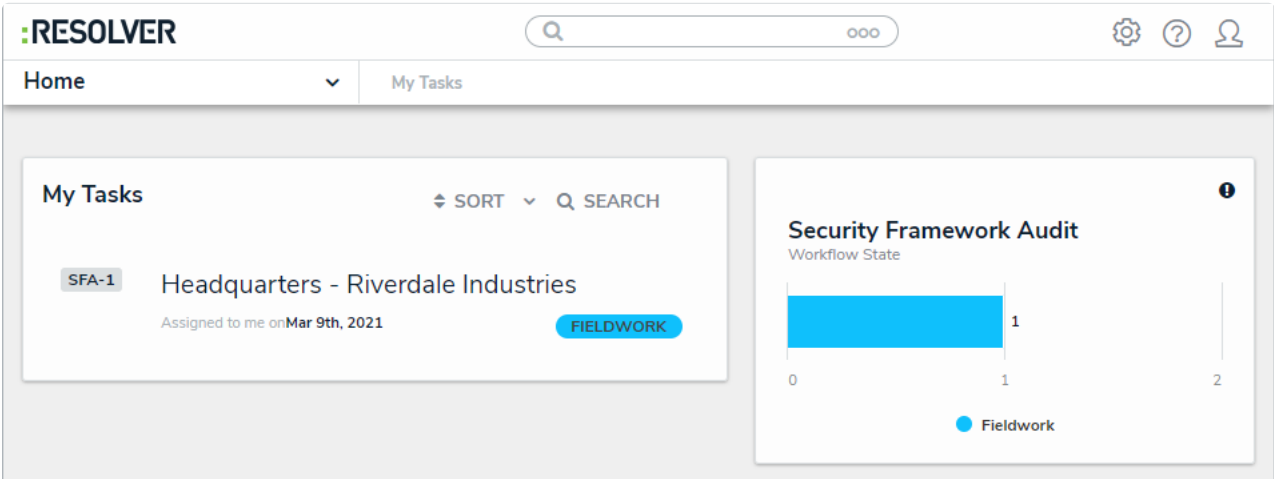


# Finalize Fieldwork

Last Modified on 11/15/2024 2:45 pm EST

Once an assessment has been [launched](#), members of the **Security Audit Fieldwork** user group can then access it and either complete each of its requirements, or attach issues and corrective actions. Once the fieldwork has been finalized, it will then be sent to the **Review** workflow state to be closed by a member of the [Security Assessment Team](#) user group. If it was set to be recurring, it will be reassigned to the same auditor in the **Fieldwork** phase at the date set in its **Expected Start Date** field next year. [GS: I couldn't find the framework workflow, but is this correct?](#)

All assigned assessments appear on the [My Tasks](#) page. [GS: The \*\*Fieldwork and Review\*\* form only appeared when I was a member of the Security Assessment Team user group. Using just the Security Audit Fieldwork user group gave me a read-only form. Is the user expected to belong to both user groups?](#)



The screenshot shows the Resolver interface. At the top, there is a navigation bar with the Resolver logo, a search bar, and user profile icons. Below the navigation bar, there are two tabs: 'Home' and 'My Tasks', with 'My Tasks' selected. The main content area is divided into two panels. The left panel, titled 'My Tasks', contains a list of tasks. One task is visible: 'SFA-1 Headquarters - Riverdale Industries', assigned on 'Mar 9th, 2021'. A blue button labeled 'FIELDWORK' is next to the task. The right panel, titled 'Security Framework Audit', shows a 'Workflow State' bar chart. The bar is blue and extends to the value '1' on a scale from 0 to 2. A legend below the chart indicates that the blue color represents 'Fieldwork'.

*An assigned assessment on the My Tasks page.*



While the steps below explain how to close an assessment in one sitting, it is likely that most assessments will take several days to complete.

## To complete an assessment:

1. Log into a user account that's been added to the **Security Audit Fieldwork** user group to display the **My Tasks** page.
2. Click an assessment in the **Fieldwork** workflow state to open the **Fieldwork and Review** page.

The screenshot displays the Resolver application interface. At the top, the Resolver logo and 'A KROLL BUSINESS' tagline are visible. The main header shows 'Applications' with a dropdown arrow. A search bar and utility icons (gear, question mark, user) are on the right. The assessment title 'Headquarters - Riverdale Industries' is prominently displayed, with a status indicator 'SFA-1' in the top right corner. Below the title, the section 'Step 4: Fieldwork and Review' is highlighted. A descriptive paragraph explains the current status: 'The assessment is now in active Fieldwork status, and is assigned to the auditor for completion. The entire assessment can be monitored at this step, with access to progress, current results, findings and corrective actions. Once the assessment is 100% complete and finalized by the Auditor, the assessment can be finalized.' Below this, two key attributes are shown: 'Related Location' (Headquarters - Riverdale Industries) and 'Compliance Framework' (Enterprise Physical Security). A table provides dates: 'Expected Start Date' (March 10, 2021), 'Start Date' (March 9, 2021), 'End Date' (blank), and 'Due Date' (March 8, 2022). Three performance metrics are presented in cards: 'Progress (%)' with a gauge showing 0% (0 to 100 scale), 'Score Range' showing 0% (Not Started/Completed), and 'Number of Issues' showing 0. At the bottom, three buttons are provided: 'FIELDWORK DETAILS', 'AUDIT REPORT', and 'ISSUES REPORT'. Each button is accompanied by a brief instruction on what it leads to.

*The Fieldwork and Review form.*

3. **Optional:** Click **Audit Report** to view a report summarizing the assessment, including the frameworks being used, requirements with findings, and issues attached to the assessment.
4. **Optional:** Click **Issues Report** to view a report summarizing all the issues attached to the assessment.
5. Click **Fieldwork Details** to open the **Fieldwork Details** form.

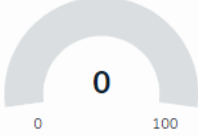
Status **Fieldwork**

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## Headquarters - Riverdale Industries SFA-1

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Progress (%)



0

Remaining Requirements

350

Number of Issues

0

Number of Corrective Actions

0

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### Completing Requirements

With requirements still outstanding, there are 3 options available to complete them. Choose an option that is best suited for the task.

**Option 1**

Use the full framework tree that shows all requirements (whether completed or not) but has to be expanded to work on each requirement. This is found to the left of the screen. If it is not visible, choose the button to the right.

FRAMEWORK TREE

**Option 2**

For quick access to the list of uncompleted requirements, with a checklist presentation for streamlined answering, choose the grid option. While this provides a simplistic listing of the requirements, relational visualization to the various topics and subtopics is lost, and only includes the name of the related topic/sub topic. Use this option for a small framework to begin with, or a known smaller set to complete. Not recommended for more than 100 requirements.

OUTSTANDING SUB TOPIC REQUIREMENTS  
(GRID)

*The Fieldwork Details form.*

6. Access the **Requirement Assessment** form for any of the outstanding requirements attached to the assessment using one of the following three methods:

- **Framework Tree:** Use the navigation tree on the lefthand side of the screen to navigate to the desired requirement
- **Outstanding Sub Topic Requirements (Grid):** Display a data grid showing all currently incomplete requirements by topic and sub-topic. Click on a requirement to access it; or
- **Outstanding Requirements Report:** An exportable report that lists each incomplete requirement attached to the assessment.

7. On the **Requirement Assessment** form:

- a. Select whether or not the requirement is being met by the company or if there are conditions that must be met from the **Meets Requirement** dropdown list.
- b. Drag an image file to or click the **Findings Photo** fields to add an image file to the

requirement.

- c. In the **Issues** section an existing contributing issue can be added by clicking **Add Existing Issue**, typing its name in the search bar, and selecting it. To create a new issue from scratch, click **+ Create New** and fill in the required fields. See the [Review an Issue](#) article for more detailed information on filling out this form. [GS: I tried adding myself to a variety of user groups \(the security assessment team, incident administrator, issue owner, and requirement owner \(making sure I was assigned to the specific incident\) and the Issues section would not populate. Is this a problem with the form, the org I'm using, or is there something I'm doing wrong?](#)



This section will only appear when the user has selected **Yes With Conditions** or **No** from the **Meets Requirement** dropdown list.

- d. **Optional:** Add [comments](#), as needed.
- e. Once the company meets the requirements, or an issue has been added, click **Complete**.

Requirement (Assessment) In Progress

## Does the facility have perimeter fencing? Req-1.1

**Guidance**

What is the quality of the perimeter fencing? If it is present and fully intact, then it meets the requirement. If the fencing is present but its condition is not 100%, then answer "Yes with conditions" and document the deficiencies. If no perimeter fence is present, this requirement is not met and an issue will need to be created.

**Meets Requirement** ⓘ

● Yes with conditions

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### Findings

Record findings using both the photo fields and the comments area below.

**Findings Photo 1** **Findings Photo 2**

Drag images here or click to select... Drag images here or click to select...

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### Issues

*The Requirement Assessment form.*

8. Once all of the assessment's requirements have been marked as complete, return to the **Fieldwork Details** form and click **Finalize Field Work** to move the assessment into the **Review** workflow state. [GS: Is this true, or is there a way to move the assessment to review if some of the requirements are not met?](#)