7. Feel free to repeat this process to add additional records.

Stop Here

- Take a Break
- Next Session Continues Shortly