Governance • Risk • Compliance

Cura Web Assessor

Version 3.7

User Guide

TABLE OF CONTENTS

CURA WEB ASSESSOR OVERVIEW

Cura Assessor is an enterprise wide Governance, Risk and Compliance management software product used by a number of organizations in various industries. The Web version of Cura enables you to participate in your organization's risk management. It is designed to run on Internet Explorer and is therefore easy to learn and use, even if you do not need to use it every day.

This document is designed to guide you through the various functions of the Cura Web Client and the process of carrying out your daily risk management tasks.

	The screen images included in this guide are for reference purposes only and can differ on an individual basis, depending on the methodology, specific configuration and Assessor version. This document is based on a straightforward Risk/Control methodology.

CURA TERMINOLOGY

The following list of terms, will be used throughout this document. Revisit this summarized list on a regular basis to help you get to know the Cura interface, tools and processes:

ASSESSMENT

A register of risks and the associated controls that have been identified for a specific area. In risk management this is the process of identifying and evaluating risks.

COLLAPSE FOLDERS

This refers to closing or minimizing a range of folders when navigating in Windows Explorer or Cura. Select and click on the - (minus) sign to collapse the folders.

CONTACT

A person who must perform, supervise, manage or be responsible for the risk, control or task.

CONTEXT

Your Cura Solution is designed to group associated categories or items of information into a logical context - a specific circumstance under which these categories of events occur. This technique is particularly beneficial when you can filter the data of reports by either including or excluding these contexts.

CONTROL

A control is a policy, standard, procedure or physical change that is put in place to eliminate or minimize risks or enhance positive opportunities.

DOMAIN

This refers to an area in which specific information is loaded. In Cura, this could refer to your company.

EXPAND FOLDERS

The opposite of closing folders. When navigating in the folder list of Windows Explorer or Cura, you can select and click on a + (plus) sign to expand the folders in that category.

FILTERS

A filter in Cura refers to a tool that you can use to set up rules which allow you to choose how to sort and group information. Your Cura Solution enables you to customize or filter the view and reports you are working with by letting you select which items to include or exclude.

FOLDER LIST

The working area of the screen where the program functions and folder contents can be accessed.

KNOWLEDGEBASE

Your Cura Solution structures the knowledgebase in a way that allows you to store, manage, and retrieve information about risks, incidents, controls and procedures.

METHODOLOGIES

Cura uses the term "methodology" to refer to a range of concepts. For example, the terminology you use such as risk or hazard, control or mitigation. It also defines the fields you want to record against risks and controls for evaluation purposes and the structure and terminology used in a knowledgebase.

NODE

In computer language, a node refers to a basic unit in which list, folders and tree data structures are built or programmed.

REPORTS

The potential of the reporting tools for your organization or company will become more apparent to you as you gain experience with your Cura Solution.

RISK

The chance of something happening that will have an impact on the objectives of an organization.

SUB-DOMAIN

In programming and software language this refers to an area that is part of, and literally falls under a larger domain. In the context of your company, your department could be set up as a Sub-Domain in Cura.

TASKS

Depending on your circumstances, a task could be a range of actions or instructions such as a duty, responsibility for an action or a specific assignment. It is these tasks that Cura Solutions monitors, analyses and calculates.

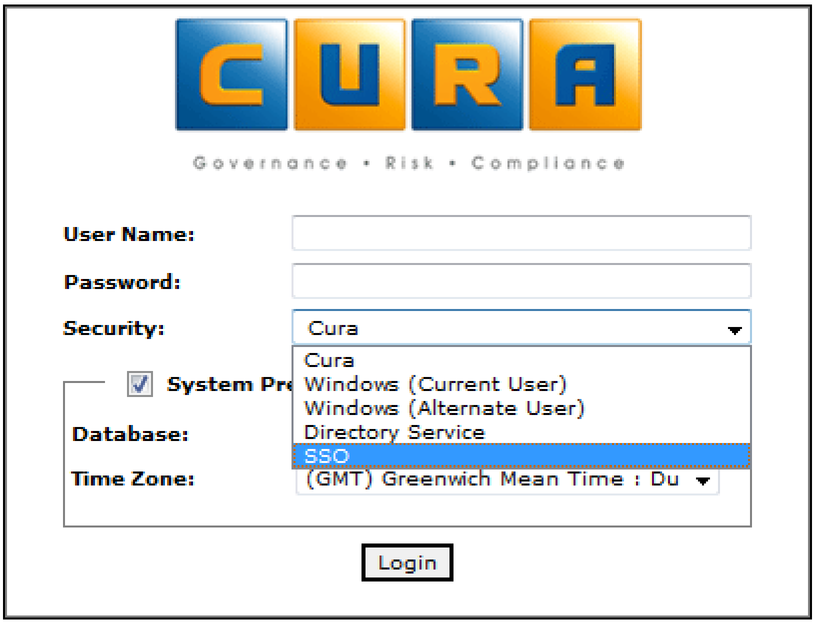
TEMPLATE

A template refers to a blank assessment that is set up to serve as a guide for creating future assessments. The template assessments are normally empty, but the important thing is that when you need to create a new assessment the methodology, parameters and various contexts are available.

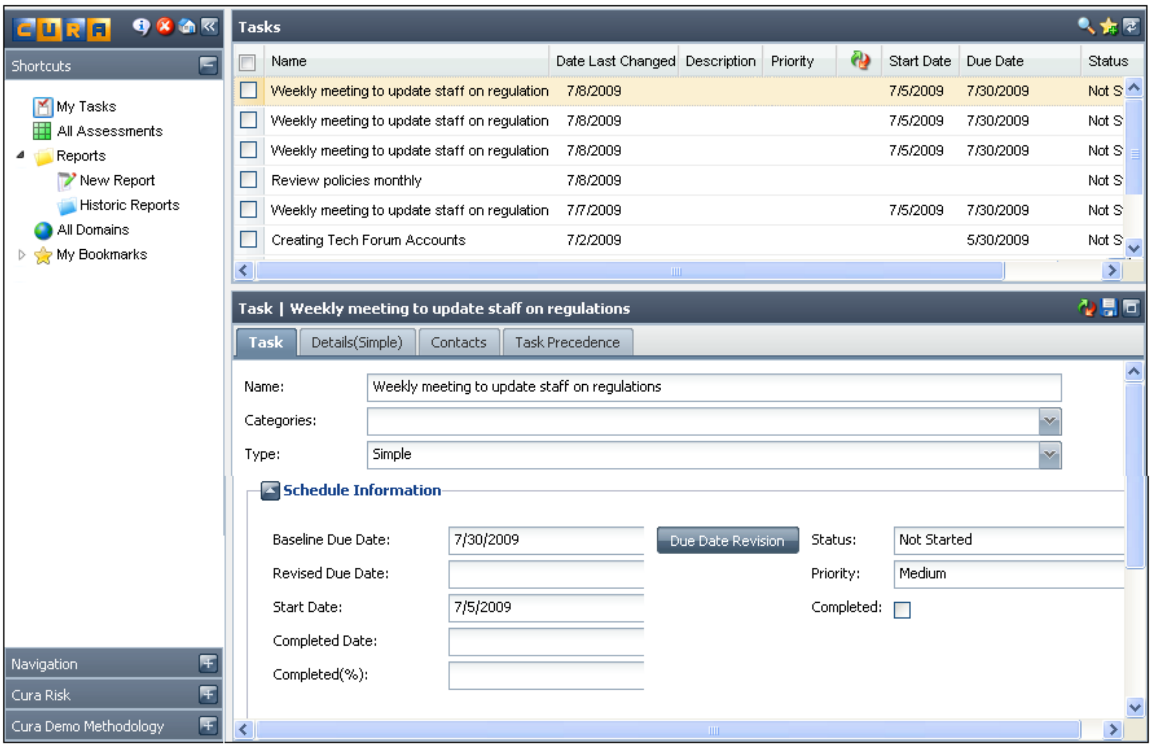
NAVIGATION

CURA WEB ASSESSOR AREAS

LOGIN SCREEN



WEB INTERFACE



CURA WEB TOOLBAR

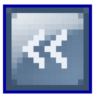
The toolbar allows you to log off Cura Web Assessor, view system information, view help and return to your home page:

Click on this icon to view the help file.

Click on this icon to view Connection, User and Contact Information.

Click on this icon to log out Cura Web Assessor.

Click on this icon to view or return to your home page.

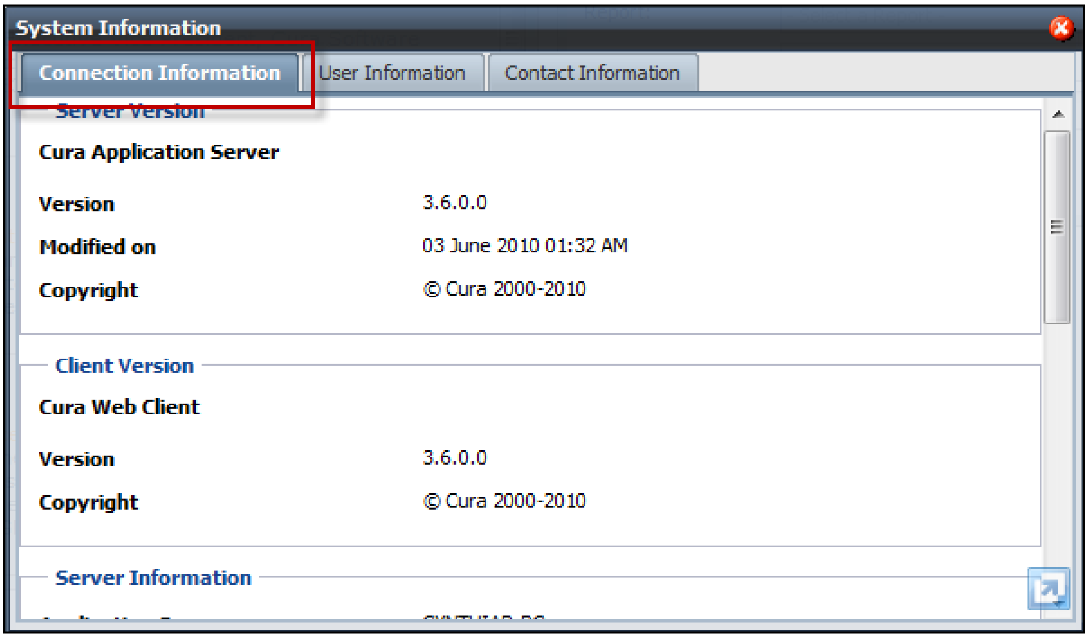


Click on this icon to hide the side toolbar.

	Important: You must use the **Log Out** option to exit the software and not just close your web browser. If you simply close the web browser window, the connection to the database will not be closed.

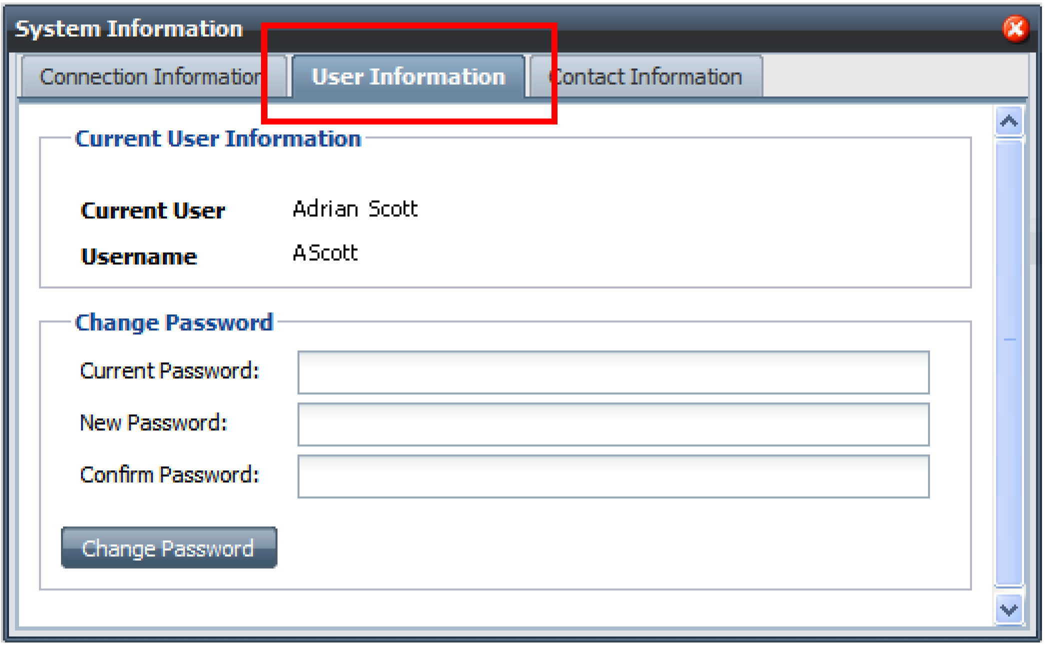
SYSTEM INFORMATION SCREEN

Clicking on the system information icon will display the system information screen. The default tab on this screen is the **Connection Information** tab which provides information about the Cura Client and server versions you are using.



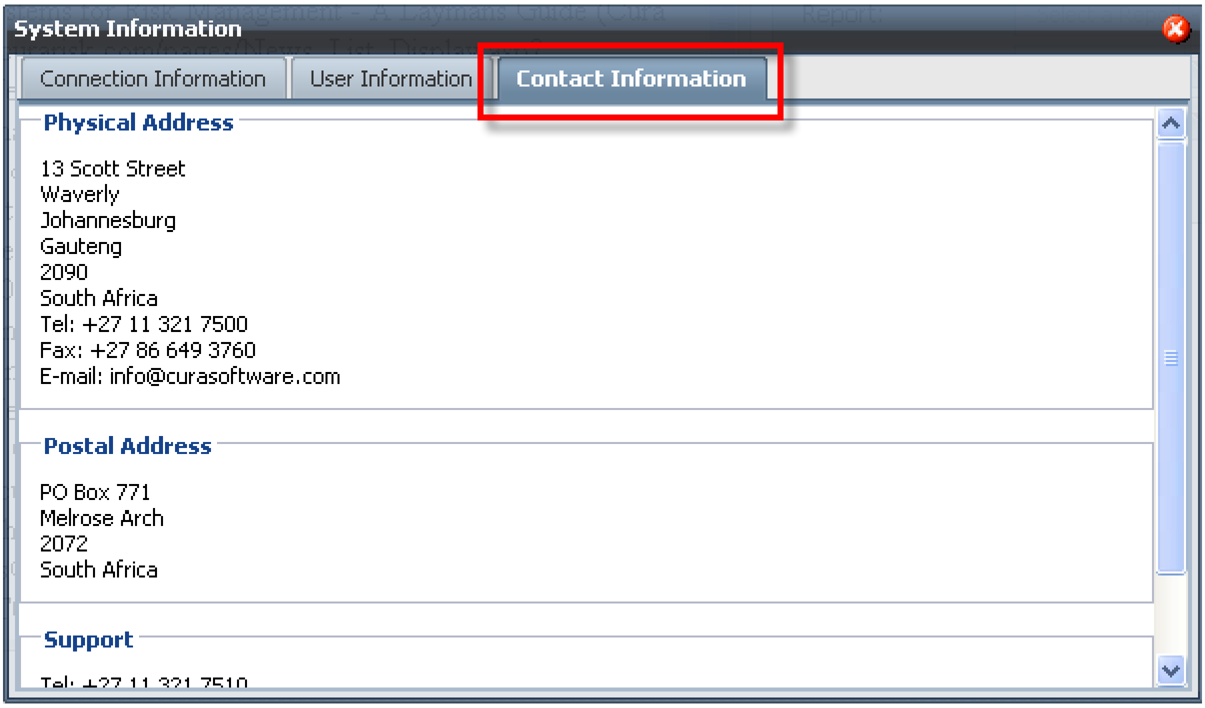
USER INFORMATION

Click on the **User Information** tab to view details of the user who is currently logged in. This tab also allows you to change your password.



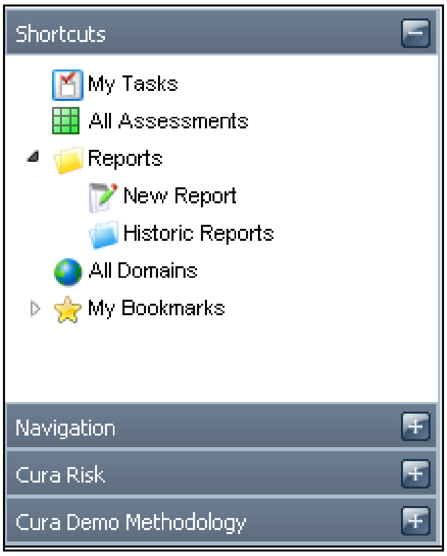
CONTACT INFORMATION

Click on the **Contact Information** tab to view the Contact and support details of Cura.



SHORTCUTS MENU BAR

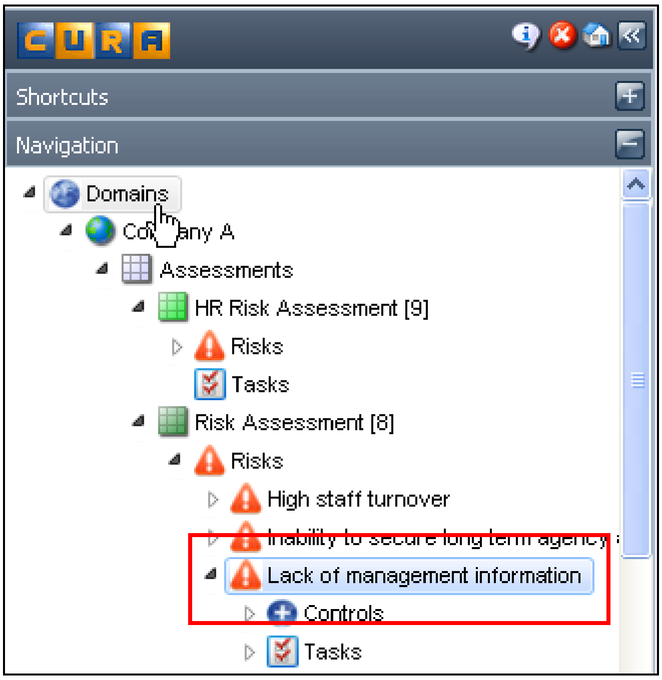
The **Shortcuts** Menu Bar contains shortcuts to the different areas of the Cura Web Assessor interface:



- You can view Tasks that have been assigned to you by clicking on the **My Tasks** shortcut.
- You can view active Assessments by clicking on the **All Assessments** shortcut.
- You can run Reports that you have access to by clicking on the **Reports** Shortcut.
- The **My Bookmarks** group allows you to add shortcuts to domains or Assessments for quick access.

NAVIGATION MENU BAR

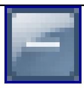
The **Navigation** menu bar allows you to access specific items within the Domain structure. The item you are working with will be highlighted on the menu bar, for example, in the image below you can see that the user is working with a Risk called "Lack of management information."



SYSTEM NAVIGATION

SYSTEM ICONS

The following list shows the icons used to navigate through the system and their descriptions:

	Collapse Menu Bar
	Expand Menu Bar
	Open Filter dialogue
	Add Knowledgebase Items
	Refresh (specific area)
	Save item
	Minimize / restore work area
	Maximize work area
	Run report
	Show selected item
	Copy Assessment / Add item (e.g. Risk, Task etc)
	Delete item (e.g. Assessment, Risk, Task etc)
	Add selected item to favorites

	Recurring Task / Set up schedule
	Link Items
	Delete Links
	Revise Due Date
	Browse / View Description

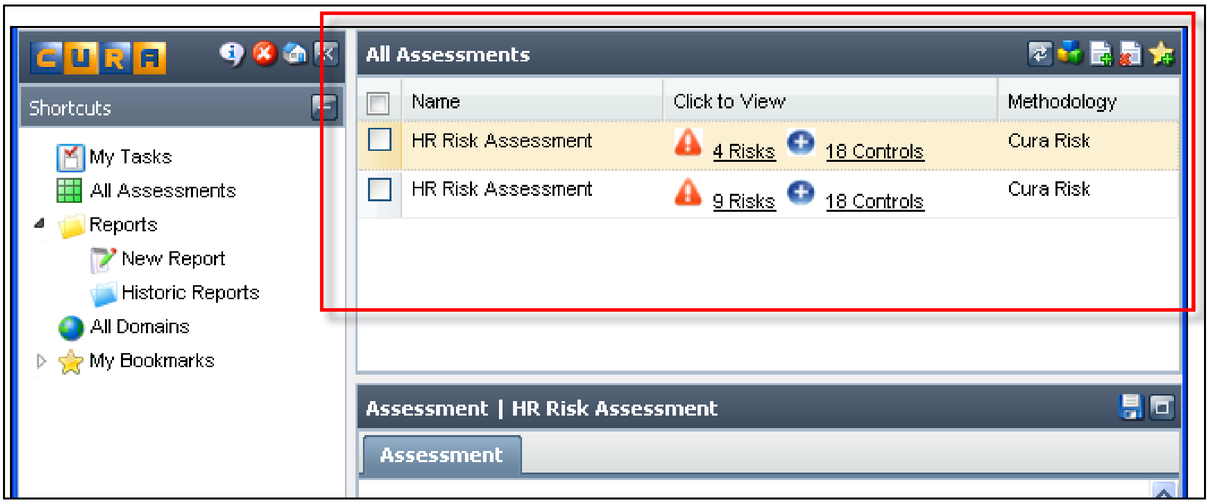
ASSESSMENT ICONS

The list below shows the icons used to indicate the status of an assessment:

	Active Assessment
	Active, Configured Parameters
	Locked Assessment
	Not Active, Configured Parameters, Static
	Active, Configured Parameters, Static
	Not Active, Static
	Active, Static
	Not Active, Parameters configured
	Not Active
	Locked Assessment

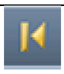
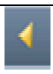
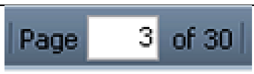
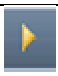
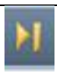
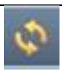
LIST AREA

The list area will change to reflect information relating to the Shortcut you have accessed or the area you have navigated to, such as a list of Assessments, list of Risks etc. You can access an item within the List Area by clicking on the highlighted link.



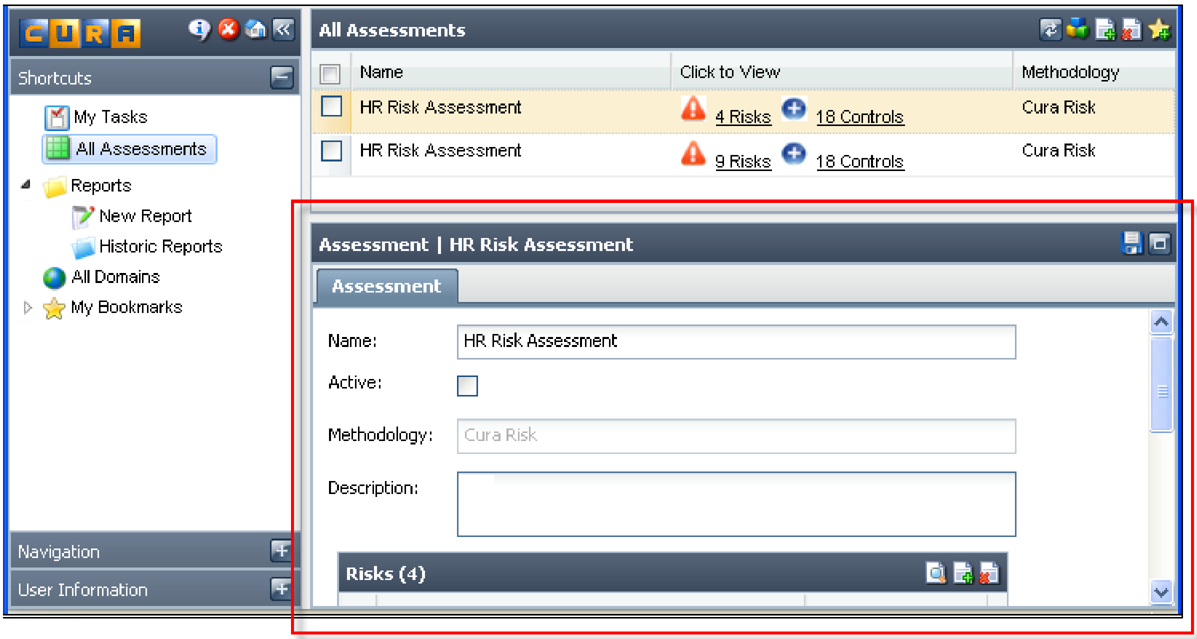
NAVIGATING LISTS

When clicking on the **All Assessments, All Domains** or **My Tasks** shortcut, if the list displayed is longer than 10 items, you will need to navigate through the lists using the icons at the bottom of the page.

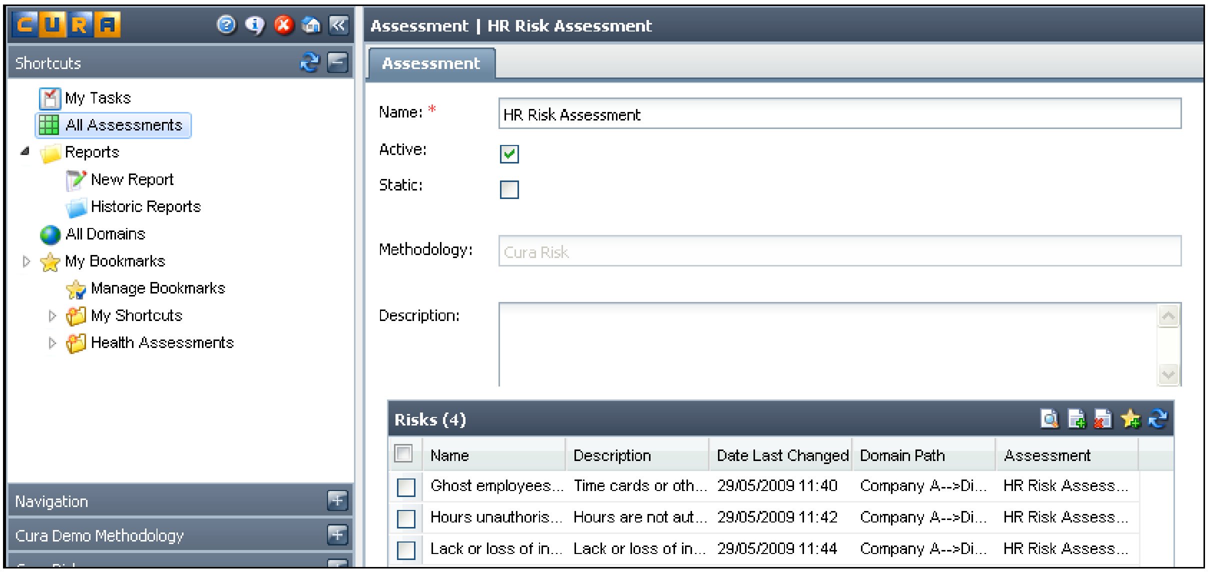
	Click on this icon to move to the **First Page** in the list.
	Click on this icon to move to the **Previous Page** in the list.
	Type in the page number you would like to move to and click on the Enter button on your keyboard.
	Click on this icon to move to the **Next Page** in the list.
	Click on this icon to move to the **Last Page** in the list.
	Click on this icon to **Refresh** the list.

WORK AREA

The work area shows further details of an item which is selected in the list view, for example, in the image below details of the selected assessment are displayed:

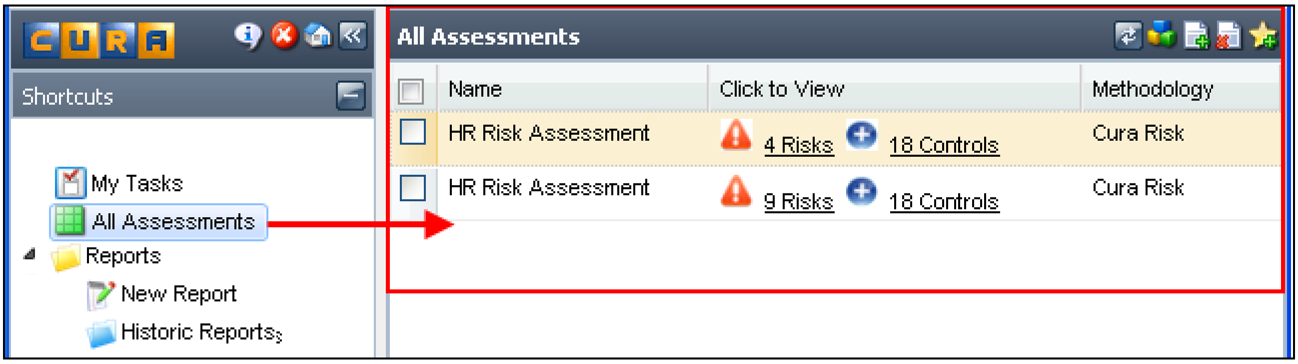


Note: You can click on the maximize button on the Work Area toolbar to maximize the Work Area for easier viewing. In the image below the assessment details pane has been maximized:



ALL ASSESSMENTS

In Cura Web Assessor, the All Assessments link allows you to view a list of all active Assessments that you have the required permissions to view or view and edit. You can select an Assessment that you need to view, update or add Assessment items to such as Risks, Controls and Tasks.



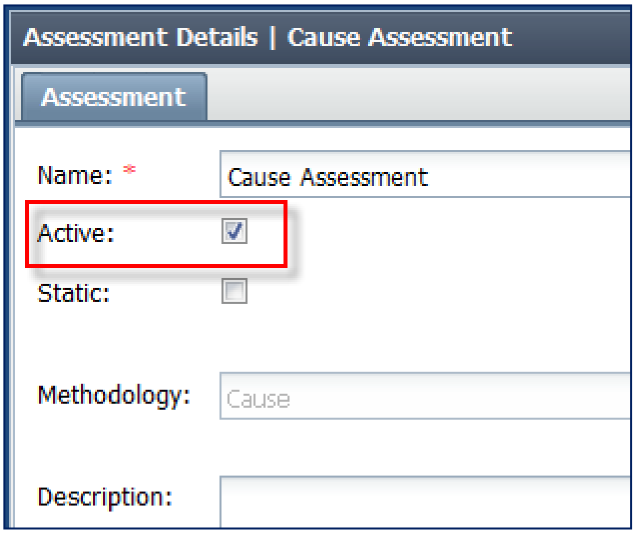
This view also indicates how many assessable elements are contained within the Assessment, such as Risks or Controls.

ACTIVE VERSUS INACTIVE ASSESSMENTS

If an Assessment is **active**, this means that the Assessment will generate e-mail notifications to Contact people linked to the Assessment, such as Task reminders and Task Overdue Escalations. Recurring Task items are also generated.

Note: Only a Cura administrator should mark an Assessment as inactive.

The following is an example of an Assessment which is **Active**:



MY TASKS

You are responsible for updating or managing Assessment items such as Risks, Controls and Tasks that have been assigned to you. You can use the **My Tasks** link on the Cura Shortcuts menu to view the items for which you are responsible. This shortcut will only display the Tasks where you have been assigned as a Contact.

The **My Tasks** link provides you with a list of all the Domain, Risk and Control Tasks to which you have been assigned:

Note: By clicking on the column headings you can sort tasks by **Date Last Changed**, **Start Date** etc.

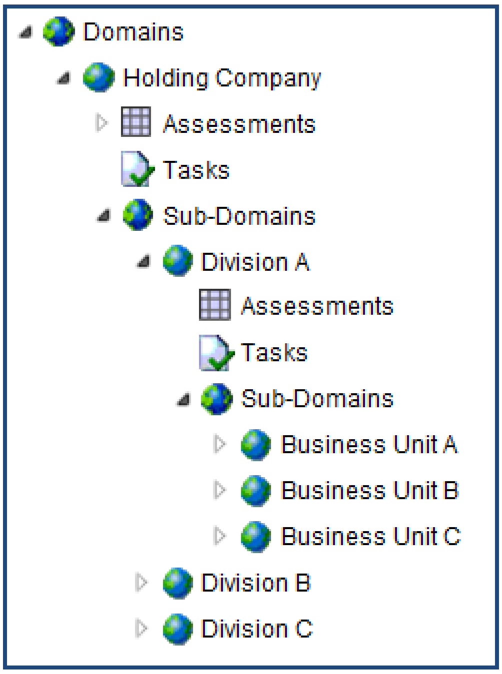
NAVIGATING DOMAINS

In the Cura Web Assessor Domains, Sub-Domains, Assessments and Assessment items can be located by accessing various links that will form the navigation path.

In Cura terminology, a Domain refers to an organization's name. Any organization, region or department falling under the main organization is referred to as a Sub-Domain. An organization can have as many levels or Sub-Domains as required.

Within an organization, the Cura Administrator will have access to Cura Assessor Rich Client which contains certain additional functionality.

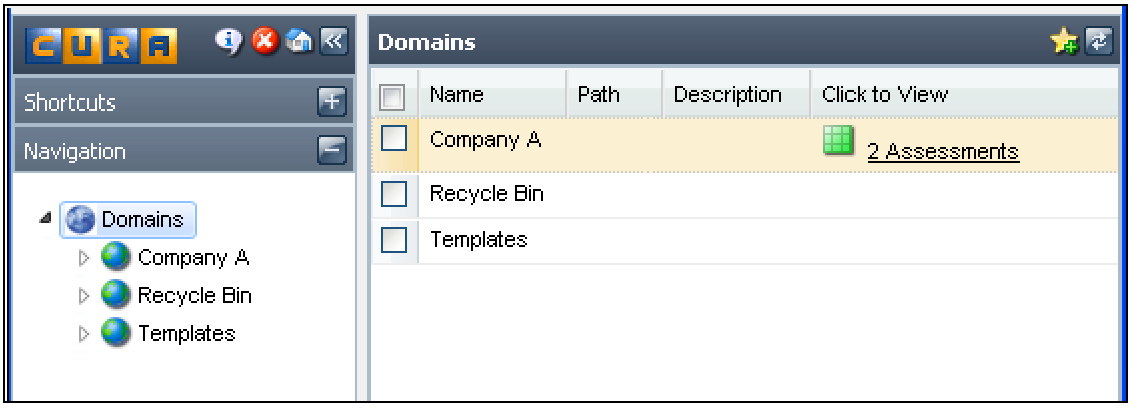
below is a Domain Structure that can be viewed within Cura Web Assessor.



NAVIGATING DOMAINS AND SUB-DOMAINS

How to navigate Domains and Sub-Domains:

- Click on the **Navigation** Shortcuts menu.
- Click on the **Domains** shortcut.
- A list of all Domains and Sub-Domains will be displayed in the right hand pane.



- Click on a Domain or Sub-Domain link to view specific details. You can view the Assessments, Tasks and Sub-Domains falling under this Domain.
- You can click on the **Assessments**, **Tasks** or **Sub-Domains** links to view the details of any of these items.

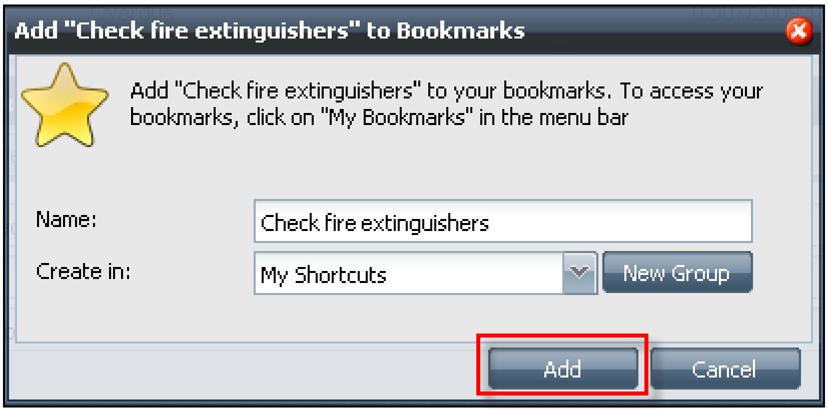
WORKING WITH MY BOOKMARKS

Cura Web Assessor allows you to create Bookmarks (shortcuts) to specific items that you may need to access often. You can also categorize these Bookmarks into Groups.

CREATING A NEW BOOKMARK

How to create new Bookmarks:

- Navigate to an item on a list screen, such as a Domain, an Assessment or a Task.
- Select the item and click on the "Add selected item to bookmarks" icon (yellow star).
- The **Name** of the Bookmark will be added automatically, but you can change it.
- The Bookmark will be added to the **My Shortcuts** folder by default.
- Click on the **Add** button to save the Bookmark.



CREATING NEW BOOKMARK GROUPS

How to create new Bookmark groups:

- Navigate to an item on a list screen, such as a Risk.
- Select the item and click on the "Add Selected item to bookmarks" icon (yellow star).
- The **Name** of the Bookmark will be added automatically, but you can change it.
- Click on the **New Group** button.
- Enter the **Name** of the Group and click on **Add**.

- The group is added to the **My Bookmarks** list

MANAGING BOOKMARKS

How to manage bookmarks:

- Click on the **Manage Bookmarks** shortcut.

- Click on the **Rename** button to change the name of a Bookmark group.
- Enter the new **Name** of the group and click on **Save**.

DELETING A BOOKMARK GROUP

- Click on the **Manage Bookmarks** shortcut, select the Bookmark group you want to delete and click on the **Delete** button.
- A confirmation message will be displayed, click on **Yes**.

ASSESSMENTS

In Cura Web Assessor the **All Assessments** function allows you view a list of all **active** Assessments. You can select the Assessment that you need to edit and add or update Assessment items such as Risks, Controls, Tasks, and Contacts that belong to the Assessment.

WORKING WITH ASSESSMENTS

In the Cura an Assessment is a category of Risks such as physical risks to a business or Risks resulting from non-compliance with a specific section of legislation. An Assessment contains identified Risks and their corresponding controls or mitigations and measures the impact of inherent and residual Risks and Control effectiveness. These ongoing measurements can be analyzed by producing Reports.

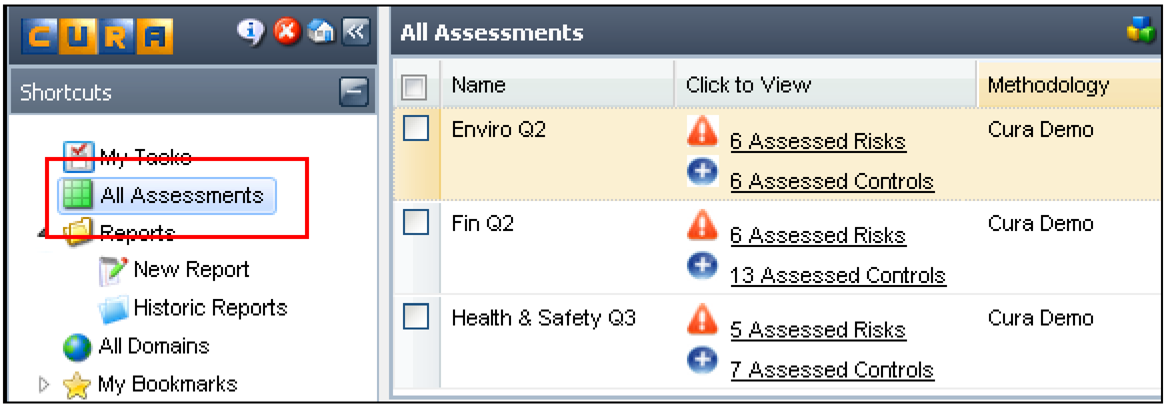
Assessments also contain Tasks or action items that are necessary to put in place Controls or mitigations and ensure their ongoing management. Tasks or action items can also be attached to Risks or the actual Assessment if necessary.

USING THE ALL ASSESSMENTS SHORTCUT

In Cura Web Assessor the **All Assessments** shortcut lists all Active Assessments.

How to find an Assessment:

- Click on the **All Assessments** link on the **Shortcuts** menu:



- All the Assessments in your Domain will be displayed in the list area, with details such as risks and tasks shown in the window below.
- When you have located the Assessment you want to work with, click on the link to view the details.
- You can click on the Maximize workspace button to allow you to view the Assessment details and make the necessary changes.

- You can now edit fields such as the **Name** and **Description**. You can also add items from the Knowledgebase if applicable - which we will examine later.
- Click on the **Save Changes** icon to save your work.

Notes:

- The **Name** field is the only compulsory field and contains the Assessment name.
- The **Description** field allows for a more detailed description of the Assessment.
- The **Active** checkbox indicates that this is an active Assessment which means email notifications will be generated and sent to the applicable Contact people.

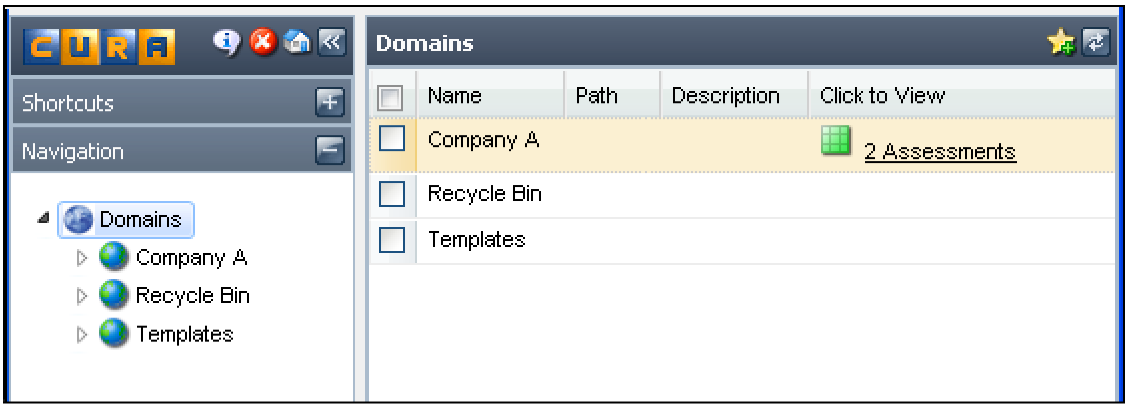
Remember: The Assessment shortcut does not display Assessments that are not marked as Active. To locate an Assessment that is not marked as Active, navigate via the Domain structure.

USING THE NAVIGATION PATH

Since inactive Assessments will not be displayed in the **All Assessment** shortcut, you will need to navigate via the Domain structure in order to locate them.

How to find an Assessment:

- Click on the **Navigation** menu bar - click on the **Domains** link.
- A list of the Domains will be displayed.



- Click on the name of the Domain or Sub-Domain relating to the Assessment.
- Click on the **Assessments** link to view all Assessments linked to that Domain.
- A list of all Assessments will be displayed.
- Double-click on a specific assessment - the details will be displayed in the bottom details area.
- You can make changes to the Assessment, Risks or Tasks directly in the details area.

Hint: Once you have located an Assessment via the Domain structure, add a shortcut to your favorites folder, allowing you to find it quickly next time.

CREATING ASSESSMENTS

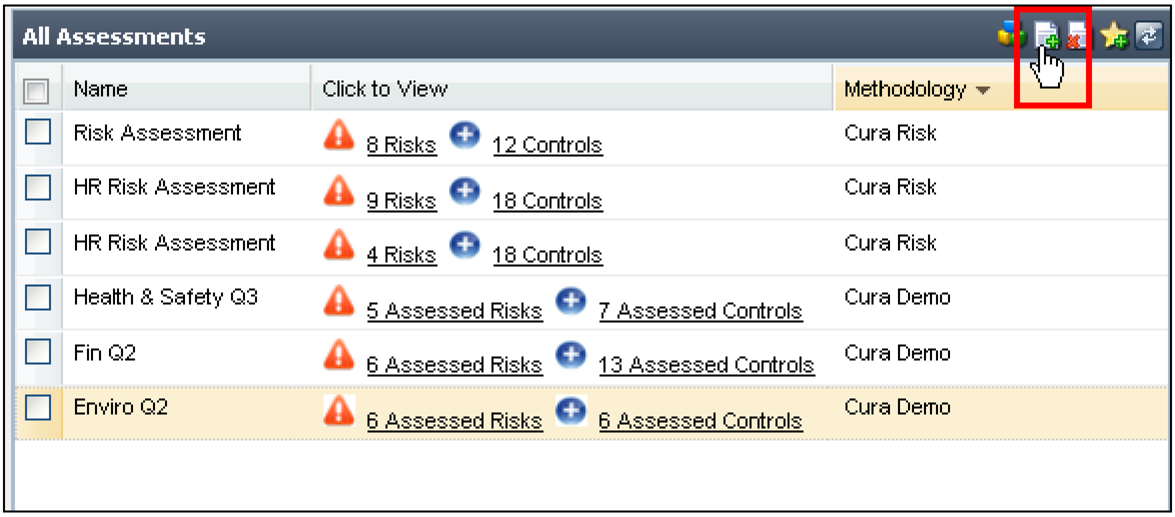
In Cura Web Assessor users cannot create new Assessments. Users can only copy an existing Assessment and then customize the Assessment accordingly. The Cura Administrator can set up 'template' Assessments that users can copy.

Note: Assessments can be copied across Domains/Sub-Domains.

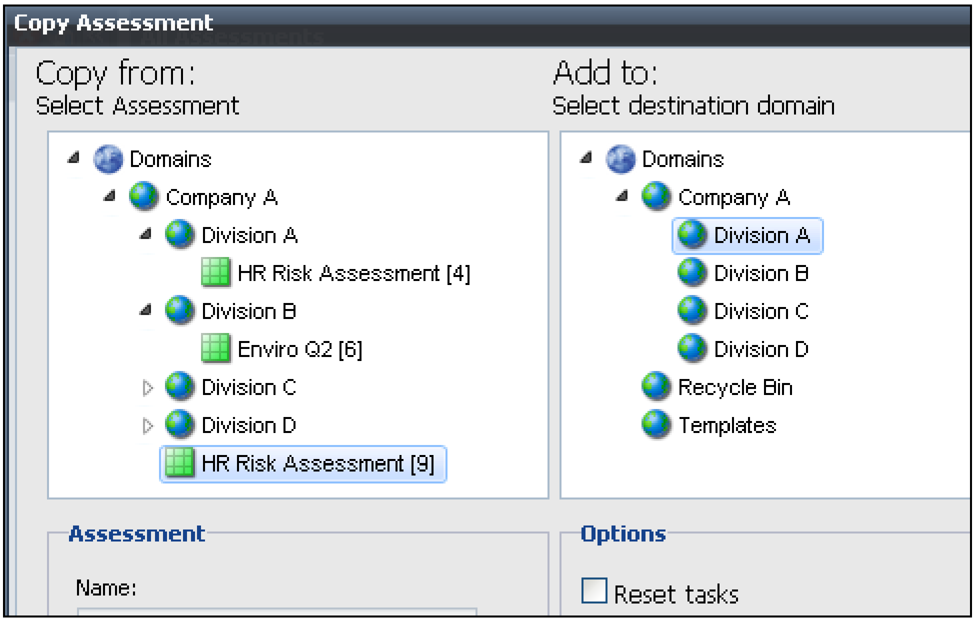
COPYING AN ASSESSMENT

How to copy an Assessment:

- Navigate to the **All Assessments** view, click on the Assessment you want to copy and click on **Copy Assessment**:



- The Copy Assessment window will be displayed:



- Locate the Assessment you want to copy in the left hand **Copy from** pane by expanding the Domain structure.
- Select the Domain to which the Assessment must be copied in the right hand **Add to** pane.
- The list of Domains/Sub-Domains in the **Add to** pane will only display the Domains/Sub-Domains that use the same methodology as the selected Assessment.
- Select the copy **Options**:
    - **Reset Tasks**: Tasks will be copied to the new Assessment without any dates.
    - **Remove Contacts**: Copied Assessment items will not be assigned to any Contact people as in the original Assessment.
    - **Clear Assessed Values**: Any data in the existing Risks or Controls will be deleted.
    - **Remove Links**: Any links to other Assessments will be deleted.
    - **Activate Assessment**: Make the Assessment Active as soon as it is copied.
    - **Go to copied Assessment**: Go straight to the new copied Assessment
- Click on the **Copy Assessment** button to complete the operation.
- The copied Assessment will be displayed and you can edit it accordingly.

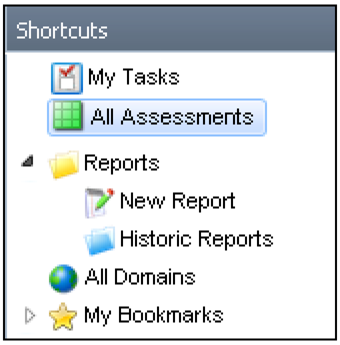
MAINTAINING RISKS IN AN ASSESSMENT

A Risk is the chance of something happening that will have an impact upon objectives of the organization, e.g., non-compliance with legislation, fraud, natural disasters, competition, etc. It is a source of potential harm, or a situation with a potential to cause loss. You are responsible for updating or managing Risks, Issues, Controls and Tasks that have been assigned to you.

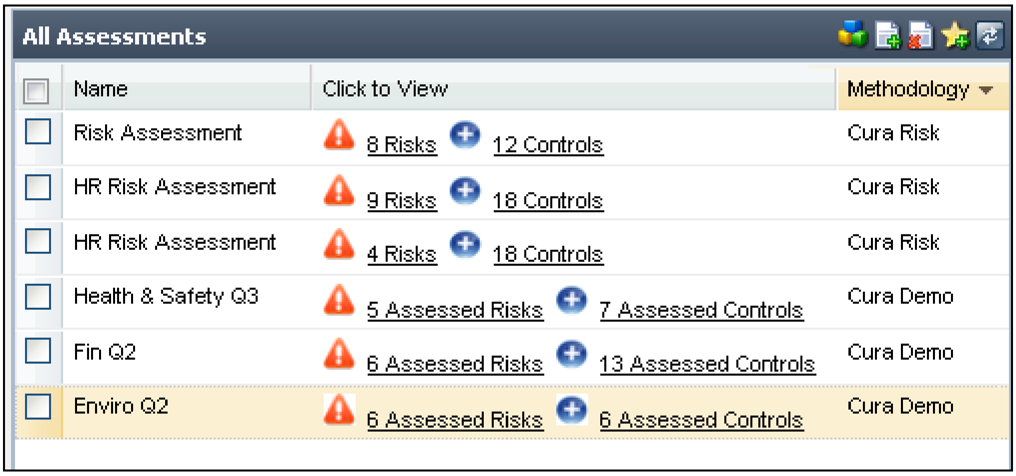
ACCESSING RISKS USING ALL ASSESSMENTS

In the Assessment view you can view a list of Active Assessments and the Risks or Controls associated with them.

- Click on the **All Assessments** shortcut.

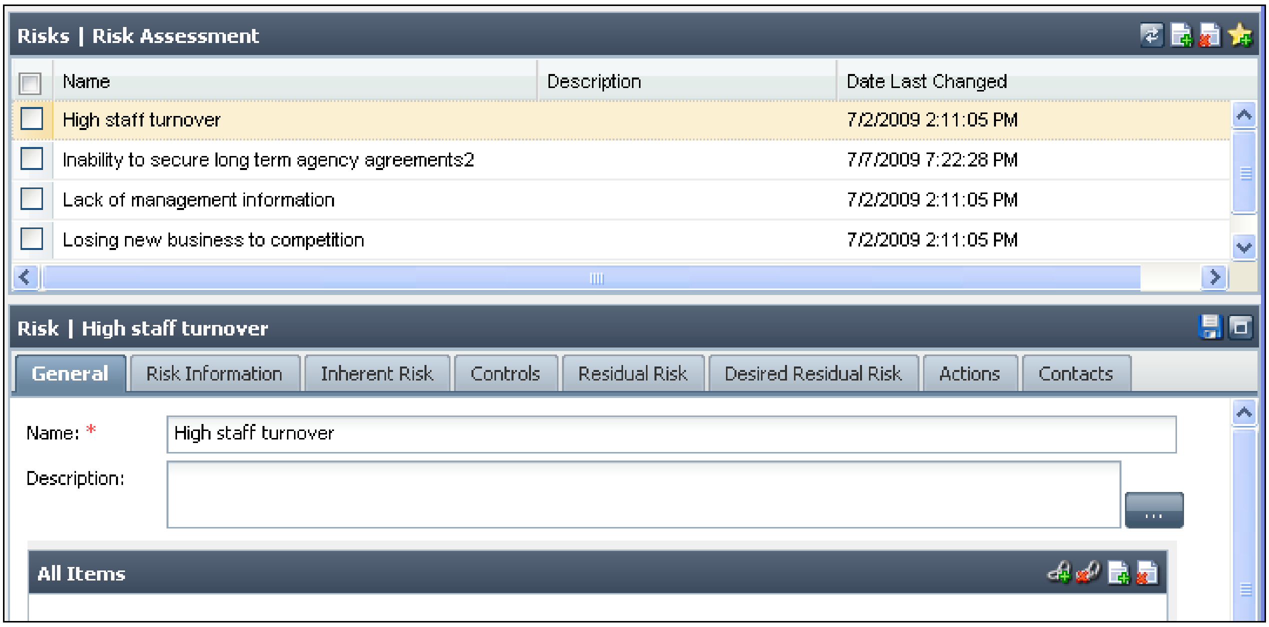


- You will be able to view the number of Risks or Controls within an Assessment.



- Click on the link to the Risks within a specific Assessment.

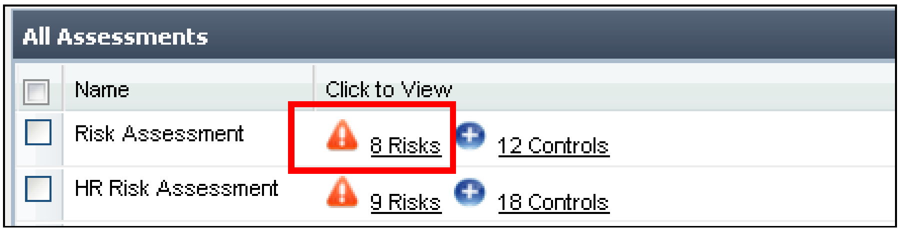
- The Risks pertaining to that Assessment will be displayed, with the selected Risk's details displayed in the details pane below:



ASSESSING YOUR RISKS

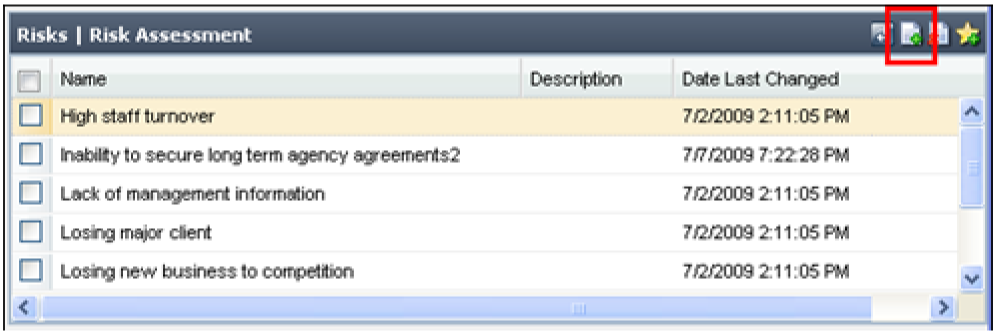
How to add and delete Risks in an Assessment:

- Navigate to an Assessment, and click on the **Risks** link:



- All the Risks within the Assessment will be displayed.

- Click on the **Add New** button on the toolbar to add a new **Risk** to the Assessment:



- Enter a **Name** and a **Description** for the risk.

- Click on the **Risk Information** tab and enter the data in the appropriate fields.

- Click on the **Save Changes** button.

The following tabs will be examined later:

  - Click on the **Controls** link to enter a new Control for this Risk. You will only be able to add a Control once you have saved your changes.

  - Click on the **Actions** link to add a Task(s) to this Risk. We will examine Tasks later.

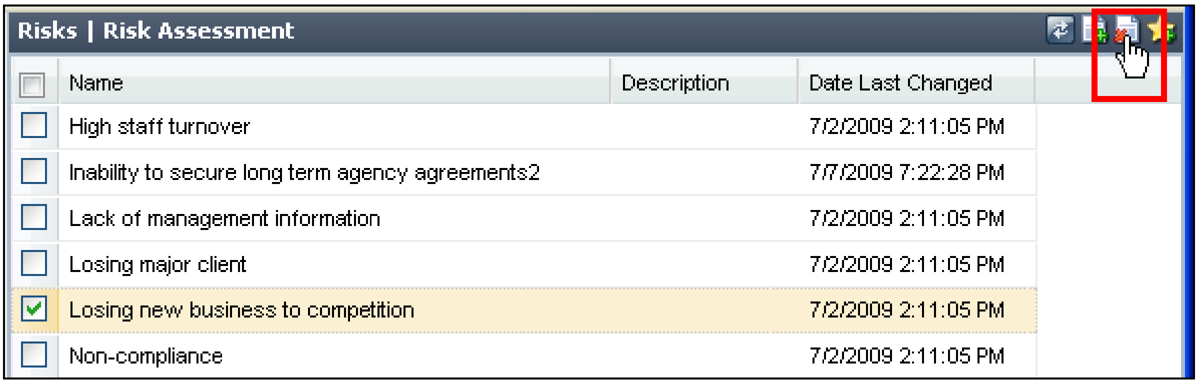
  - Click on the **Contacts** link to add a Contact(s) to this Risk. We will examine Contacts in a later section.

  - Click on **Links** to link other Risks/Controls to this Risk. Links will be examined at a later stage in the manual.

  - Click on the **Save** button.

- To **edit** a Risk, click on the name of the Risk that you want to edit, make the necessary changes in the details pane below the list of Risks and click on the **Save** icon.

- To **delete** a Risk, click in the check-box of the specific risk and click on the **Delete** button:



- A confirmation dialog box will be displayed, click on **OK**.

MAINTAINING CONTROLS IN A RISK

Controls are measures that are put in place to reduce the impact should a Risk be realized. You have to view a specific Risk in an Assessment to access the Controls tab where you can view, edit, delete or add Controls to that item.

ACCESSING CONTROLS USING ALL ASSESSMENTS

In the Assessment view you can view all Active Assessments and their associated Risks or Controls.

- Click on the All **Assessments** shortcut.
- You will be able to view the number of Risks and Controls within an Assessment.

All Assessments

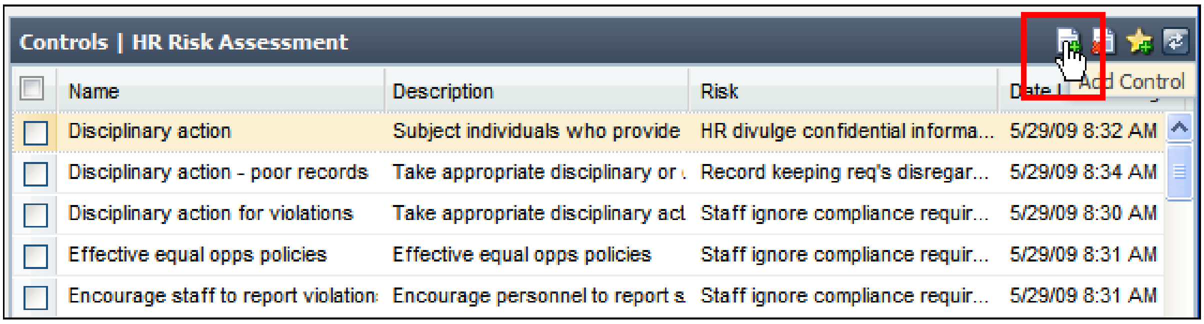
	Name	Click to View	Methodology
	HR Risk Assessment	4 Risks 18 Controls	Cura Risk
	Health & Safety Q3	5 Assessed Risks 7 Assessed Controls	Cura Demo Methodology
	Fin Q2	6 Assessed Risks 13 Assessed Controls	Cura Demo Methodology
	Enviro Q2	6 Assessed Risks 6 Assessed Controls	Cura Demo Methodology

- Click on the link to the Controls within a specific Assessment:
- The list of **Controls** pertaining to that Assessment will be displayed, with the selected Control's details displayed in the details pane below:

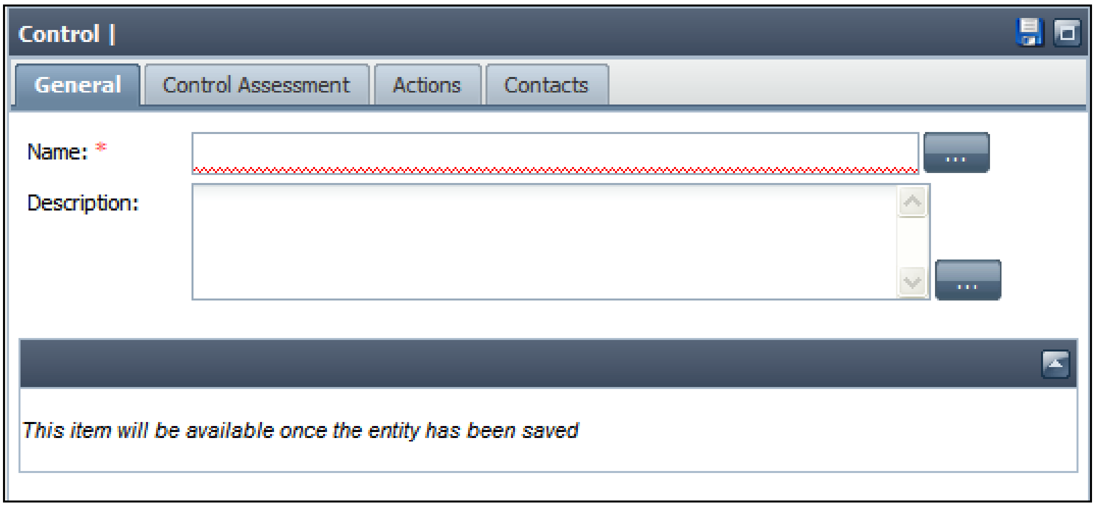
ADDING, EDITING & DELETING CONTROLS IN AN ASSESSMENT

How to add and delete Controls:

- Navigate to the list of controls for an Assessment, and click on **Add Control**.



- Enter a Name and Description:



- Click on the **Control Assessment** tab and select the required options.

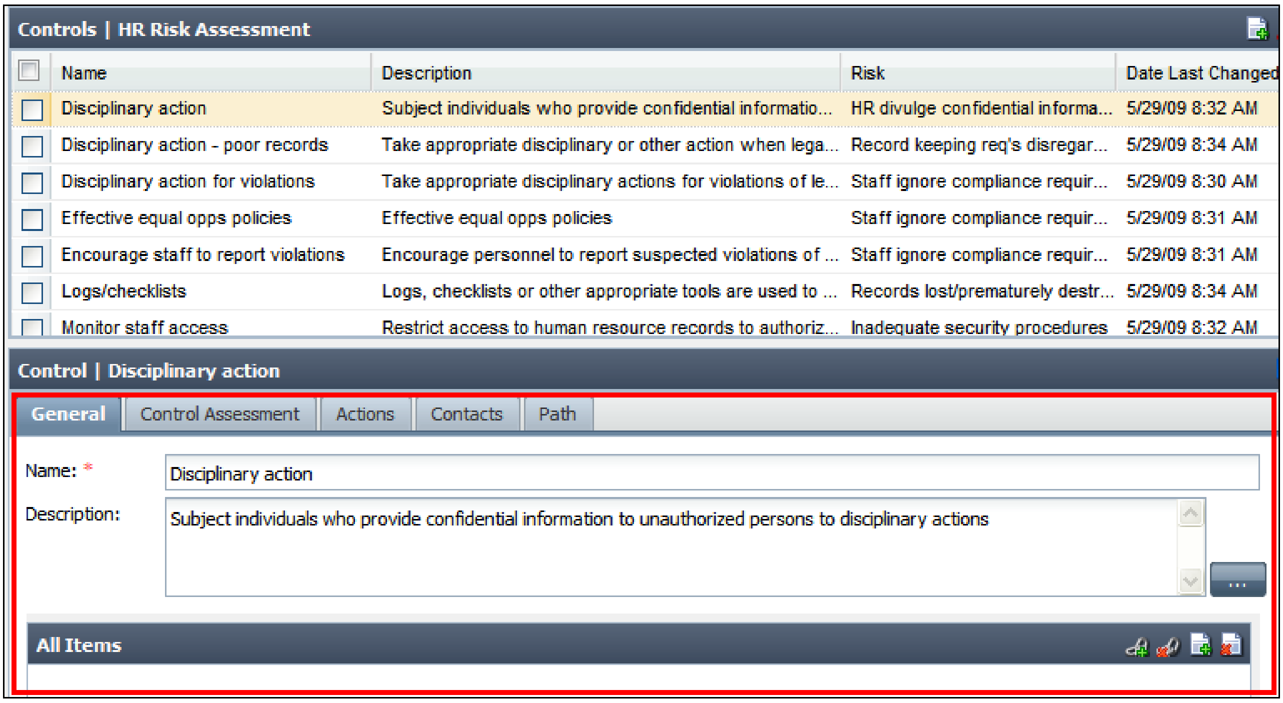
The following tabs will be examined later:

- The **Actions** tab is used to add a Task(s) to a Control (most Tasks are associated with Controls and this would be the most common place to create one.)
- The **Contacts** tab is used to add Contacts to a Control.
- The **Links** tab is used to link other Risks/Controls to a Control.

- Click on the **Save** button to save the new control.

EDITING A CONTROL

- To **edit** a Control, navigate to the list of controls and click on the Control name.
- Make the necessary changes in the details pane below the list of Controls.



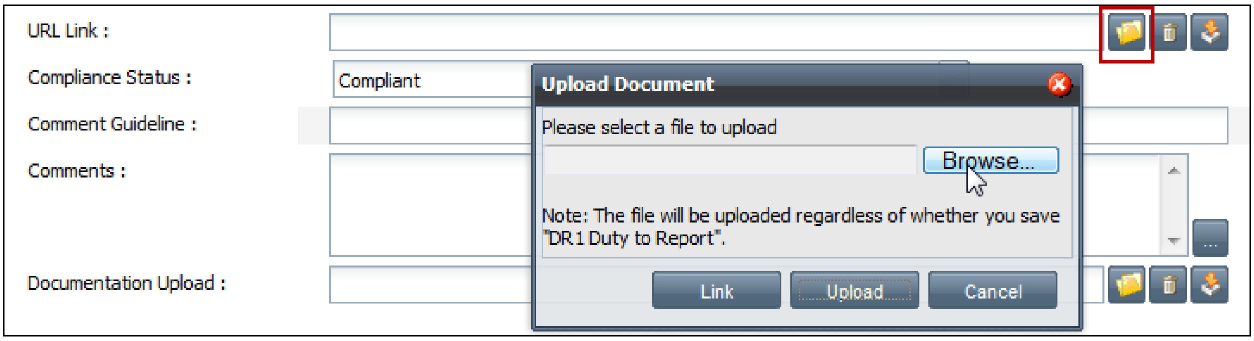
- To **delete** a Control, navigate to the list of Controls, click on the check-box of the Control and click on the **Delete** icon.
- A confirmation dialog box will be displayed, click on **OK** to confirm.

LINKING AND UPLOADING DOCUMENTS

Depending on the methodology, an option exists to browse to a link from a URL field on a Risk or Control, as well as the option to either link or upload the document.

How to create a link or upload to a document in Cura Web Assessor:

- Navigate to the URL field where you want to create a link to a document. Click on the **Upload file** icon, then click on **Browse** to search for a document on your network:



- You will now be able to either **Link** *or* **Upload** the document by clicking on the relevant button.

Note:

- Linking to local URL (i.e. C drive) creates a fake path that cannot be accessed due to permissions restrictions.
- Linking to documents will only work if the user links to a network resource that allows guest access.

STATIC ASSESSMENTS

Static Assessments are linked to a Knowledgebase in such a way that you can only add Knowledgebase items to an Assessment. For example, you will not be able to create a new Risk within a Static Assessment, you will be forced to select a pre-existing Risk description from a Knowledgebase.

If you cannot locate a matching Assessment item, such as a Risk, within a Knowledgebase, you will have to ask an Administrator to add the new Risk. Although you will be forced to select Risks from the Knowledgebase, Cura will allow you to create new Controls if required.

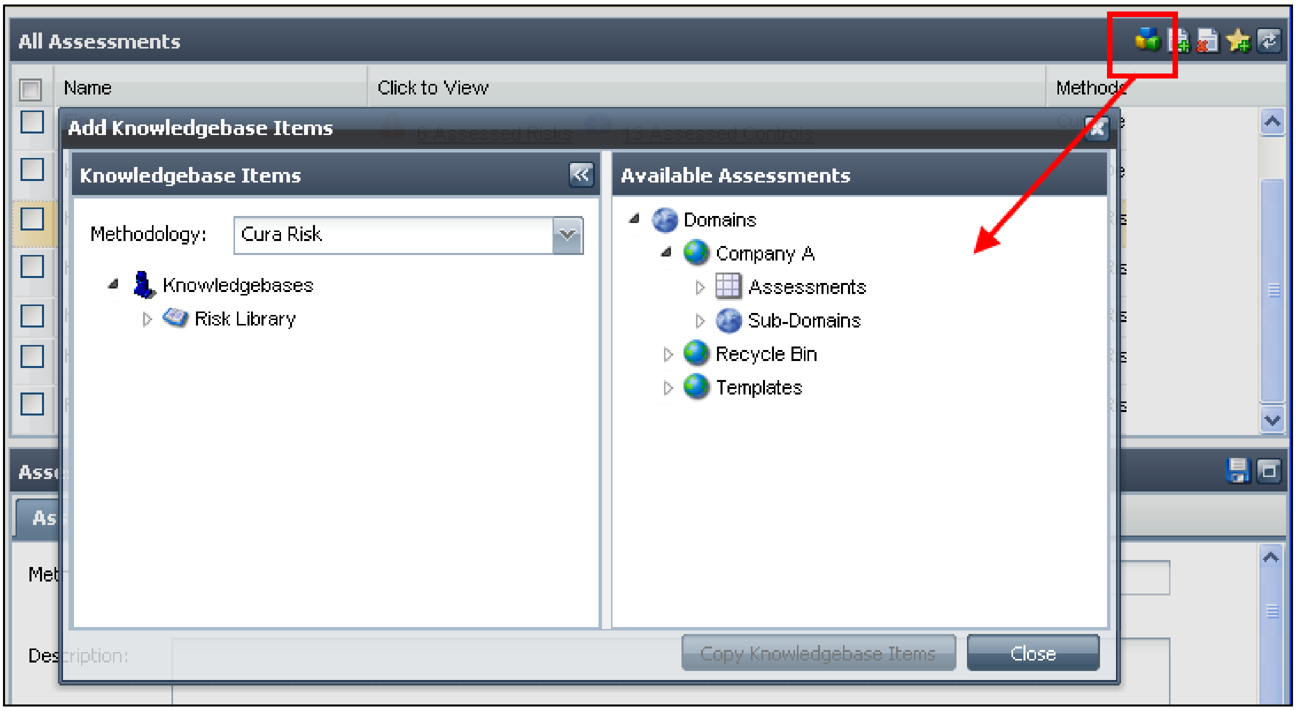
The opposite of a Static Assessment is a Dynamic Assessment, where you can create new Assessment items such as Risks, and are not limited to using those from the Knowledgebase.

Note: only an administrator can change an Assessment from Static to Dynamic and vice versa in Cura Web Assessor.

KNOWLEDGEBASES

A Knowledgebase is a 'library' created by an organization, containing possible Assessment items such as Risks and Controls. A Knowledgebase can contain Risks or Controls linked to sections of legislation for compliance purposes. Your organization may or may not use a Knowledgebase.

You can add items from a Knowledgebase to your Assessment and then edit them accordingly.



ADDING KNOWLEDGEBASE ITEMS TO AN ASSESSMENT

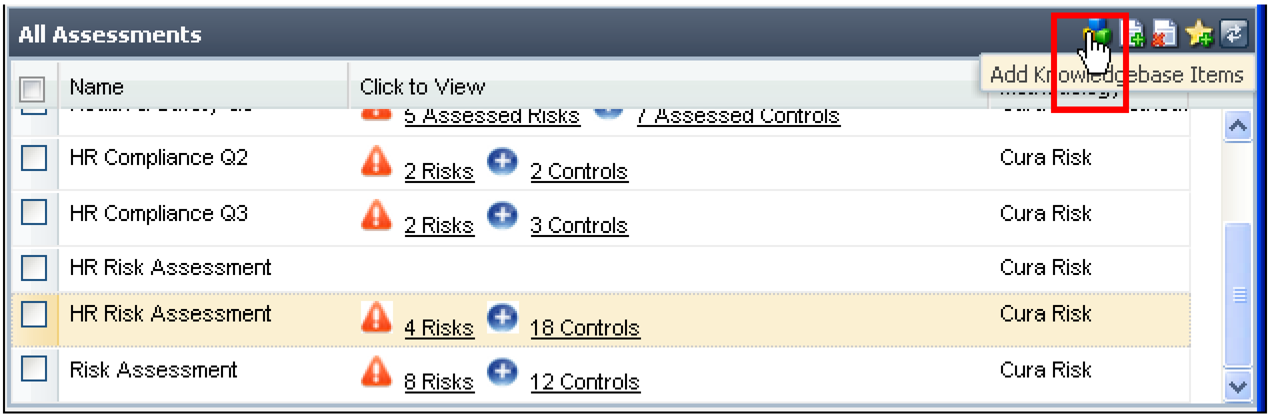
A Knowledgebase is a library of Risks and their Controls that has been set up by an organization. Instead of capturing new Risks / Issues, you can also add these items to your Static or Dynamic Assessment from a Knowledgebase.

	Remember : If an Assessment has been marked as Static, you can only add new Risks to an Assessment by selecting items to add from a Knowledgebase.

ADDING RISKS TO AN ASSESSMENT FROM A KNOWLEDGEBASE

How to add Risks from a Knowledgebase:

- Navigate to the list of Assessments, select an Assessment and click on the **Add Knowledgebase Items** icon:

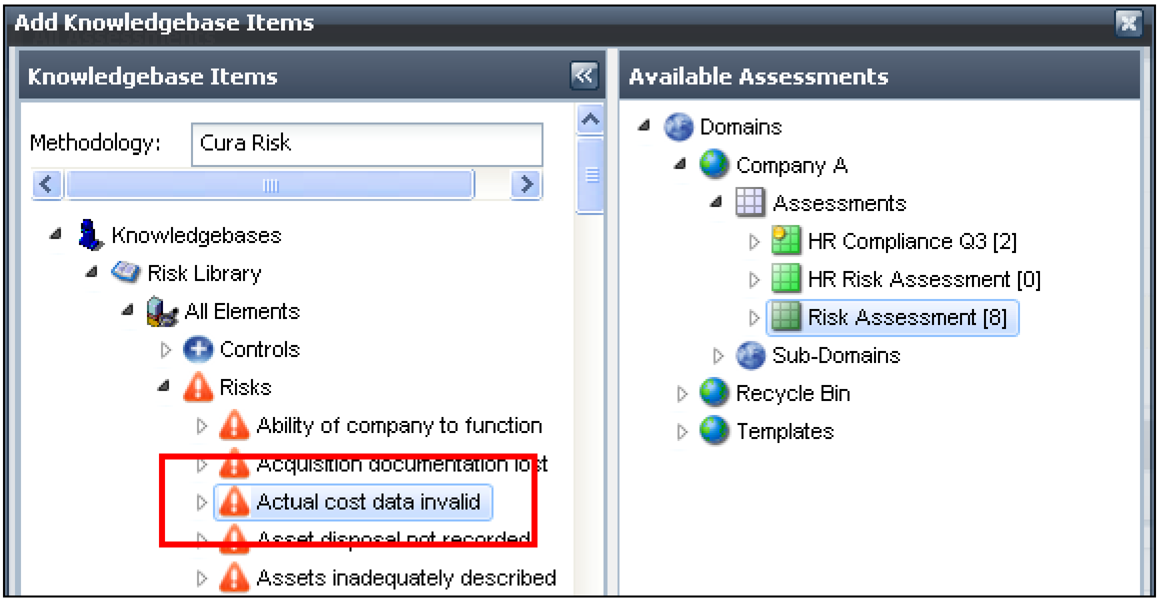


- Select the entire knowledgebase to add every item contained within it to an Assessment, or click on the Knowledgebase **Name** to open it further and select specific items.

- The Knowledgebase information will be displayed.

- Click on **All Elements** to view the categories within the Knowledgebase.

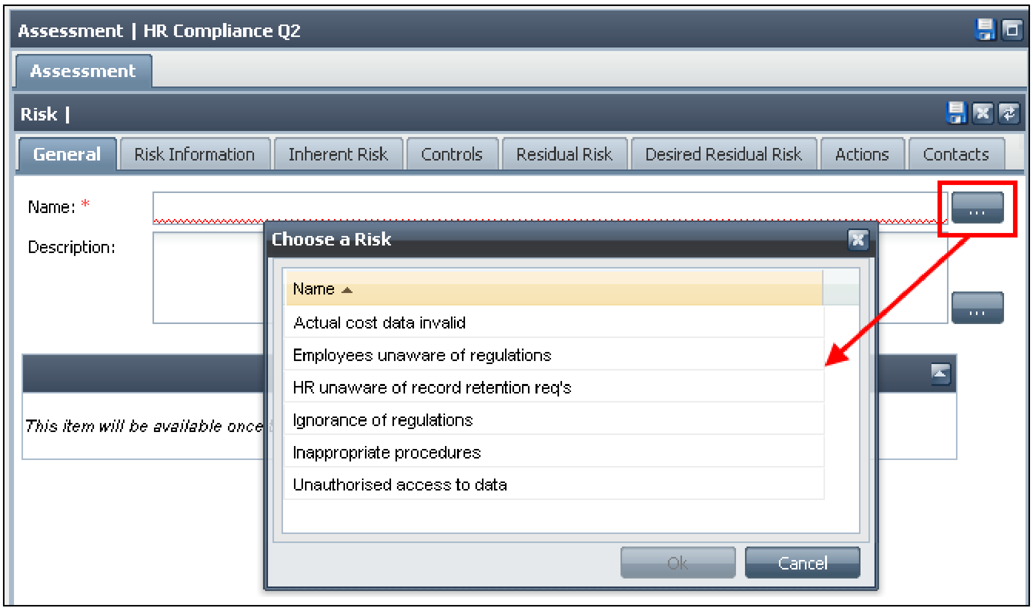
- Open these categories further to select an individual Risk:



- Select the Assessment into which you would like to copy the knowledgebase item.
- Click on the **Copy Knowledgebase Items** button.
- A confirmation dialog box will be displayed, click on **OK**.
- Click on the **Close** button.

Important: When adding a category or an item such as a Risk, any items falling under that category, or the Risk, (such as Controls), will also be copied into the Assessment.

For example - when adding a new Risk, click on the browse icon next to the Risk name to access a Risk from the Assessment model:



A list of Risks within the Assessment model will open and you can select which one you want to add to the Assessment.

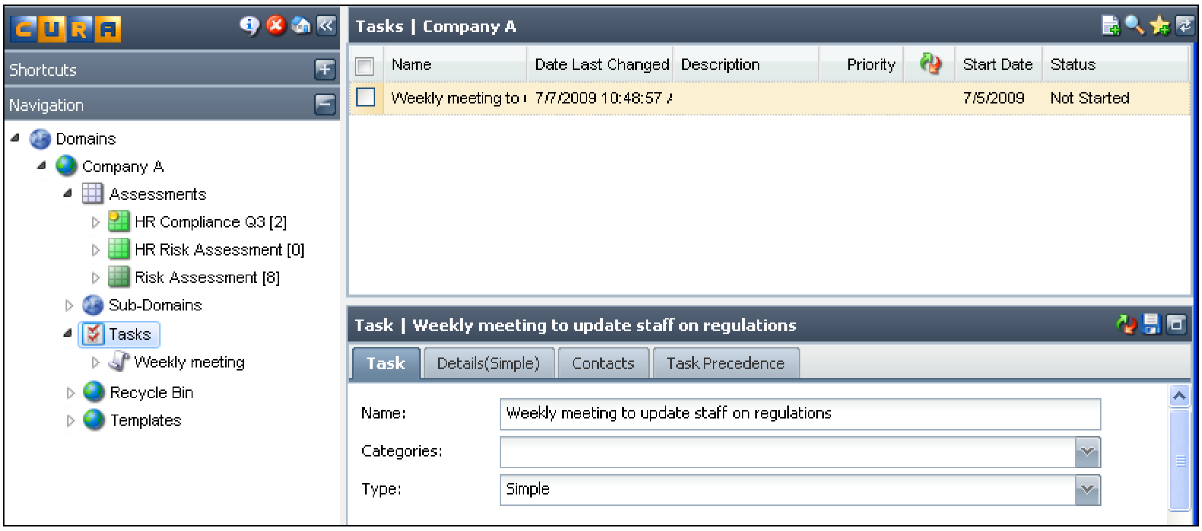
Remember: If an Assessment has been marked as Static, you can only add new Risks to your Assessment by selecting items to add from your Knowledgebase.

MANAGING TASKS

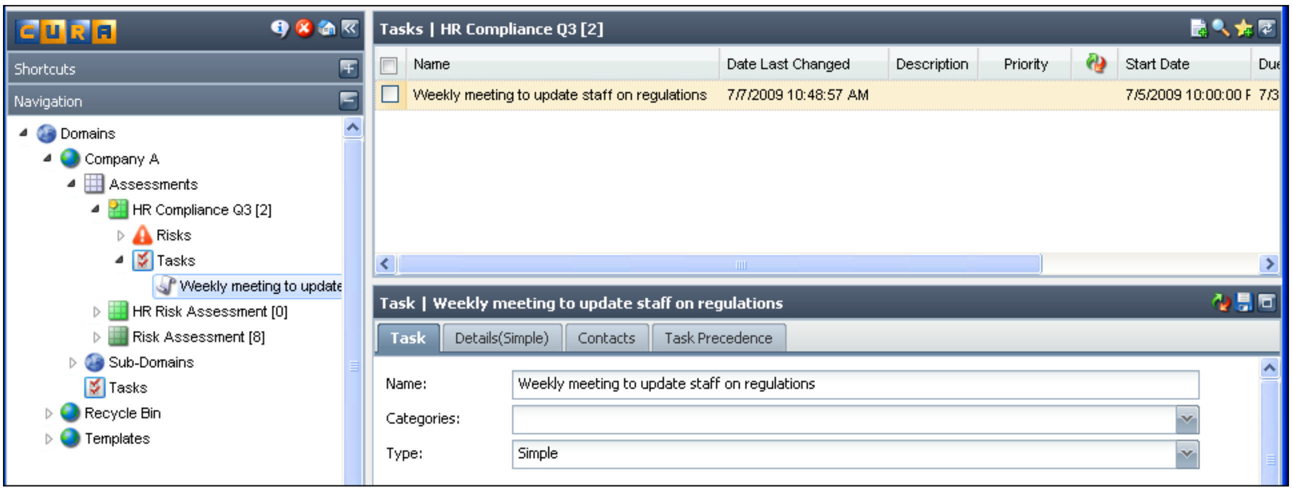
Tasks are action items that are most commonly used on a Control or Mitigation. A Task can also be linked to a Domain, Assessment or Risk.

A Task can be a once-off occurrence or can be an action that needs to repeat according to a schedule. A Task that needs to be repeated is known as a 'Recurring Task,' which we will examine later.

ACCESSING TASKS LINKED TO A DOMAIN

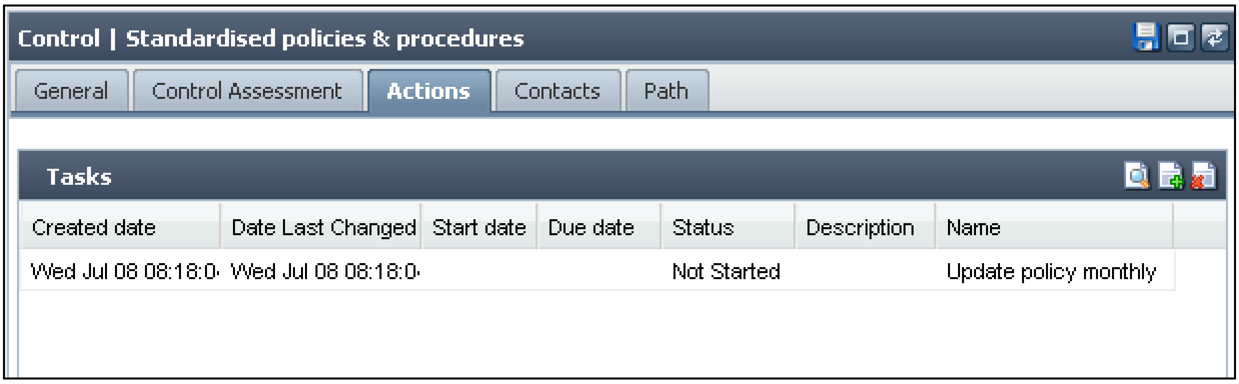


ACCESSING TASKS LINKED TO AN ASSESSMENT



ACCESSING A TASK LINKED TO A RISK

ACCESSING A TASK LINKED TO A CONTROL



ACCESSING TASKS VIA THE MY TASK SHORTCUT

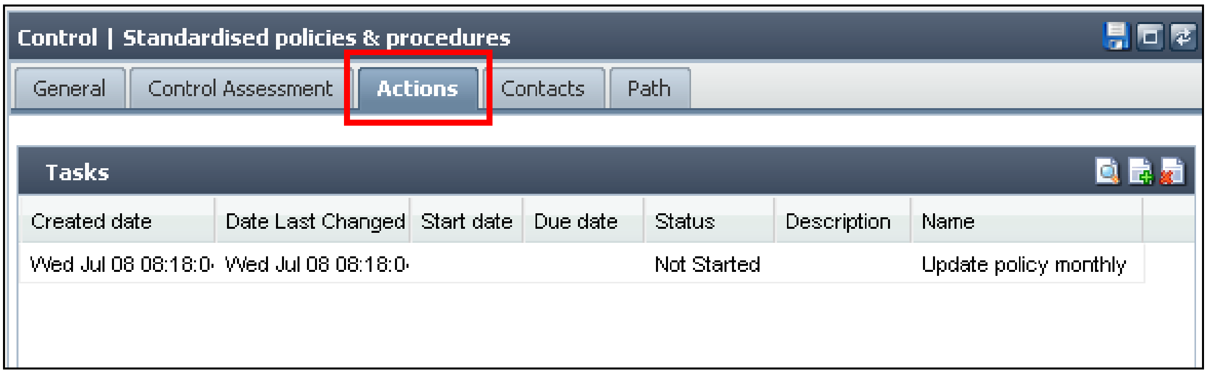
Click on the **My Tasks** link to view the tasks assigned to you. . Note that all Domain, Risk and Control-related tasks are displayed in this list.

ADDING, EDITING AND DELETING TASKS IN AN ASSESSMENT

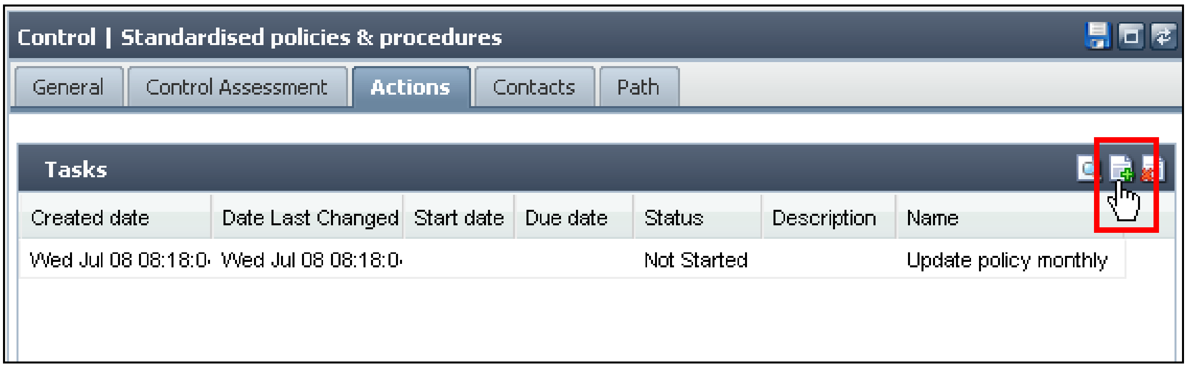
Important : It is crucial that you create your Task in the correct place i.e. linked to a Risk or Control. If you do not create your Task in the correct area it will not reflect correctly in a Report.

How to add and delete Assessment Tasks:

- Navigate to a Control, and click on the **Actions** tab to access the Tasks for that control:



- Click on the **Add New** icon to add a new **Task**:



- Enter a **Name** for the Task. The **Name** field is the only compulsory field and contains the shortened Task name. Make sure the name accurately describes the Task.

- Enter a **Description** for the Task. The **Description** field contains a more detailed description of the Task.

- Select the **Category** for the Task. This field allows you to select or type in a Task category that you can ask the rich client to filter on when previewing reports.

- Select a **Type** of Task. We will examine types of Tasks later.

- Click on the **Details** tab to enter more detailed notes about this Task:

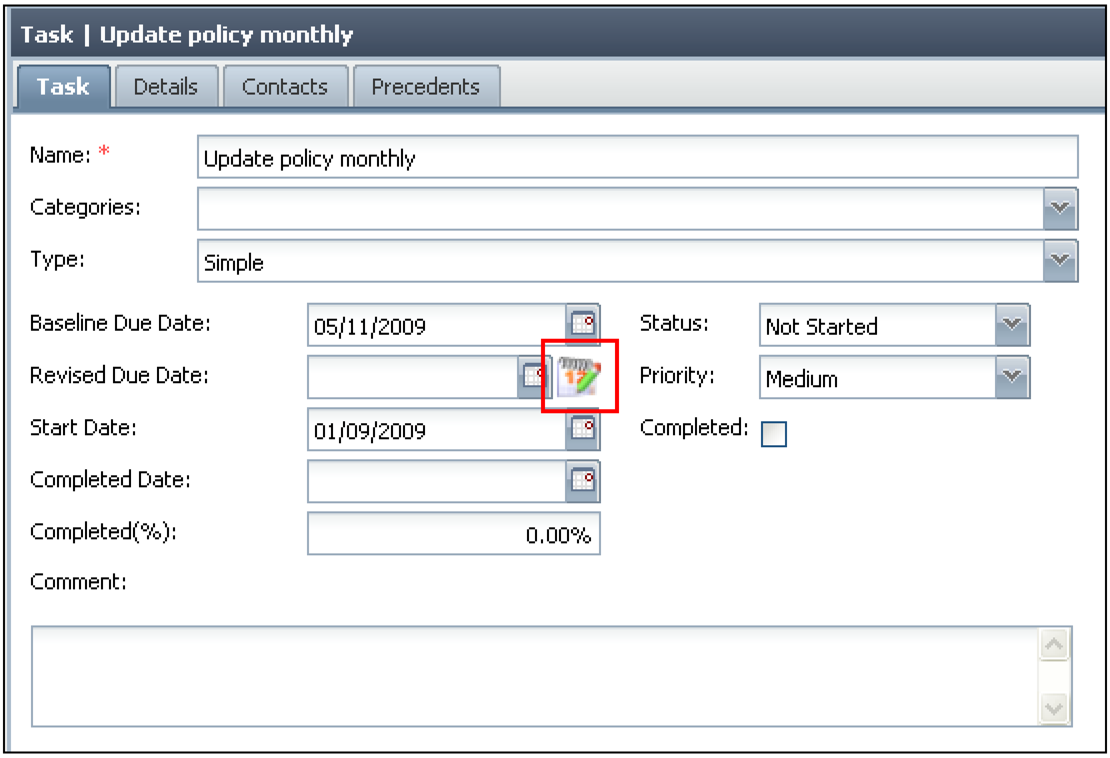
- Click on the **Contacts** link to assign a Contact to the Task. We will examine adding Contacts later.

- Click on **Save** to save the Task.

EDITING A TASK

To **edit** a Task simply click on the Task name, enter the new data and click on **Save** when you have finished making changes.

- **Note**: if the administrator has set up the system to allow changes to be made to the **Due Date**, click on the **Due date Revision** button to make the changes.



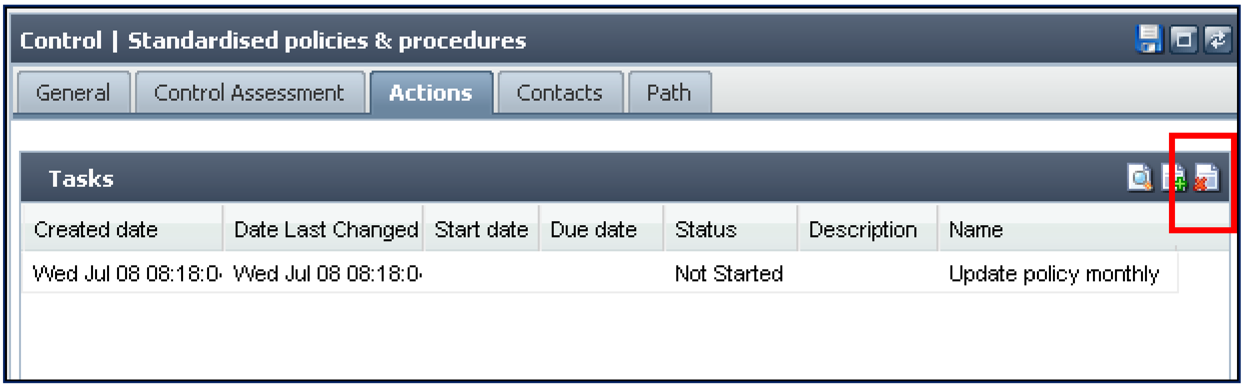
- If you have **Modify** rights, but not administrate rights, you will not be able to change the **Baseline Due Date**, but you will be able to select a Revised Due Date.

- If you have **Modify** rights and administrate rights, you will be able to change the **Baseline Due date** and the **Revised Due Date**.

- Enter a **Reason** for the changes and click on **OK**.

DELETING A TASK

- To delete a Task, click on the Task **Name** and click on **Delete**.



- A confirmation dialog box will be displayed, click on **OK** to confirm.

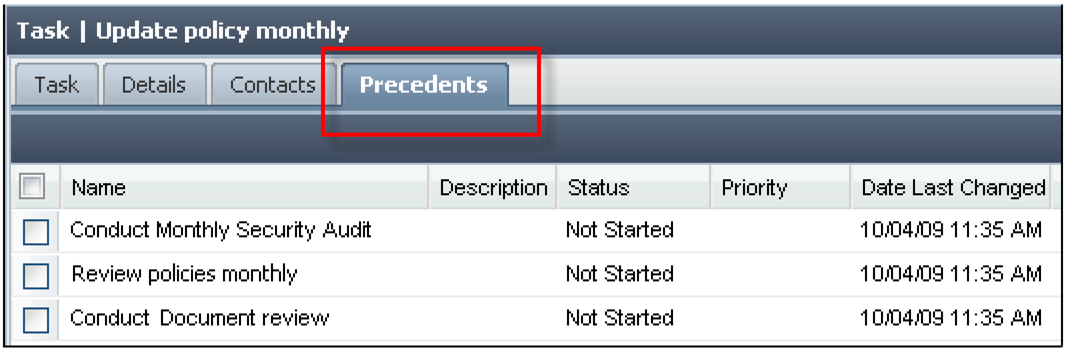
TASK PRECEDENTS

Task precedents are used to create a series of Tasks that have to be performed in a certain order. When one Task is completed, the next Task must start. Task precedents are usually set up by a Cura Administrator.

VIEWING TASK PRECEDENTS

How to view Task precedents:

- Navigate to a list of Tasks and double click on a task to view the details.
- Click on the **Precedents** tab.
- A list of the Precedents is displayed.



EDITING A TASK PRECEDENT

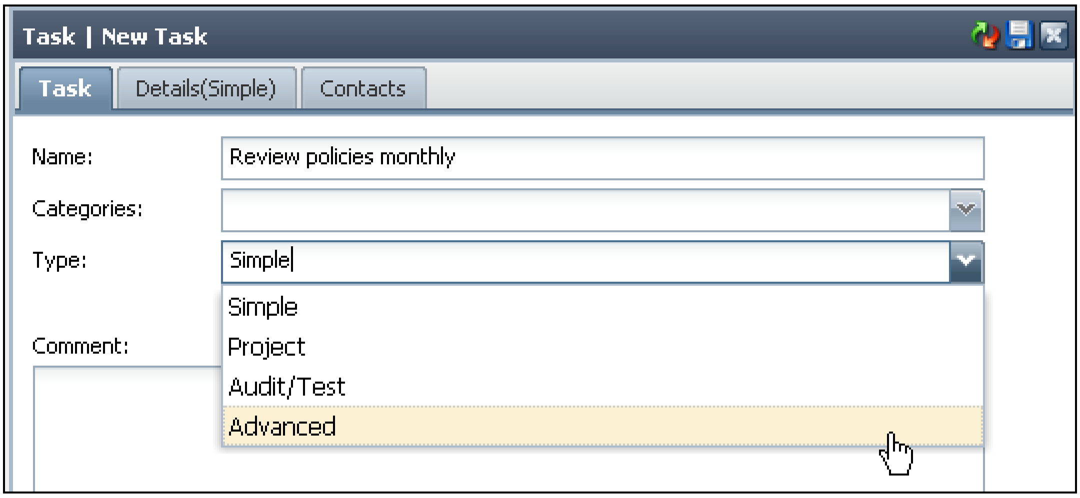
To **edit** a Task simply click on the Task name, enter the new data and click on **Save** when you have finished making changes.

Important : you can view and edit Task precedents in the Web Client, but you cannot add **new** Task precedents

CREATING DIFFERENT TYPES OF TASKS

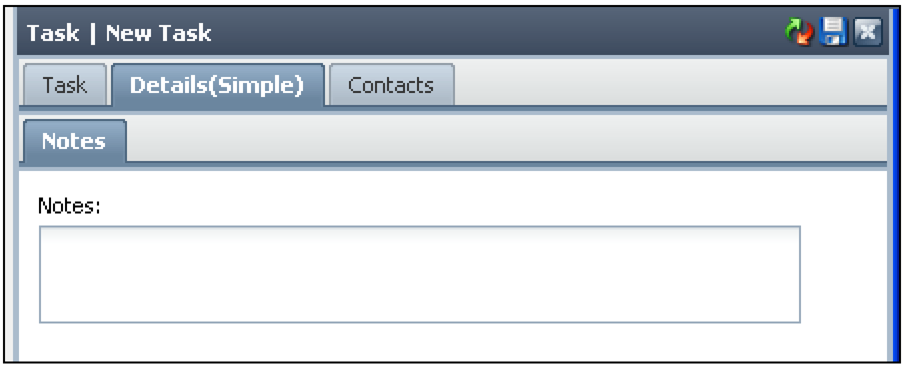
It is possible to create different types of Tasks such as Simple, Project, Audit / Test or Advanced.

- On the **Task** tab, select an option from the **Type** drop-down menu.

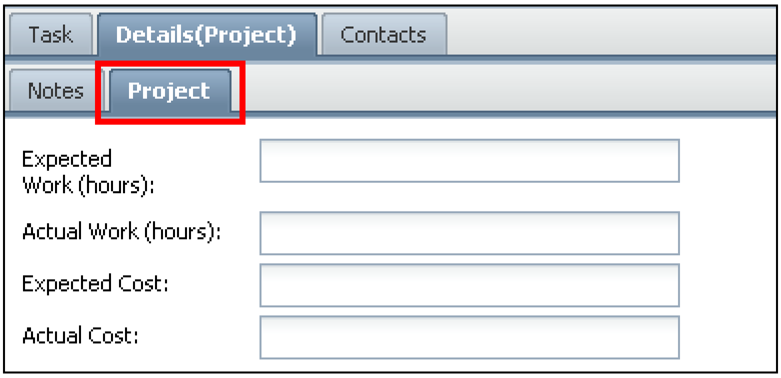


Depending on your selection under **Type**, the **Details** tab will change as follows:

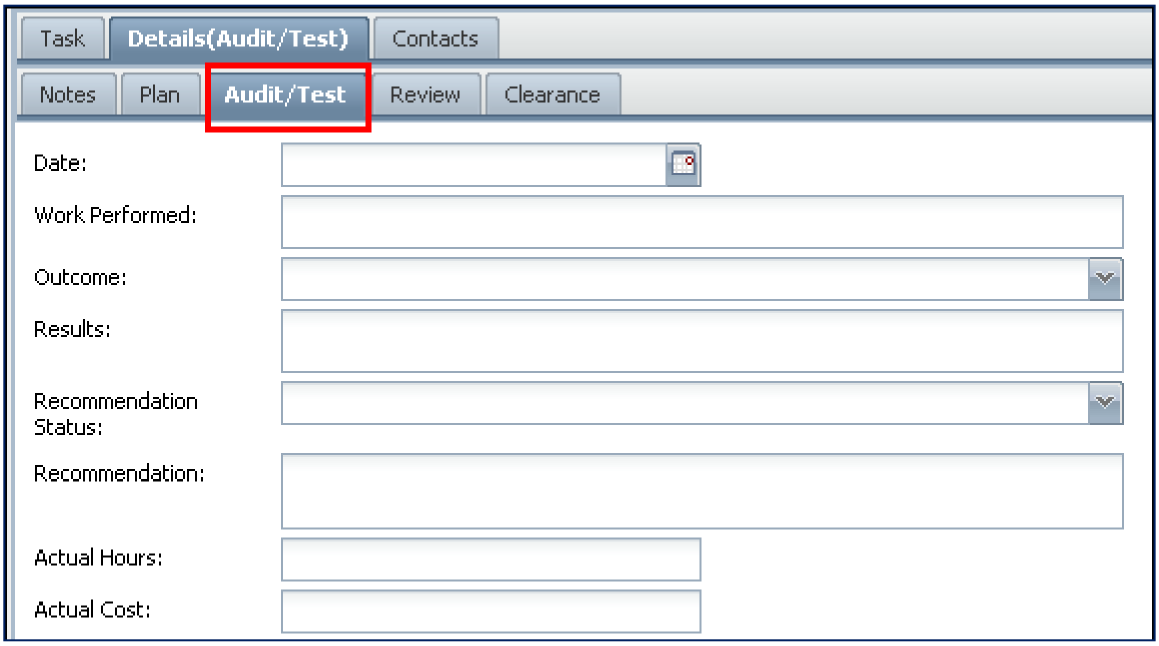
A Simple Task:



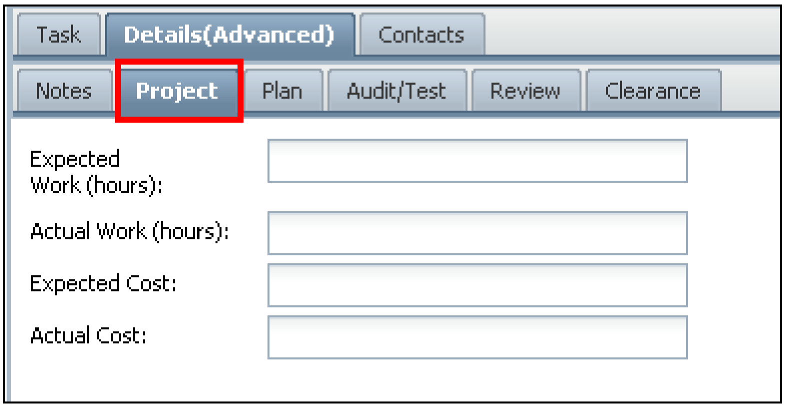
A Project Task includes the **Notes** tab, but also has a **Project** tab:



An Audit / Test Task has additional tabs and fields:



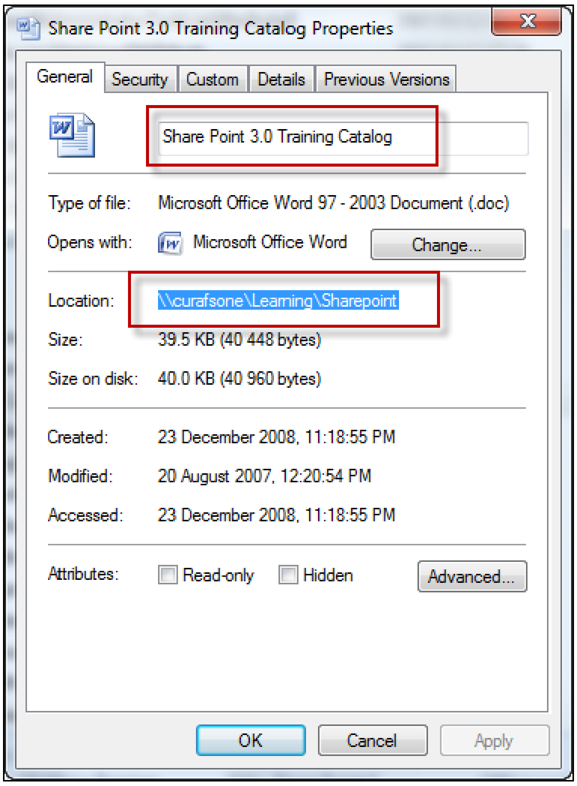
An Advanced Task includes the Audit fields, but also has Project fields:



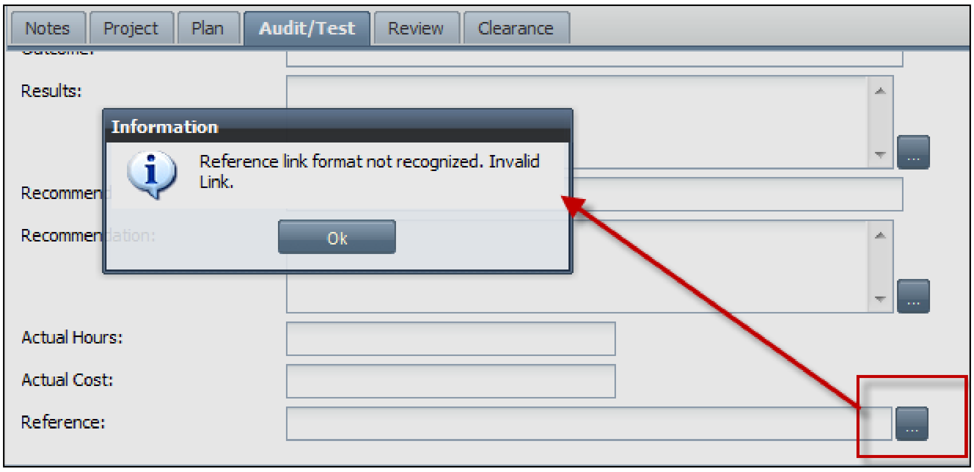
ADDING A DOCUMENT IN A TASK

You will notice that the Project, Plan, Audit/Test, Review and Clearance tabs all contain a “Reference” field. This field can be used to create a link to a network location or document, or an email address.

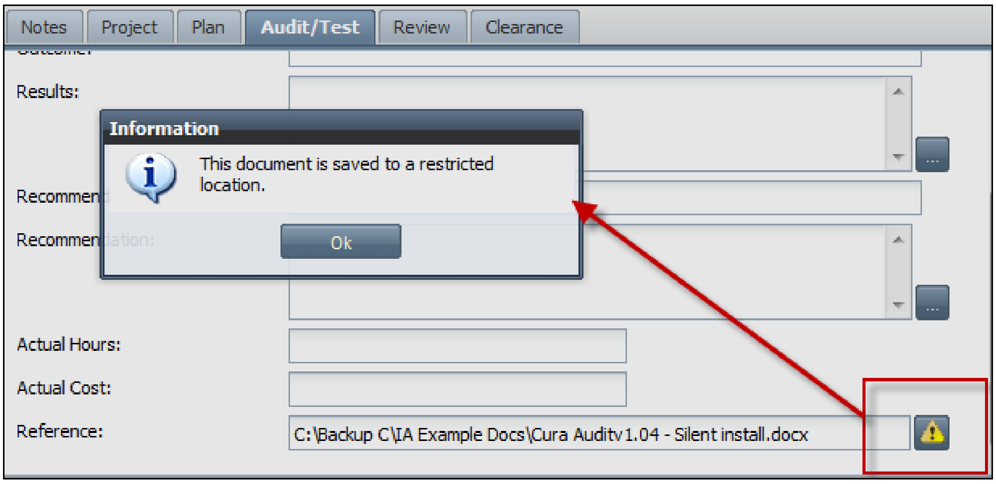
- To create a link to a particular document, simply type in the location (i.e. address) of a document that is saved on a publically accessible network drive. This address can be copied from the Windows Explorer window, e.g.\\networkname\foldername\documentname.extension



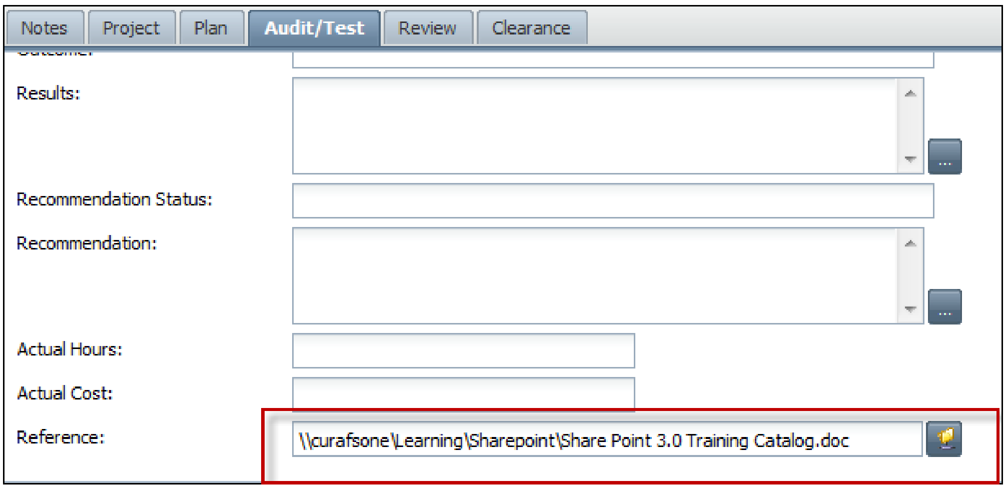
- **Note!** You must include the file extension type, e.g. documentname.doc / docx, for the address to be recognized.
- Clicking on the browse or **Search** button when the field is empty will display the following error message:



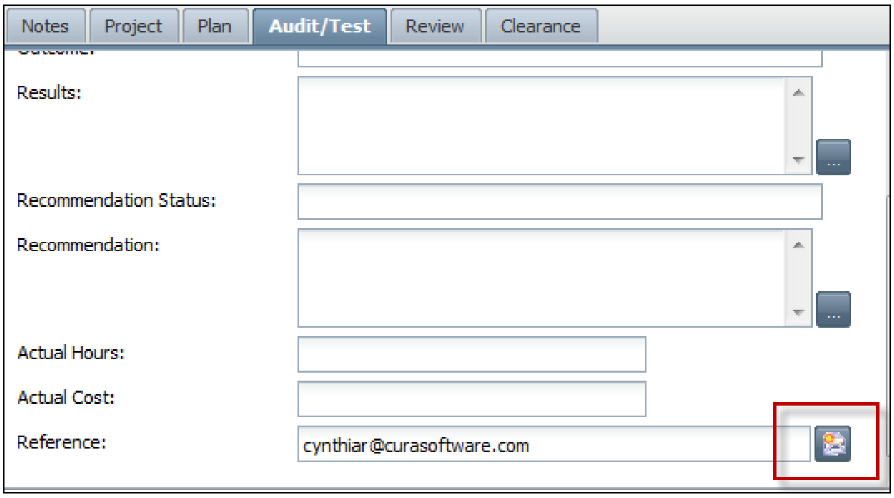
- Creating a link to a document on your C:drive will display the error “This document is saved to a restricted location”:



- When you have entered a valid document address a folder icon is visible – click on the icon to launch the file:



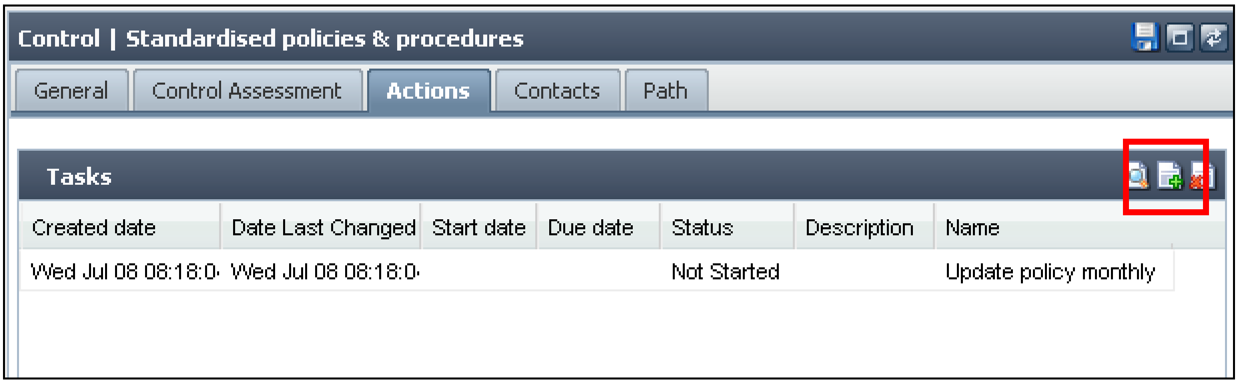
- When you have entered a valid email address, e.g. myname@mycompany.co.za, a folder icon is visible – click on the icon to launch a new email window:



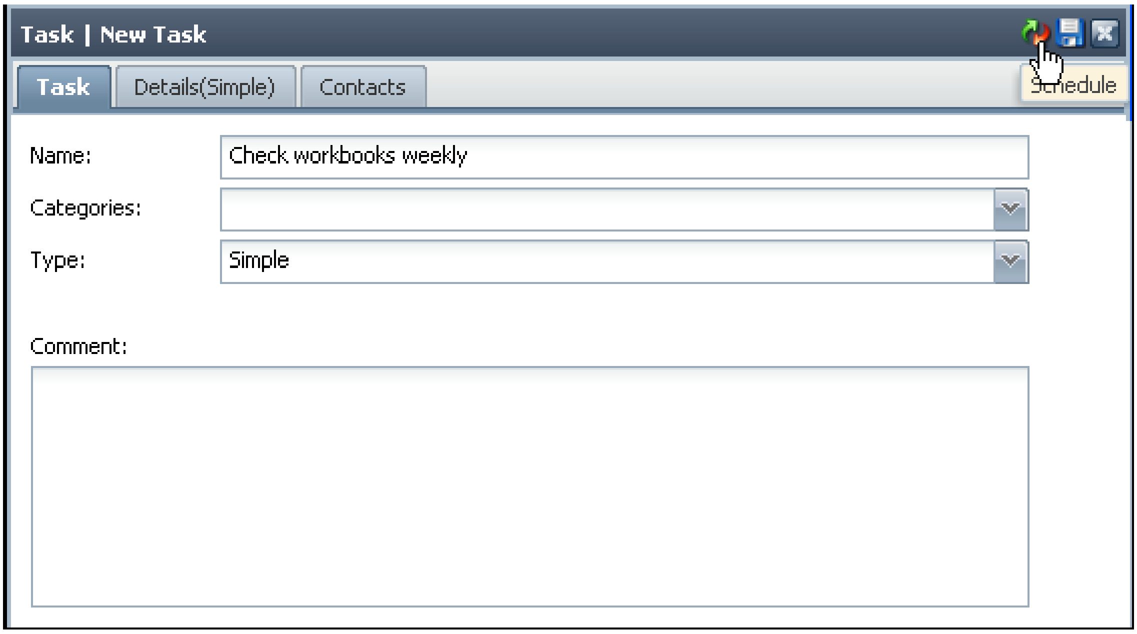
ADDING A RECURRING TASK

A Recurring Task is a task that needs to be repeated according to a schedule. For example, fire extinguishers must be checked the first day of every month to ensure they are operational.

- To create a Recurring Task, access the area within Cura where you want to add a Task e.g. a Control, and click on the **Actions** tab.
- Click on the **Add New** icon:



- Enter a Name, Type and Category.
- Click on Schedule:

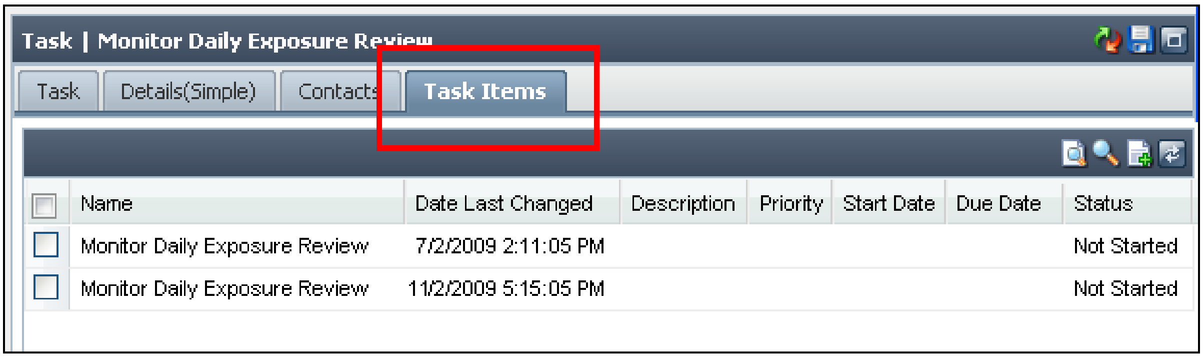


- Select the **Recurrence Pattern**, e.g., Monthly, and select the option that applies to your Task, e.g., the first Monday of every third month.
- Select the **Start date** of the schedule
- Select the **End date** of the schedule.
- Click on the **Specify Offset** drop-down menu to select a different timezone for a user in another country/timezone.
- Click on the **Save & Close** to save the schedule.
- Enter the rest of the details as required.
- Click on **Save** to save the recurring task.

UPDATING A RECURRING TASK

As a Recurring Task serves as a template for all future instances of each recurrence, you will need to update the individual Task Items generated for each occurrence.

- Open a recurring Task and click on the **Task Items** tab:



- Click on the Task Item (Cura will display the next occurrence of the Task).

- The individual Task screen will be displayed.

- Update the Task item and click on **Save**.

WORKING WITH CONTACTS

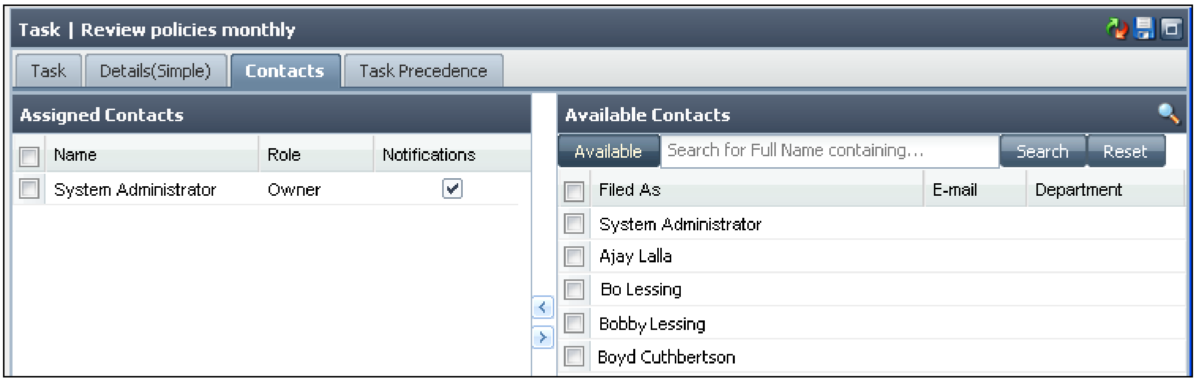
A **Contact** is a person within an organization's database to whom a certain responsibility can be assigned, such as a Task Owner, Control Owner, Risk Champion etc. A Contact person does not have to be a Cura User as they will still receive e-mail notifications from Cura, via the organization's e-mail application.

An item such as a Risk, Control or Task can have more than one Contact. You cannot add new Contacts; you can only assign one from an existing Contact list. When you delete a Contact, you are merely removing the Contact person from the item, Control or Task. You are not deleting the person from the database.

ASSIGNING CONTACTS

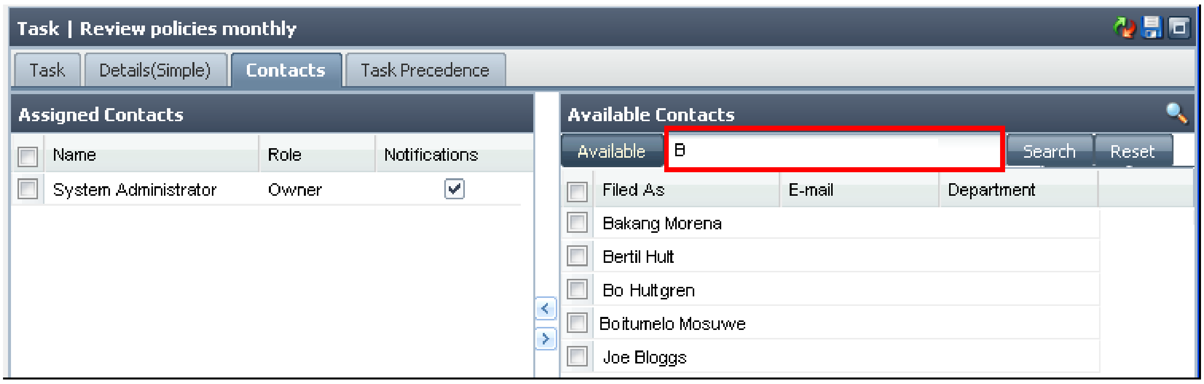
How to assign Contacts to a Task:

- Navigate to a **Task**, and click on the **Contacts** tab:



- The User who created the Task will be displayed as an **Assigned Contact** by default.
- A list of all Contacts who have been used within that Assessment will be displayed in the right hand **Available Contacts** pane.
- Click in the check-box next to the **Contact** name and then click on the left arrow in the middle to assign them to the Task.

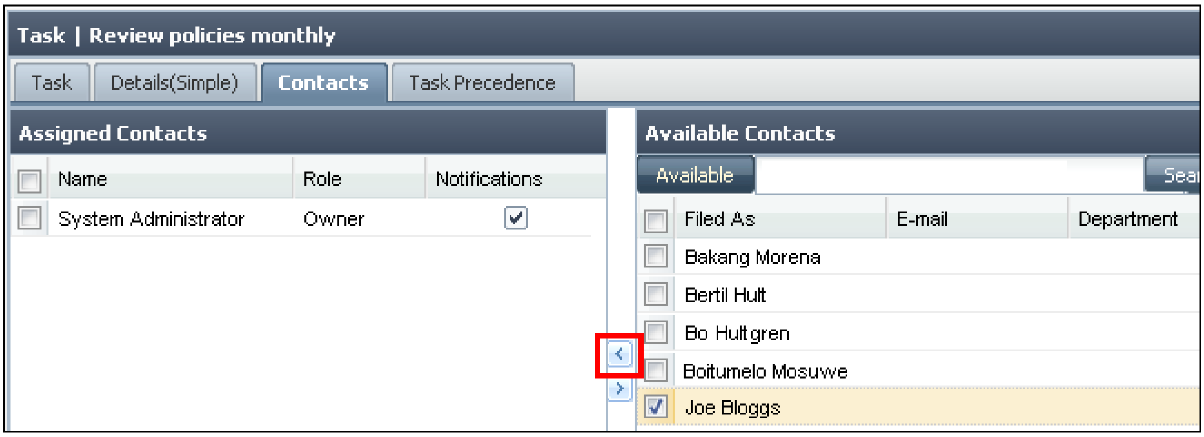
- If you cannot see the name of the Contact in the right hand pane, enter your search criteria in the field next to the **Available** button and click on **Search**:



- **Note**: this option will only search through the **Available Contacts** – contacts who have been used in this assessment.

- A list of the Available Contacts that have met your search criteria will now be displayed under **Available Contacts** in the right hand pane

- Click in the check-box next to the **Contact** names and click on the left arrow in the middle to assign them to the Task.



- Click on **Save** to save the changes.

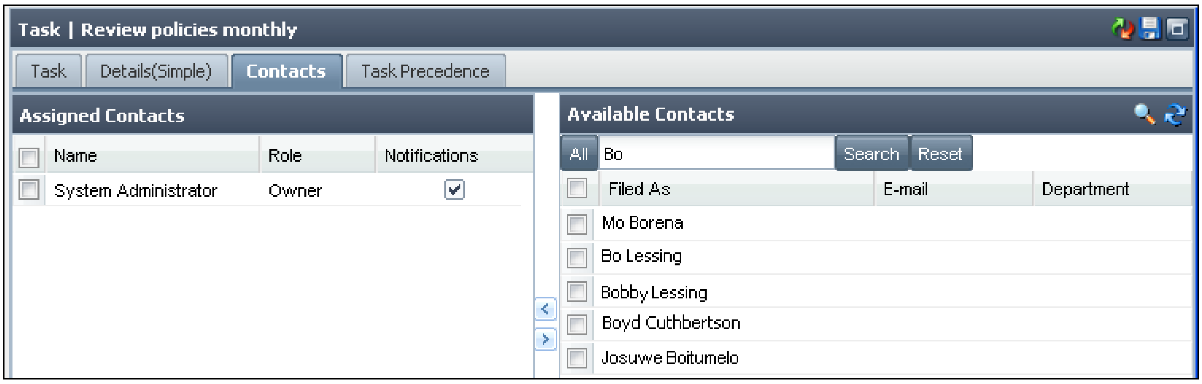
SEARCHING ALL CONTACTS

- If the Contact person you wish to assign cannot be found using the **Available** search function, you will need to search though the full Contact list to locate them.

- Click on the **Available** button in the right hand pane so that it changes to **All**.

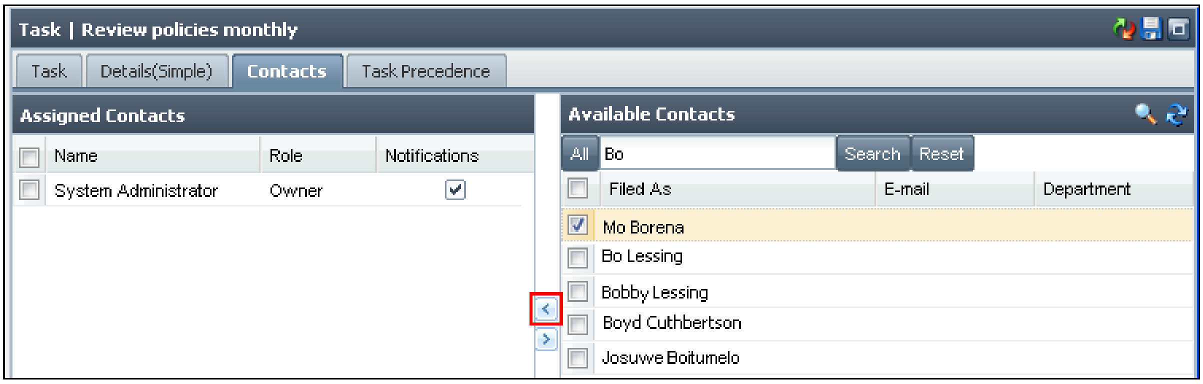
- In the filter box, type in the person's name or surname, then click on **Search**

- A list of Contacts that have met your search criteria will be displayed in the right-hand pane:



- **Note**: the default search criteria used here is "name or surname contains" - the search will return all the contacts where the search criteria are found anywhere in their First Name or Surname.

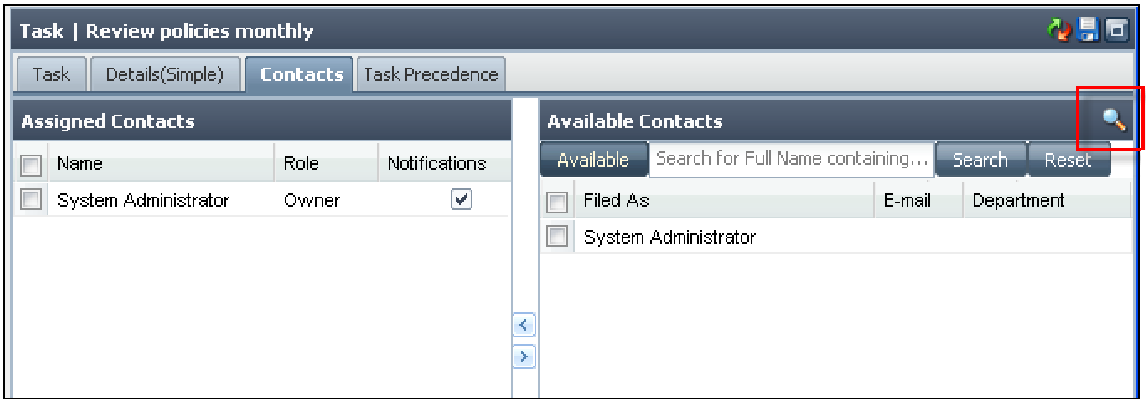
- Click in the check-box next to the **Contact** name in the right hand side and then click on the arrow in the middle to assign them to the Task.



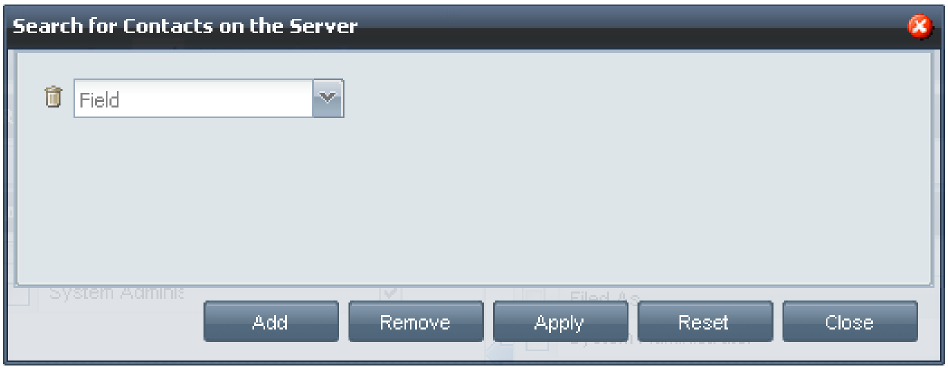
- Click on **Save** to save the changes.

DETAILED SEARCH OF ALL CONTACTS

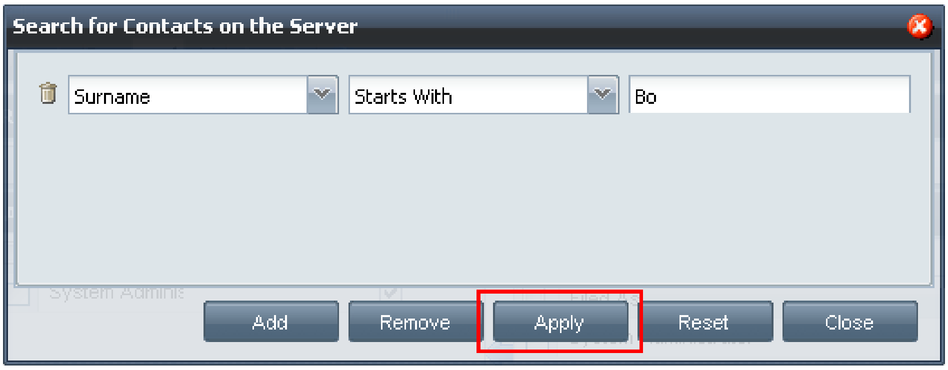
- You can create a detailed search of the full contact list by clicking on the **All Contacts Search** (magnifying glass) icon.



- The following window will be displayed:



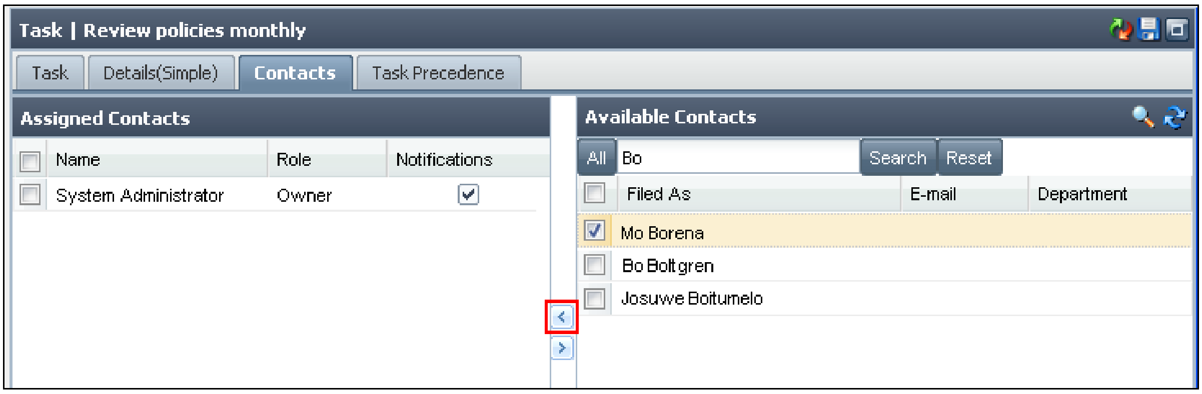
- Enter your search criteria such as 'Surname starts with Bo,' then click on **Apply**:



- A list of Contacts that have met your search criteria will be displayed in the right-hand pane.

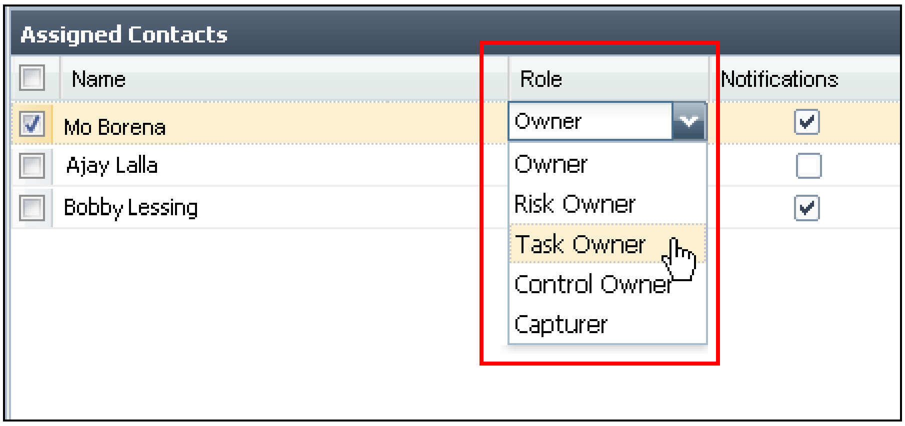
	Important: It is recommended that you enter detailed search criteria in order to return the most accurate results.

- Click on the **Contact** name in the right hand side and then click on the arrow in the middle to assign them to the Task.



ASSIGNING A ROLE TO A CONTACT

- Once you have located the Contac and moved them to the left hand **Assigned Contacts** pane, you will need to assign a role to the Contact.
- Select the **Role** to indicate the responsibility of the Contact person from the drop-down box.
- **Note**: It is very important to set the roles correctly as the contact's role will determine the email notifications that are sent to them and will also be displayed on Reports.

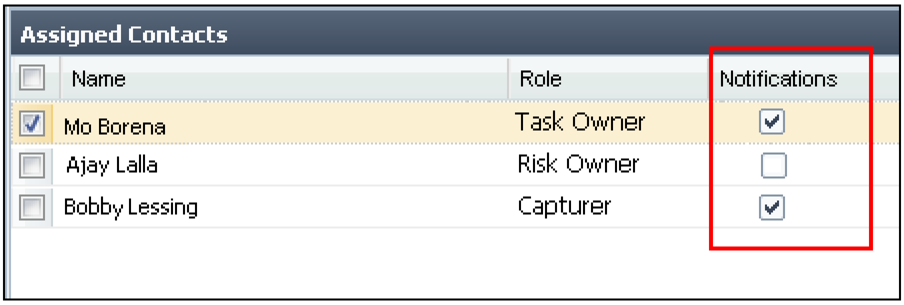


- Click on **Save** to save the changes.

SETTING NOTIFICATIONS

- Once you have selected a contact and assigned a role to the Contact, you will need to determine whether they should receive e-mail notifications or not.

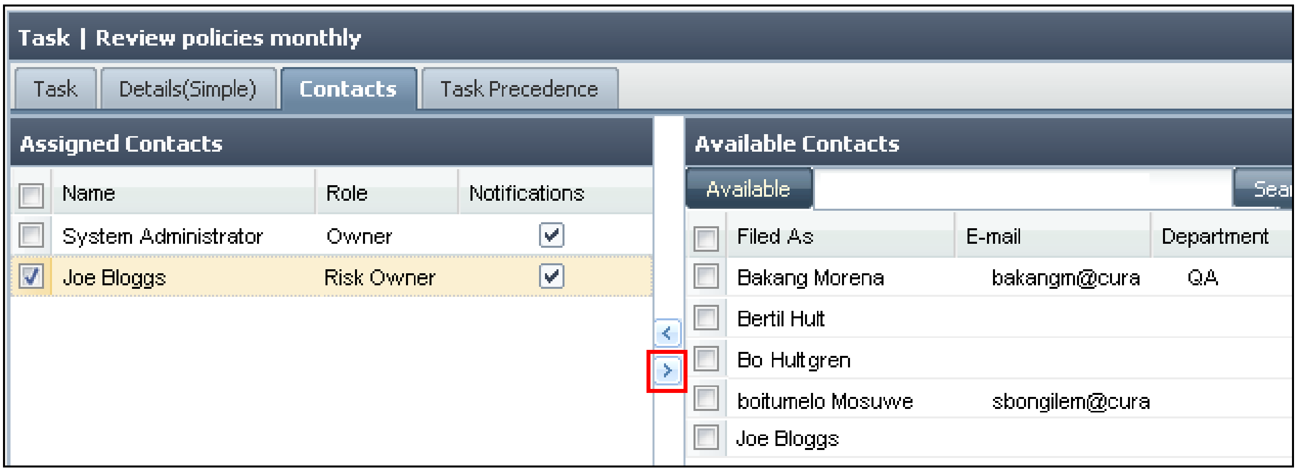
- If the contact must receive emails notifying them that they have been assigned as a Contact/Stakeholder, click on the **Notifications** tick-box.



- Click on **Save & Close** to save the changes.

REMOVING CONTACTS

- Click on the Contact name in the left pane and click on the right arrow in the middle:



- Click on **Save** to save the changes.

Remember: You cannot edit a Contact's details, but you can edit the role they have been assigned at any time by returning to the Contacts tab of a Risk, Control or Task. If you cannot find a contact within the database, ask your Cura administrator to add them.

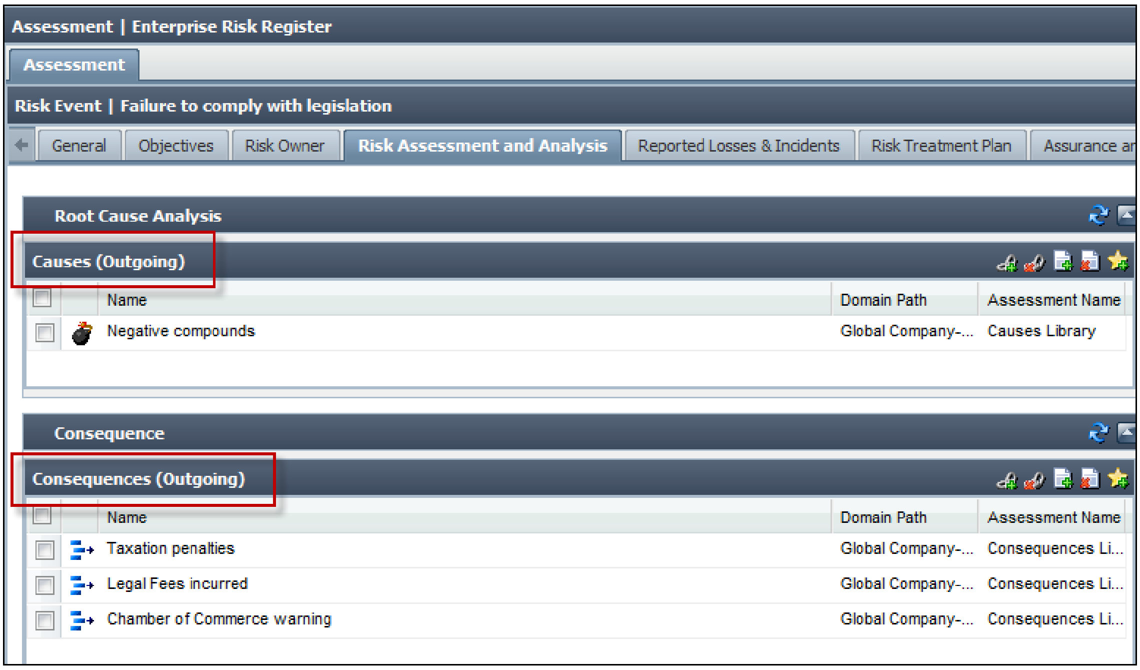
CREATING LINKS

Cura Web Assessor allows you to link Assessment items from diverse methodologies, such as Risks and Controls, to other elements in the database. You can **create one or multiple links** in order to indicate a relationship between these items. For example - a Risk could be linked to an Incident, and an Incident could be linked to an Audit Finding.

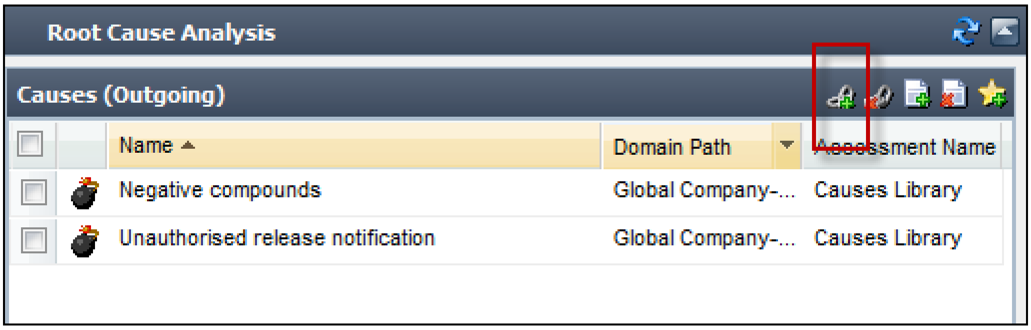
Note: The allowed **Incoming** and **Outgoing** Links settings are determined by your Cura Administrator, so your view may differ from the example presented here. You will be able to **create new items/elements** during the linking process itself.

LINKING ITEMS

- Access the **Links** tab of an Assessment item. In this example we have accessed the Links areas of the **Risk Assessment and Analysis** tab.
- **Note**: depending on your methodology configuration, your Links may be located on a Risk, Control, Assessment, a tab or any other element:

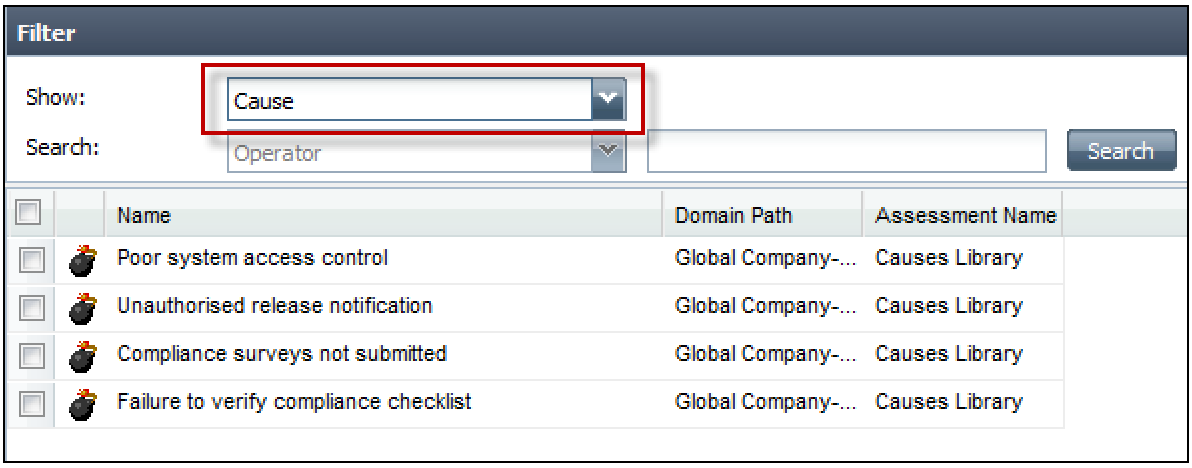


- Click on the **Link Items** button to create an outgoing link to a specific item:



- Click on **Search** to find the items which can be linked.

Note: in the Search window, only those methodologies and elements specified in the methodology Workflow are visible. In the example below, only Causes can be linked in this area:

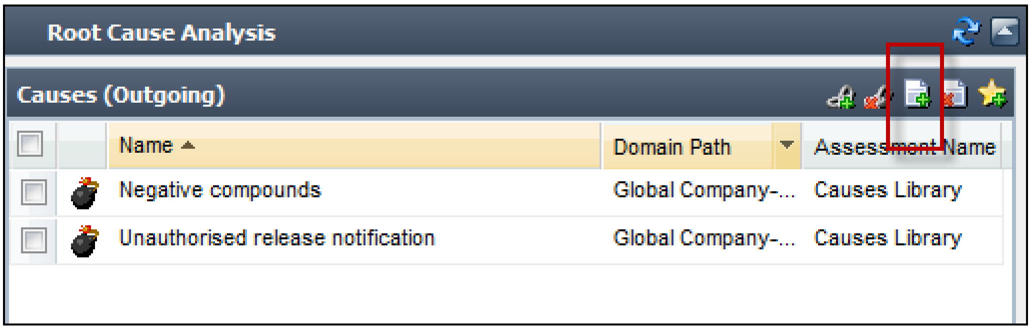


- Click in the check-boxes next to each item to be linked.

- Click on **OK**. The items are displayed in the **Links** list.

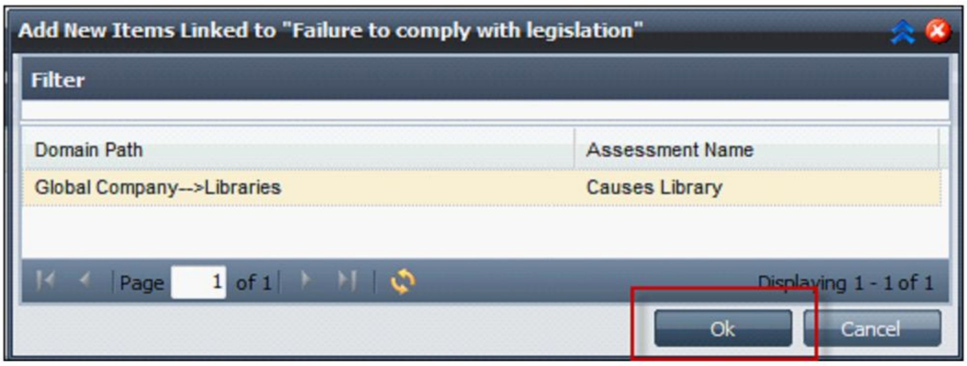
ADDING LINKED ITEMS

- Click on **Add Linked Items…** to create and link a new element:



- Searching on an Item will display all the relevant Assessments and domains.

- Click on the Assessment where the item must be added and click on **OK:**



- Capture the data for the new item and click on the **Save** button.

- Click on **Close** to return to the original tab.

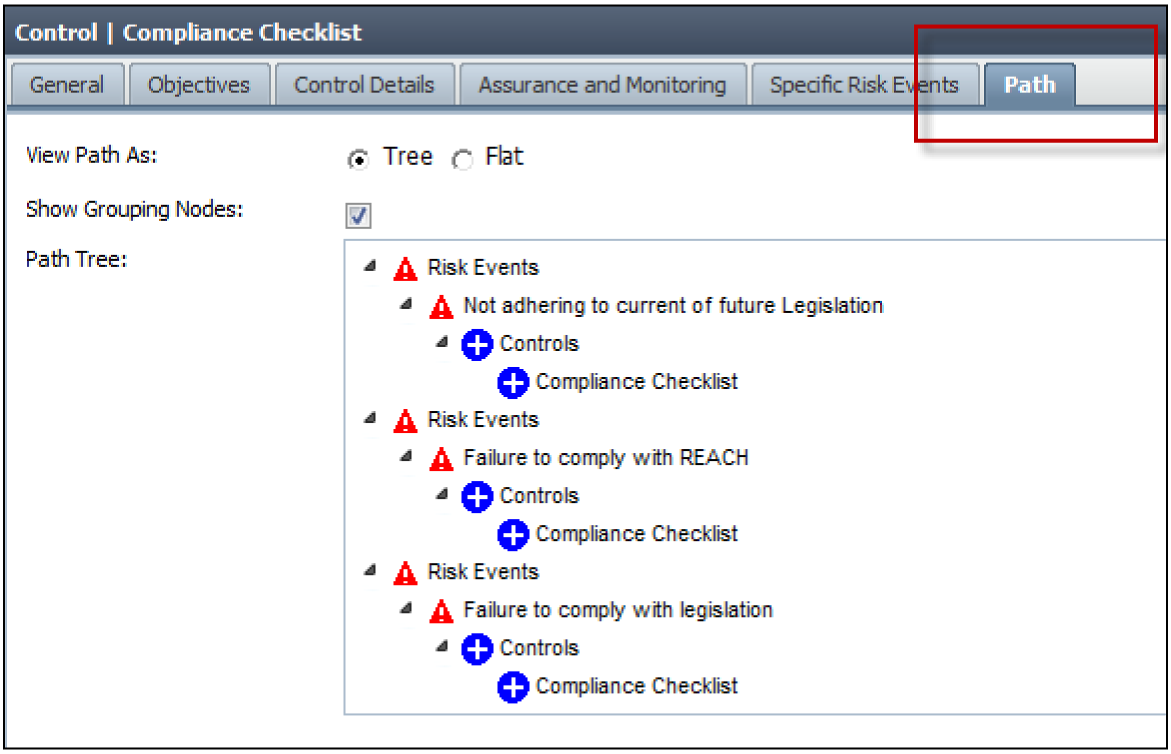
- Click on **Close** to exit the element.

Note: The names of these linked items now function as shortcuts, so that you can navigate to these specific areas with ease by double clicking on them.

PATHS

Cura Assessor makes it possible to have a bird's eye-view of how a specific Risk has been mapped out in relation to the associated Controls. When you are setting up assessments, use this function to either track or view how the Path of your risk model is unfolding. Paths are also very useful when working with a Knowledgebase because an element can be traced to its location and position in the Knowledgebase.

- To view a particular Control's path, navigate to the Control and click on the **Path** tab.
- A particular Control may be used by more than one Risk and so, by viewing the **Path** tab, you can instantly see which Risks have the particular Control linked to it:



Note: The **Path** tab will only be populated once you have saved and closed the Risk. When you re-open this Risk, the Path tab will allow you to see how a specific Risk has been mapped out in relation to the associated Controls.

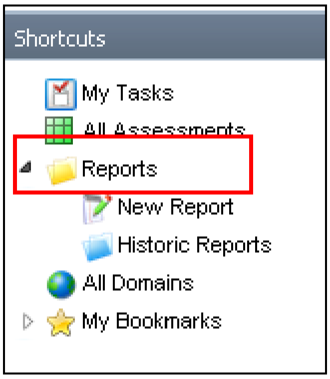
GENERATING REPORTS

Cura Web Assessor allows you to run Reports, giving you to access vital information quickly and easily.

THE REPORTS SHORTCUT

This function allows you to run new or existing Reports.

- To access this feature, click on the **Reports** link on the Shortcuts bar:

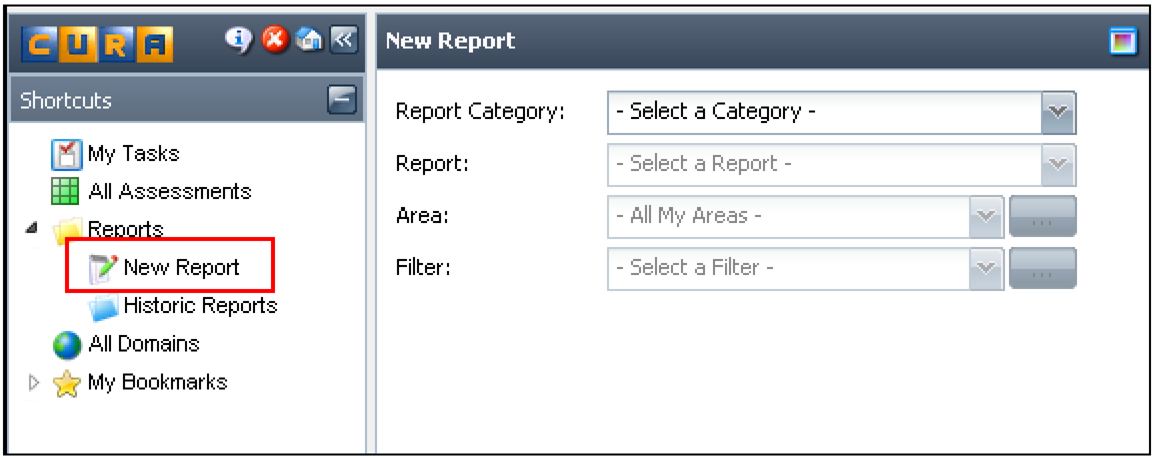


GENERATING NEW REPORTS

How to generate a new Report:

- Click on the **Reports** link on the **Shortcuts** bar.

- Click on the **New Report** shortcut:

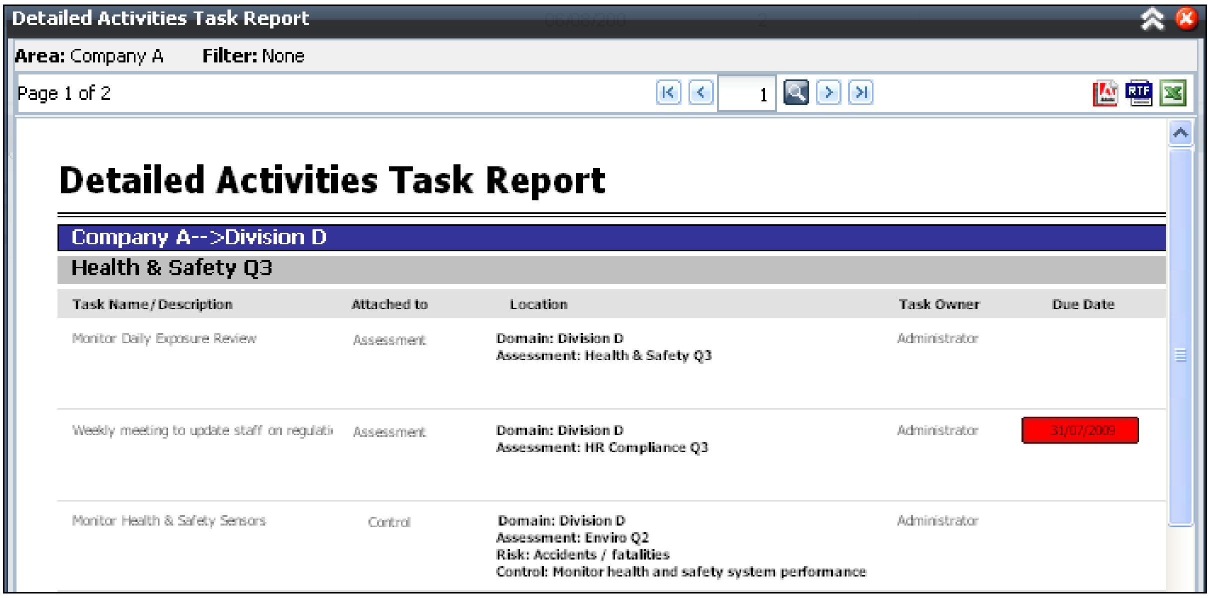


- Select the **Report Category** and **Report** you want to generate.

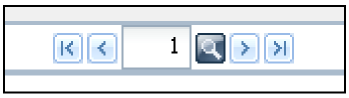
- Select the **Area** (Domain/s or Assessments) for which you would like to run a report by clicking on the browse button. **Note**: using the default **All My Areas** option will find all data you have access to, based on your logon ID.

- When you have selected the Reporting criteria, click on the **Run Report** icon:

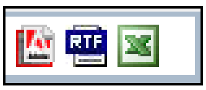
- The Report will be displayed in a new window:



- You can page through the Report by using the page navigation links:



- You can also save the Report in various formats such as Adobe PDF, Microsoft Office Word or Excel by clicking on the relevant icon:



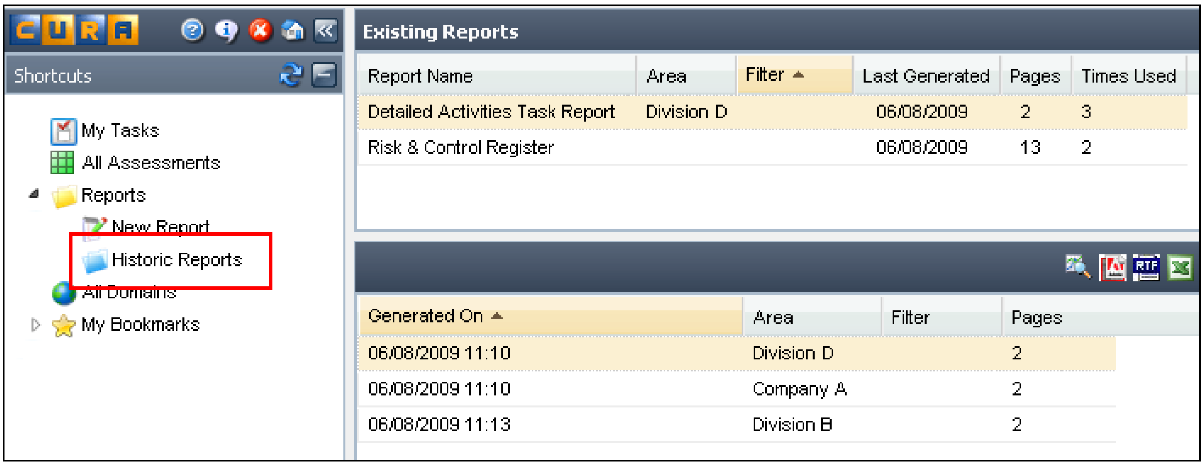
- For example, click on the Adobe Acrobat link  to open or save the Report in Adobe Acrobat format:

HISTORIC REPORTS

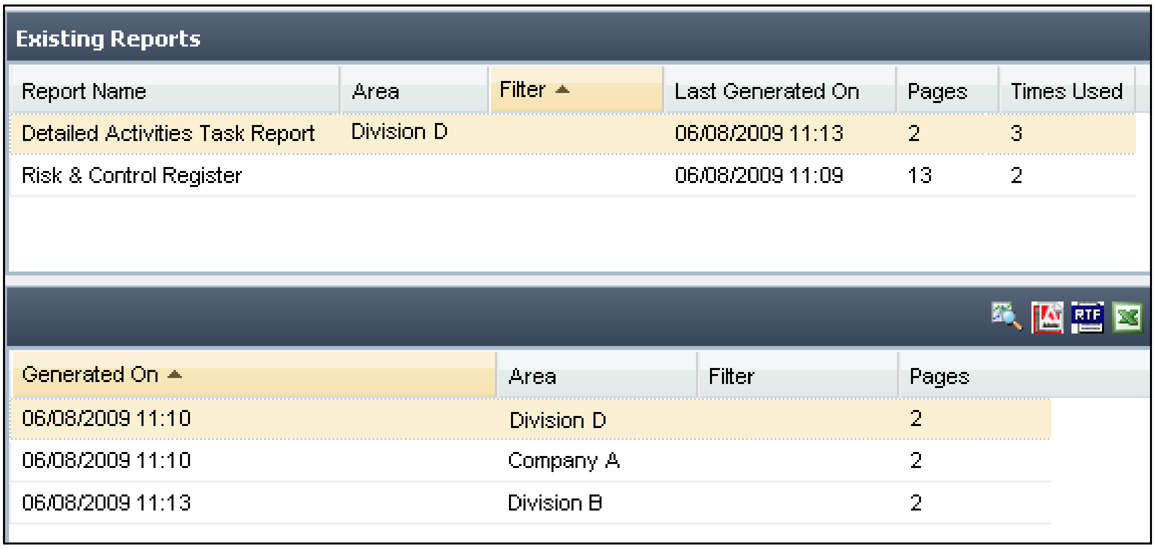
The Historic Reports function allows you to display an instance of a Report that has been generated.

How to display historic Reports:

- Click on the **Reports** link on the **Shortcuts** bar.
- Click on the **Historic Reports** shortcut.
- All the Reports that have been generated previously will be listed:



- Click on a **Report** name to view the instances of the report in the details pane below.



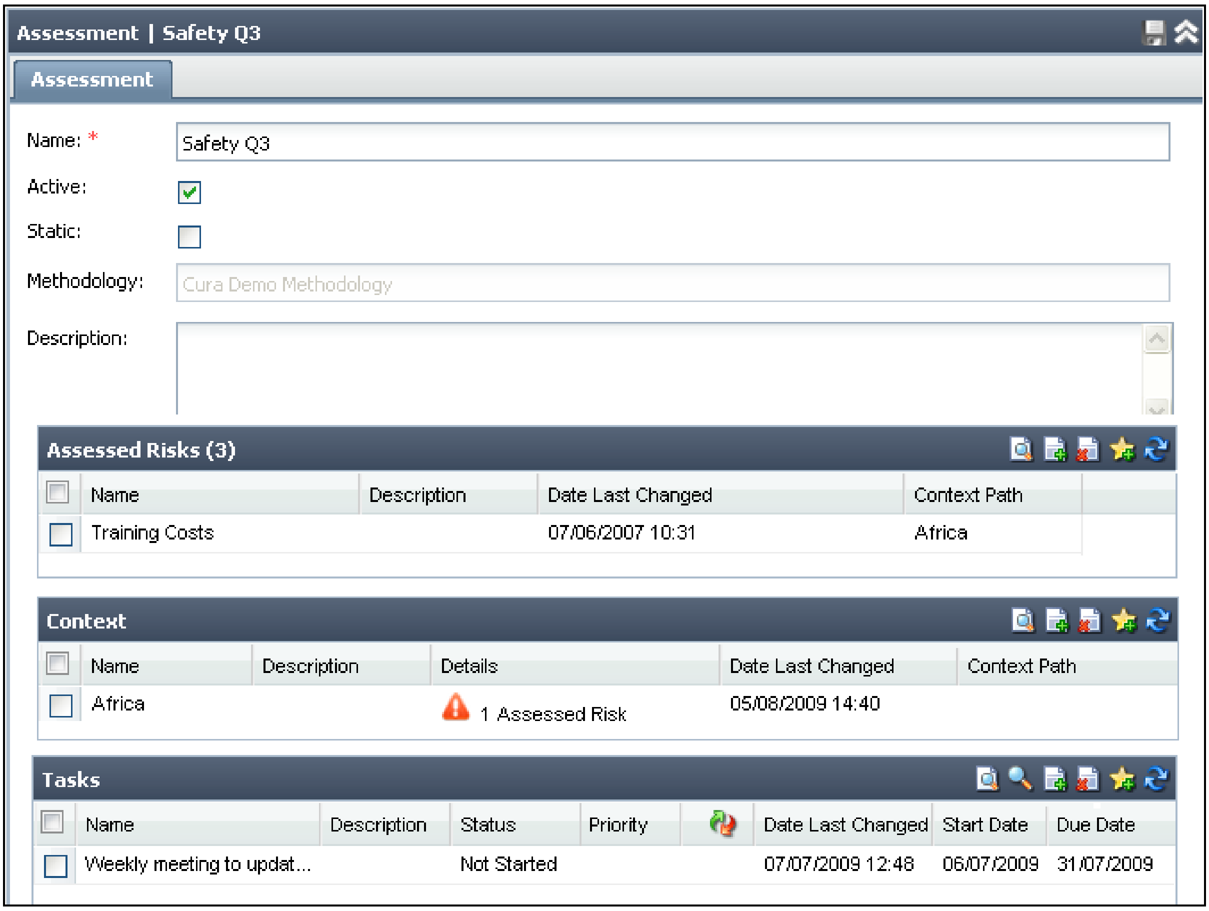
- Select the instance of the report you would like to run in the details pane.
- Click on the **View** icon on the details pane toolbar.
- The report is displayed in a new window.

APPENDIX A

WORKING WITH CONTEXTS IN AN ASSESSMENT

A Context is a way to group Assessment items such as Risks or Issues into categories within your Assessment. Contexts enable these Risks or Issues to be categorized for easy reference when printing reports. Examples of Contexts are sections or sub-sections of an act.

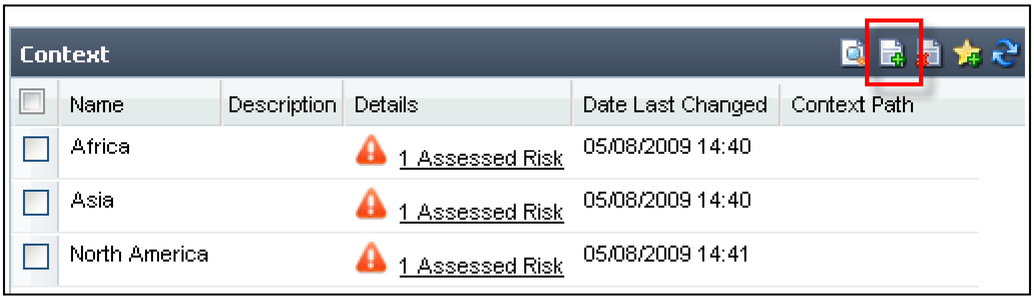
The way in which a company's methodology has been set up will determine if contexts are mandatory or not. When viewing an Assessment you will see the associated Risks, Contexts and Tasks:



ADDING, EDITING OR DELETING CONTEXTS

How to add new contexts:

- Navigate to an Assessment and scroll down on the **Contexts** list pane to access the Contexts in that Assessment.
- Click on the **Add New** button to add a new Context to the Assessment:

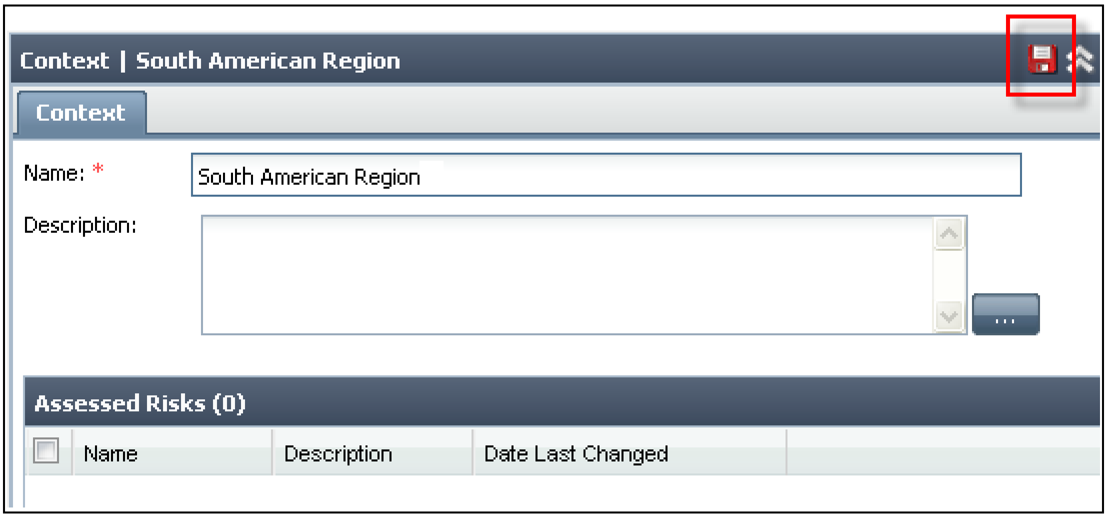


- Enter a **Name** and a **Description** and click on **Save** to save the new context:

- You can now choose to go to Risks or add a Sub-Context. A Sub-Context can create another level within your Assessment within which to group your Risks.
- Click on the **Add New** button to add a new Sub-Context to the Assessment:
- Enter a **Name** and a **Description** and click on **Save** to save the new context:

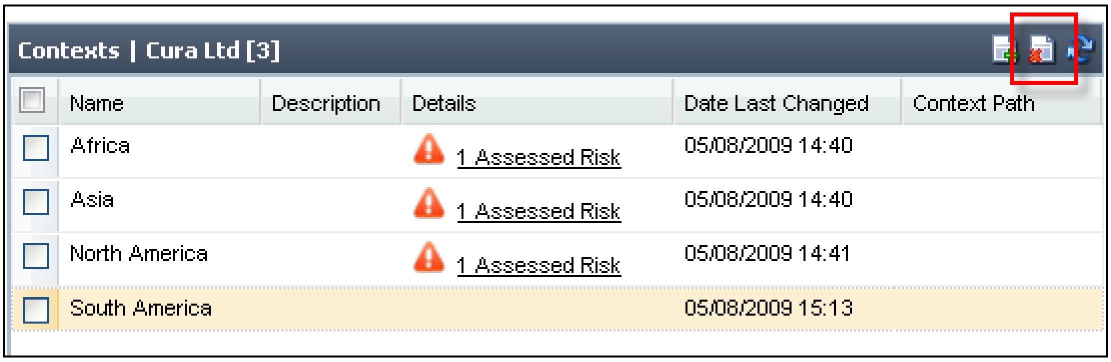
EDITING A CONTEXT

- To **edit** a Context, select a Context from the list and make the necessary changes.
- Click on **Save** when you have finished editing the context:



DELETING A CONTEXT

- To delete a context, select a Context on the Contexts list pane and click on **Delete**:



- A confirmation dialog box will be displayed, click on **OK**.

DOCUMENT CONTROL

Ver	Updated	Author	Revisions
3.5.0.0	22/04/2010	SR	Updated layout for 3.5 release. Changed layout.
3.6.0.0	03/05/2010	SR	No changes required
3.6.0.0	21/05/2010	CR	Added section on “Adding a Document” to Task section
3.6.0.0	18/06/2010	CR	General edits incorporating ERM doc edits.
3.6.2.0	13/08/2010	CR	Refresh / F5 no longer logs user out. Removed ref.
3.6.3.0	04/10/2010	SO	Transferred document to new template
3.7.0.0	07/02/2011	CR	Spacing, TOC
3.7.0.2	01/07/2011	CR	3702 Release.