

## Update a KRI

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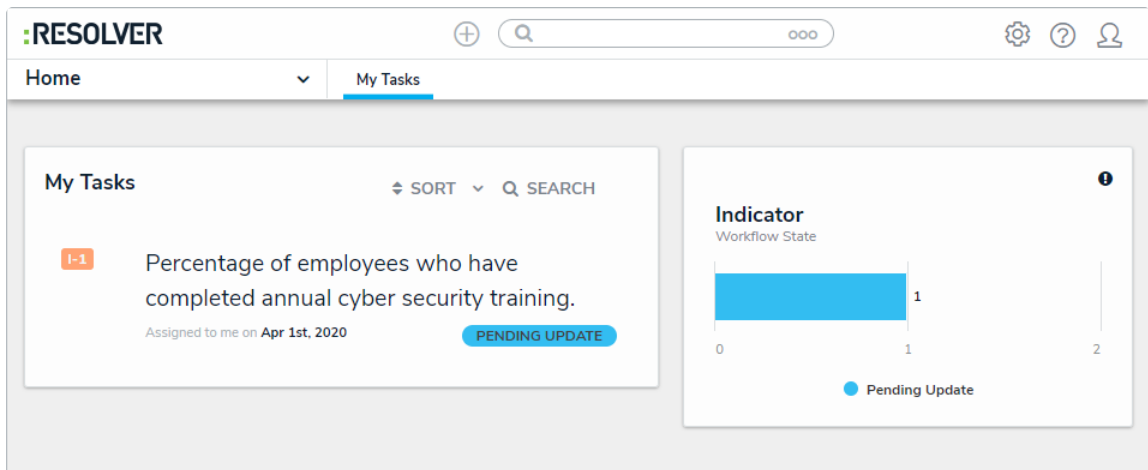
A **Key Response Indicator (KRI)** is attached to a risk. When it's created, a KRI is assigned to the Indicator Owner, responsible for ensuring that the current value(s) of their assigned KRIs are up to date. All KRIs that require action from the Indicator Owner appear on the [My Tasks](#) page. The Key Risk Indicators (KRIs) activity in the [Portal](#) allows Indicator Owners to view KRIs pending review, as well as the ones in a **Monitoring** workflow state.

The screenshot shows the Resolver interface for Key Risk Indicators (KRIs). At the top, there is a navigation bar with the Resolver logo, a search bar, and user settings. Below the navigation bar, the 'Portal' dropdown menu is open, showing 'Key Risk Indicators (KRIs)' as the selected option. The main content area is titled 'Key Risk Indicators (KRIs)' and contains three sections: 1. 'Key Risk Indicators (KRIs)' with a sub-header and a description: 'The KRI portal provides an overview to all the KRIs that you have been assigned as an indicator owner.' 2. 'My Indicators Pending Update' with a sub-header and a description: 'The following indicators require an update to the current value.' It lists one indicator: 'Percentage of employees who have completed annual cyber security training.' with a 'Pending Update' button and a description: 'How many employees are up to date with their training on mitigating these risks?' 3. 'My Indicators in Monitoring' with a sub-header and a description: 'The following indicators are in monitoring. No action is required at this time.'

*The Key Risk Indicators (KRIs) activity in the Portal.*

### To update a Key Risk Indicator:

1. Log into a user account from the **Indicator Owner** user group to display the **My Tasks** page.
  - Alternately, you can click the dropdown in the nav bar > **Portal** to open the **Key Risk Indicators (KRIs)** activity.



2. Click a control to open the Indicator form.

The screenshot shows the 'INDICATOR' form for 'Percentage of completion of BCP training'. The form has a blue header with the title 'INDICATOR' and a close button. Below the header, the indicator name 'Percentage of completion of BCP training' is displayed, along with an 'IND-2' tag and a 'MONITORING' dropdown menu. The form is divided into three tabs: 'Details', 'History', and 'Communications'. The 'Details' tab is active. The 'Indicator Details' section includes a 'Description' field, an 'Indicator Owner' field with a search input, and a 'Key Dates' section. The 'Key Dates' section contains instructions and two date pickers: 'Due Date' and 'Reporting Date'. The 'Due Date' field is highlighted with a yellow border.

*The Indicator form.*

3. Optional: Edit the name in the Indicator Name and Description fields as needed.
4. In the Input Current Values section:

- a. Enter the current value of the KRI in the **Current Value** field.
- b. **Optional:** If this KRI must be granted a different rating than the automatically generated one, change the value of the **Override Required?** field to **Yes**. Select the new indicator rating in the **Override Value** select list.
- c. Enter an explanation for the KRI's current value in the **Indicator Commentary** field.
- d. **Optional:** Drag or browse for a file in the **Supporting Attachments** field. Files can be up to 100 MB in size and most file types are accepted. However, you cannot upload files with the following extensions:
  - .bat
  - .exe
  - .gif
  - .sh
  - .dll
  - .com

### Input Current Values

Update Indicator values for this period.

**Target Value**  
12

**Range:** Values between or at the target limits are "On Target". Values between the target and threshold limits, or at the threshold limits are "Within Tolerance". All other values are "Out of Tolerance".

Threshold Lower Limit	Target Lower Limit	Target Upper Limit	Threshold Upper Limit
5	10	15	20

**Current Value** ⓘ

**Indicator Rating**  
On Target

**Override Required?**

**Override Value**  
On Target

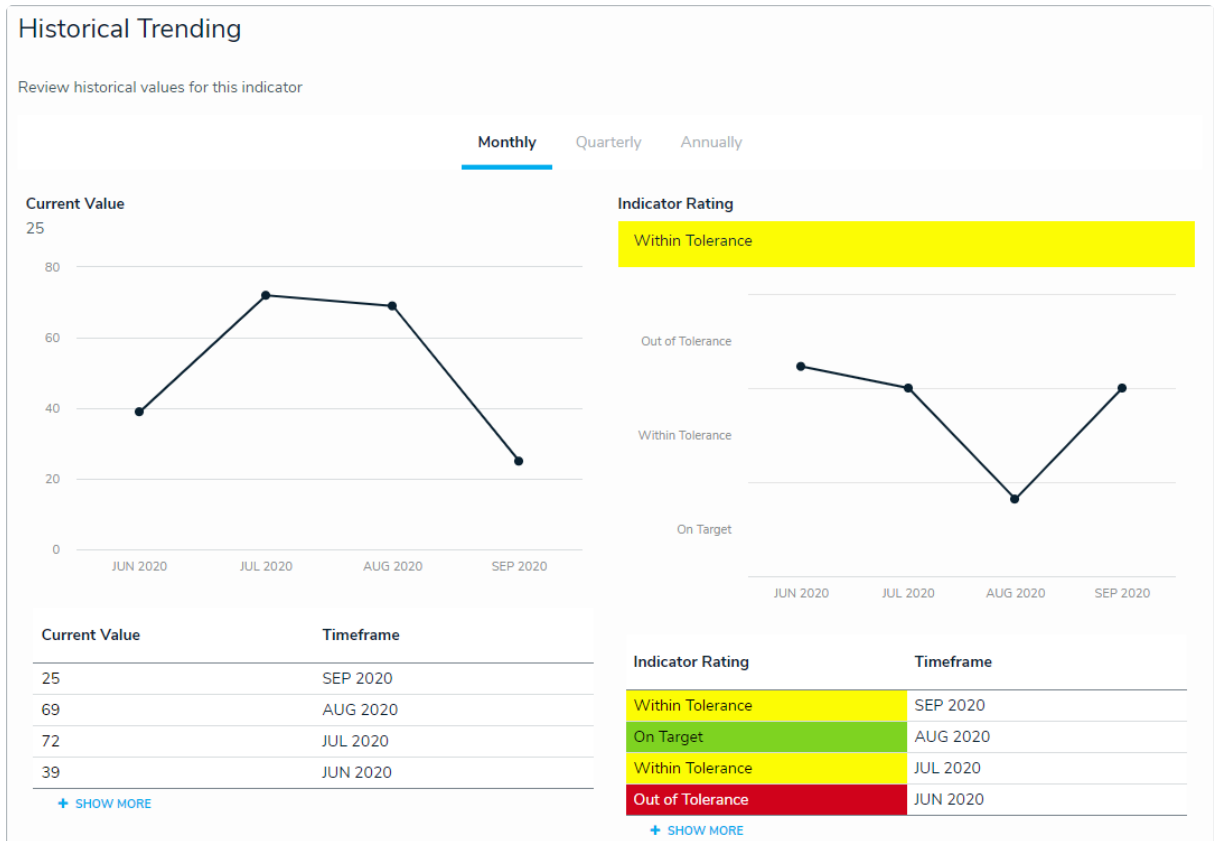
**Indicator Commentary**

**Supporting Attachments**  
Drag files here or click to select...  
or  
Click to add a web link to a file...

*The Input Current Values section.*

5. **Optional:** In the **Historical Trending** section, view historical data for the KRI's current value and

- Optional. In the **Historical Trending** section, view historical data for the KRI's current value and indicator rating on a monthly, quarterly, or annual basis.




The Historical Trending section.

- Optional: Expand the **Related Data** section to view the risks and objectives attached to the KRI. Clicking on a risk or objective will display its **Review Risk Assessment** or **Review Objective** form.

## Related Data ☰

**Risks**

Monogram	Unique ID	Name	Description	
	R-1.1	Cyber Security	The probability of exposure or loss resulting from a cyber-attack or data breach.	✕

**Objectives**

Monogram	Unique ID	Name	Description
<i>No data to display</i>			

*The Related Data section.*

- Optional: Add [comments](#), as needed.
- Click Complete Update.