Reports & Data Grids

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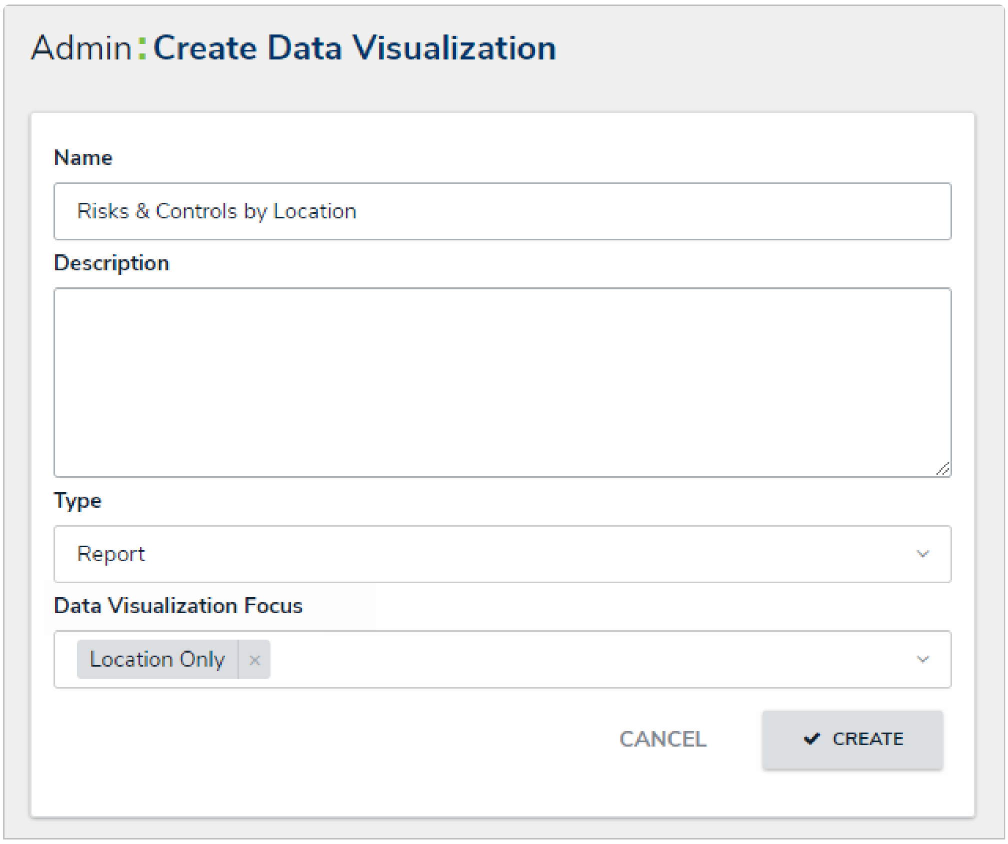
Create a New Report

When creating a new report, you must create the report container (instructions below), select an anchor, then create one or more data definitions. Note that reports created prior to Version 3.0 are configured to display archived data by default. Reports created after Version 3.0 are configured to exclude archived data by default. See the Data Analytics Export Report or Data Grid sections for information on creating an export report or data grid.

This article provides instructions for creating a report container. After you've completed these steps, you'll need to add one or more element (chart, table, heatmap, etc.) to display data in the report, then add the report to a view to make it available to end-users. See the Report Elements section and Create a Report View article for more information.

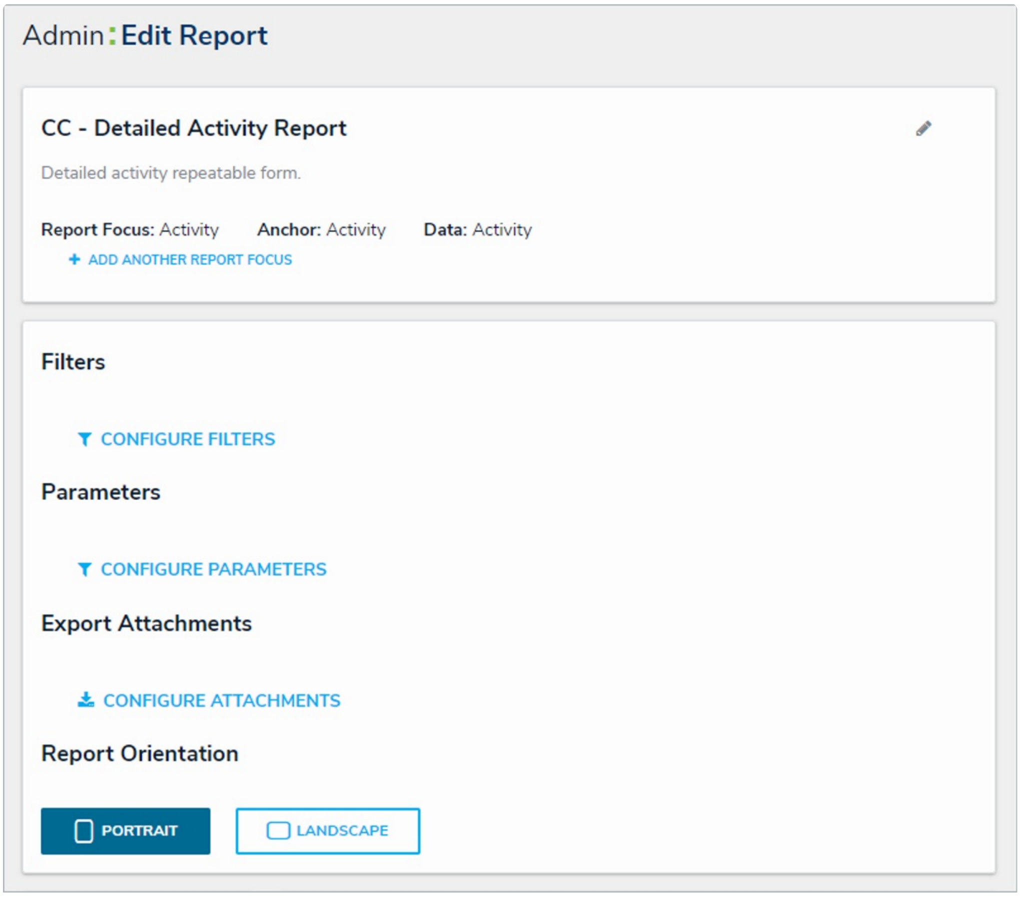
To create a new report:

1. Ensure the data definitions you intend to use for the report focus and data series have been created from the Data Definitions settings in the administrative settings.
2. Click the icon in the top bar **> Data Visualizations** in the **Views** section.
3. Click **Create Data Visualization**.
4. Enter the name of the report in the **Name** field.
5. **Optional:** Enter a description of the report. This description will appear below the report's name on the **Data Visualization** page.
6. Select **Report** from the **Type** dropdown menu. If you're creating a data analytics export or data grid, see the Create a Data Analytics Export Report or Create a New Data Grid articles for more information.
7. Select a report focus from the **Focus** dropdown menu. For example, if you wish to create a report that displays data on the risks and controls at each location in your company, you would select a report focus with the Location object type as your anchor and no other object types (leaves) selected.



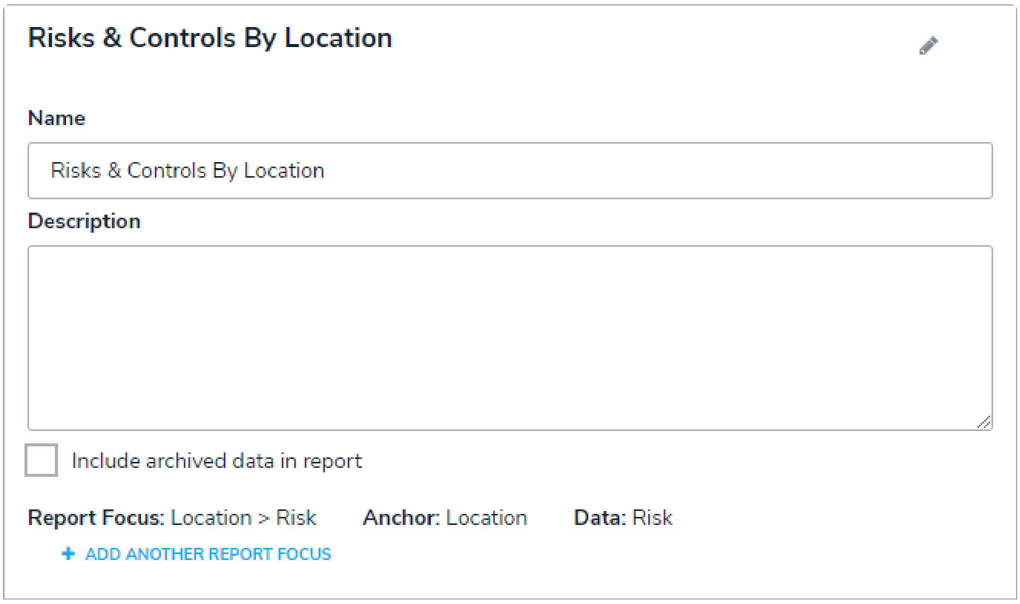
The Create Data Visualization page.

8. **Optional:** Select additional, related report focus definitions from the **Focus** dropdown menu. Selecting another report focus will provide more data series options to choose from when adding a report element (table, chart, heat map, or repeatable form).
9. Click **Create** to display the **Edit Report** page.



The Admin: Edit Report page.

10. **Optional:** To edit the report name or add a description, click the icon at the top-right of the first section on the page.
11. **Optional:** To include or exclude archived data, click the icon, then select or deselect the **Include archived data in report** checkbox. When selected, the report elements will display data from objects that are currently in an archived state. See the Archived Data section for more details.



View of Risks & Controls by Location.

12. **Optional:** Click **Add Another Report Focus** to include another report focus definition.

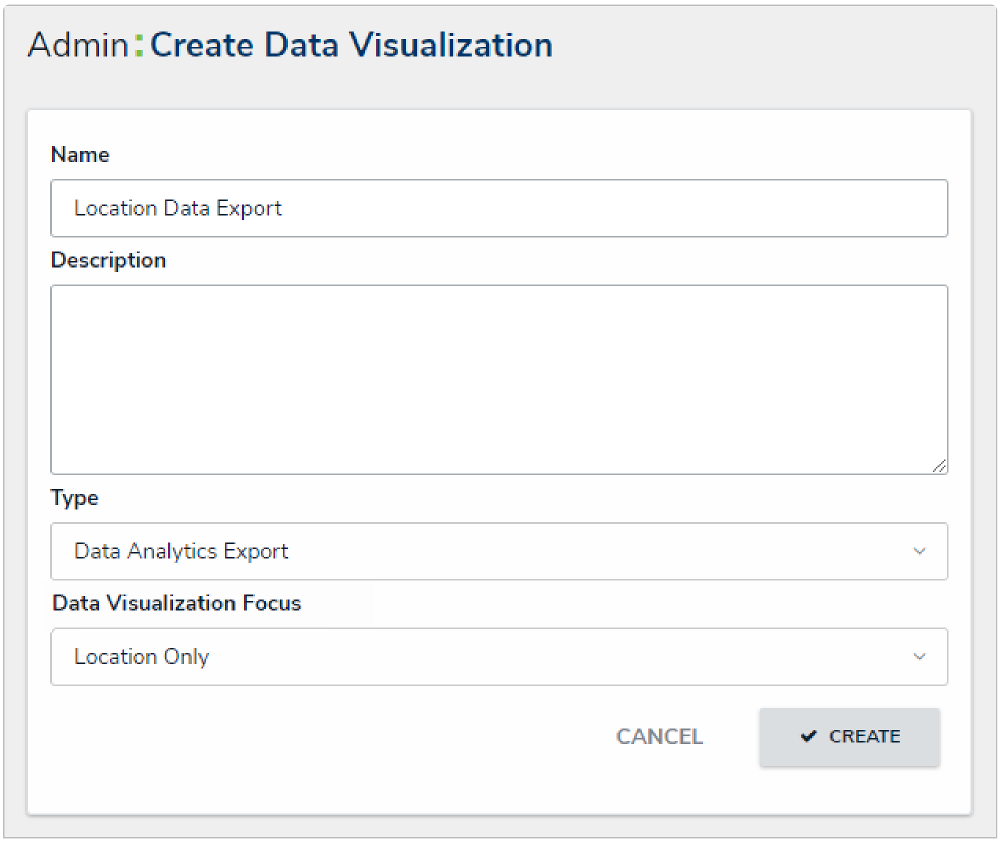
Depending on the data path, selecting another report focus will provide more data series options to choose from when adding a report element (table, chart, heat map, or repeatable form).

Once you've created the report and selected one or more report focus definitions, you can add charts, tables, heat maps, or repeatable forms, filters, parameters, or text. Reports can then be accessed in an activity by adding it to a report view.

Create a Data Analytics Export Report

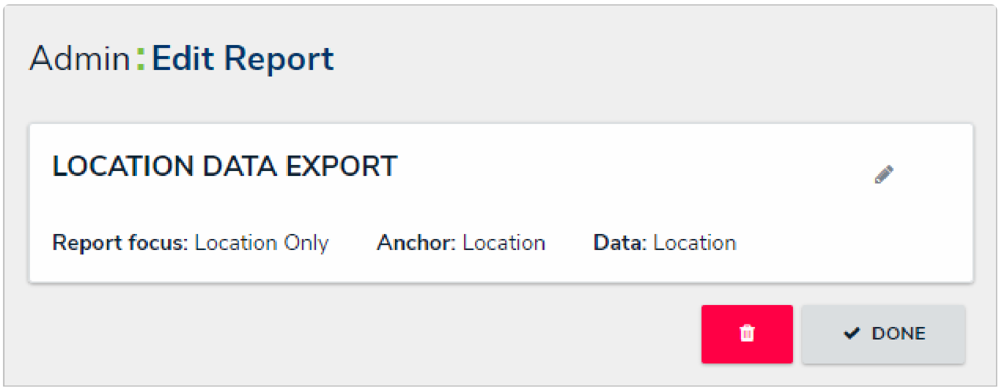
To create a Data Analytics report:

1. Ensure the data definition you wish to use for the data analytics report has been created from the Data Definitions settings in **Administration**.
2. Click the icon in the top bar **> Data Visualizations** in the **Views** section.
3. Click **Create Data Visualization**.
4. Enter the name of the report in the **Name** field.
5. **Optional:** Enter a description of the report. This description will appear below the report's name on the **Data Visualizations** page.
6. Select **Data Analytics Export** from the **Type** dropdown menu.
7. Select a focus from the **Data Visualization Focus** dropdown menu. For example, if you wish to create a report that will allow users to export Location data, you would select a report focus with the Location object type as the anchor.



The Create Data Visualization page.

8. Click **Create** to display the **Edit Report** page. From here, you can edit the name of the report, however, if you wish to change the report focus, you'll need to delete the report and recreate it.



The Edit Report page for a Data Analytics Export report.

Once the export report has been created, you can grant end users access to it by adding it to a view, action, or Export Data form action.

Create a New Data Grid

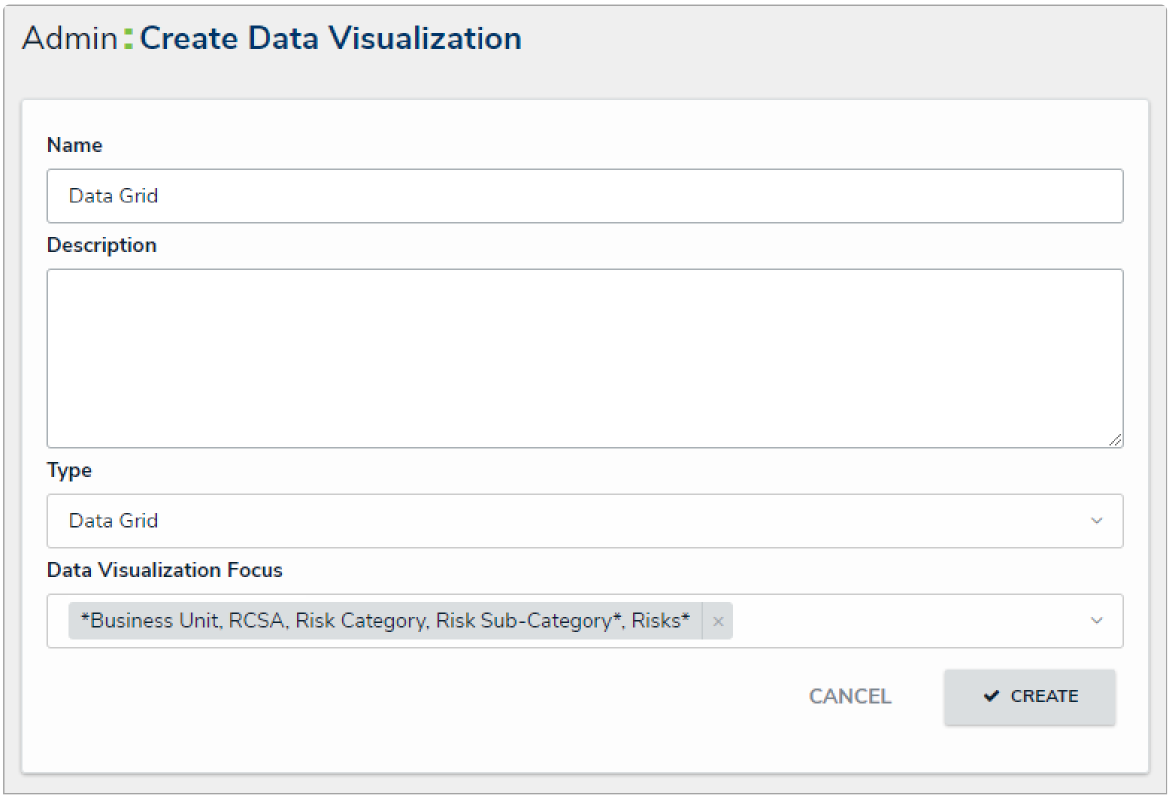
Note that the following features are not currently functional when configuring a data grid:

- The **Description** field on the **Create a Data Visualization** and **Edit Data Grid** pages;
- The **Show SUM totals for all numeric columns** checkbox in the **Columns** tab in the **Edit Data Grid** palette; and
- The **Configure Filters** option in the **Edit Data Grid** page.

You can create custom data grids for the currently logged in user (e.g. My Incidents or My Risks) by applying the **Current User** parameter to the data grid element. See step 24 below for more information.

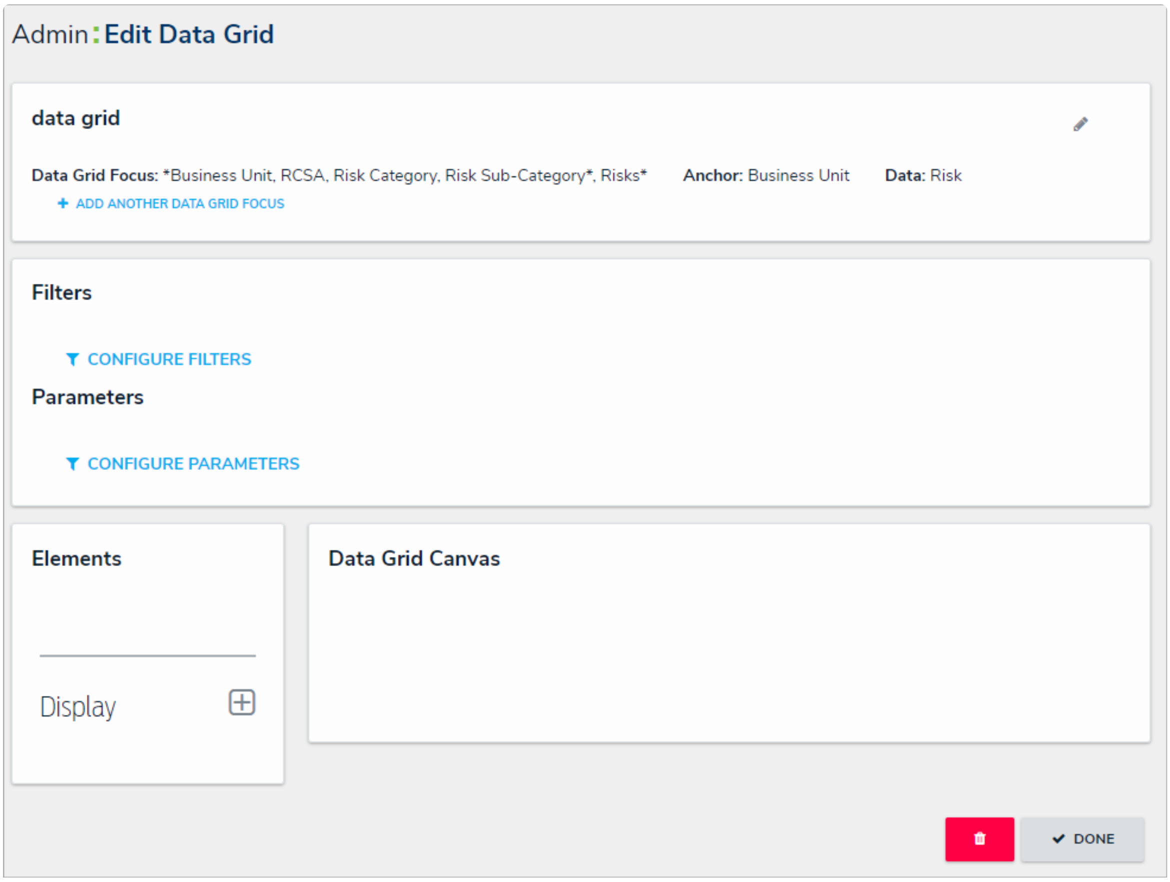
To create a data grid:

1. Ensure the data definition you wish to use for data grid has been created from the Data Definitions settings in **Administration**.
2. Click the icon in the top bar **> Data Visualizations** in the **Views** section.
3. Click **Create Data Visualizations**.
4. Enter the name for the data grid in the **Name** field.
5. Select **Data Grid** from the **Type** dropdown menu.
6. Select one or more focuses from the **Data Visualization Focus** dropdown menu.



The Create Data Visualization page.

7. Click **Create** to display the **Edit Data Grid** page.

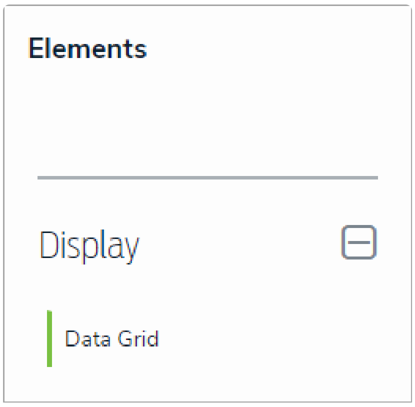


The Edit Data Grid page.

8. **Optional:** Click **Add Another Data Grid Focus** to include another report focus definition. Depending on the data path, selecting another focus will provide more data series options

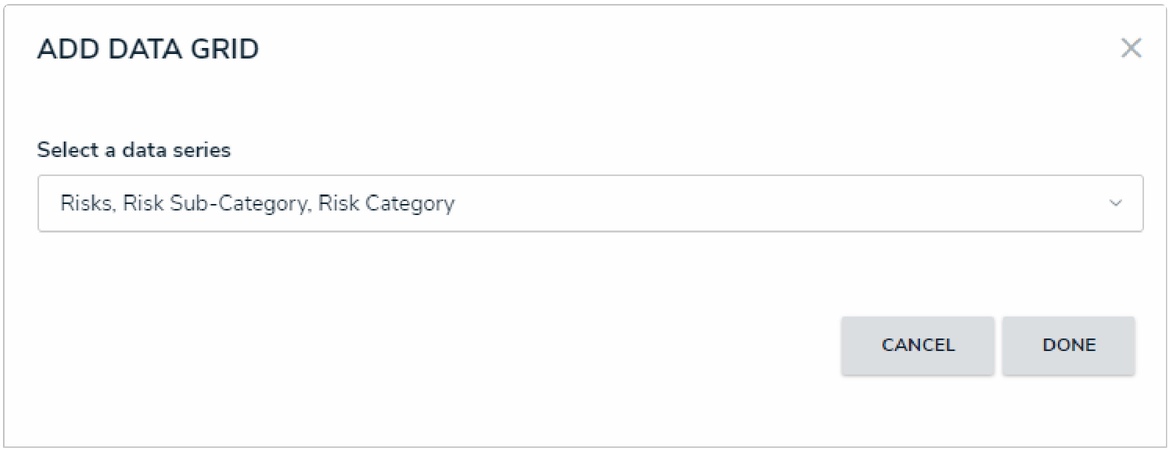
to choose from when adding a data grid.

9. In the **Elements** section, click the icon beside **Display**.



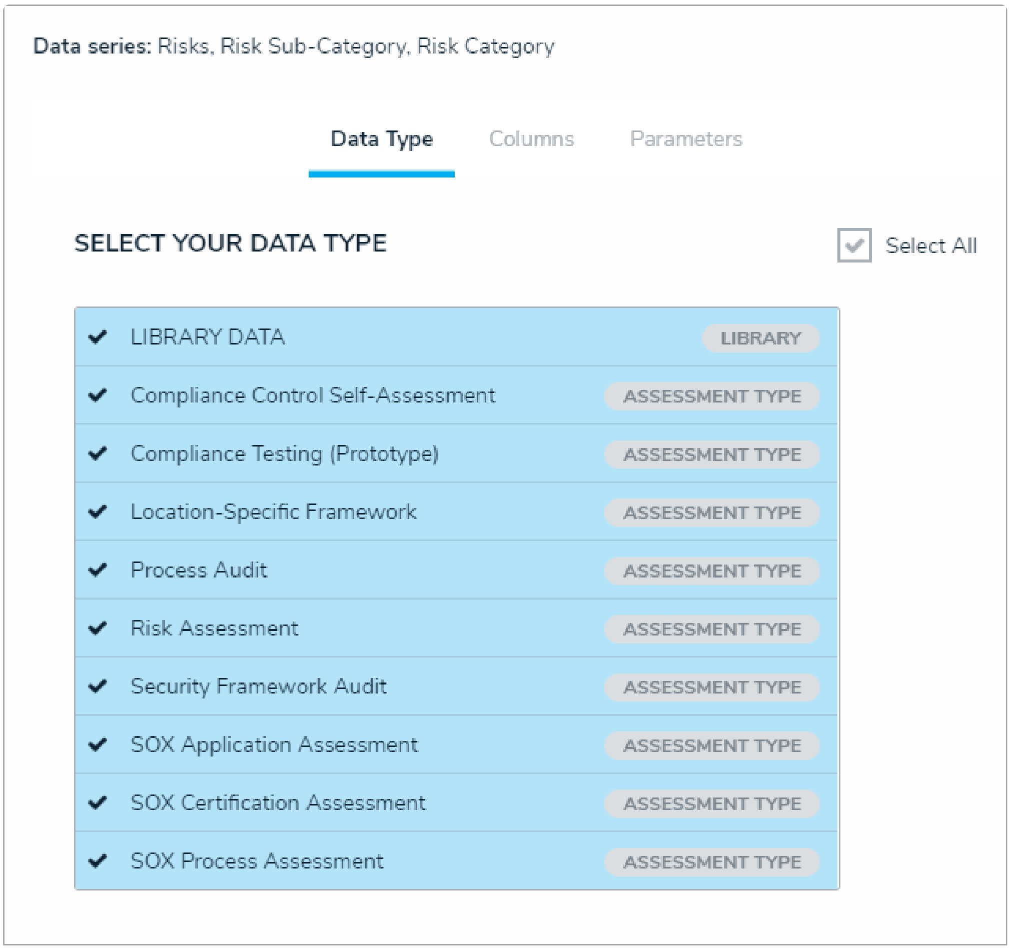
The Elements section.

10. Drag and drop **Data Grid** from the **Elements** section to the **Data Grid Canvas**.
11. Select a data series from the **Select a data series** dropdown menu, then click **Done**. The data definition selected here will determine the object data you can display in the grid.



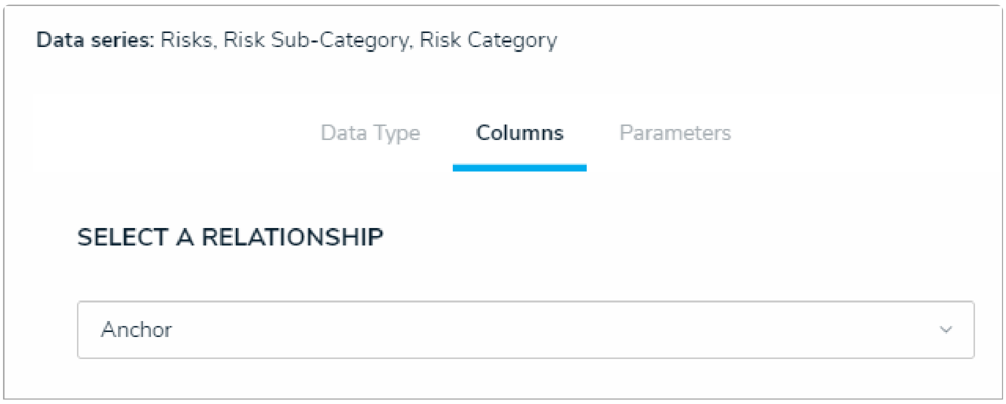
Selecting a data series in the Add Data Grid window.

12. Choose the data types you'd like to display in the grid from the **Data Type** tab. Selecting **LIBRARY DATA** will include object type data, while selecting an **Assessment Type** will include the assessment name and workflow state. By default, all data types are selected. To make individual selections, deselect the **Select All** checkbox, then click the data type(s) you wish to include. Clicking a selected data type will deselect it.



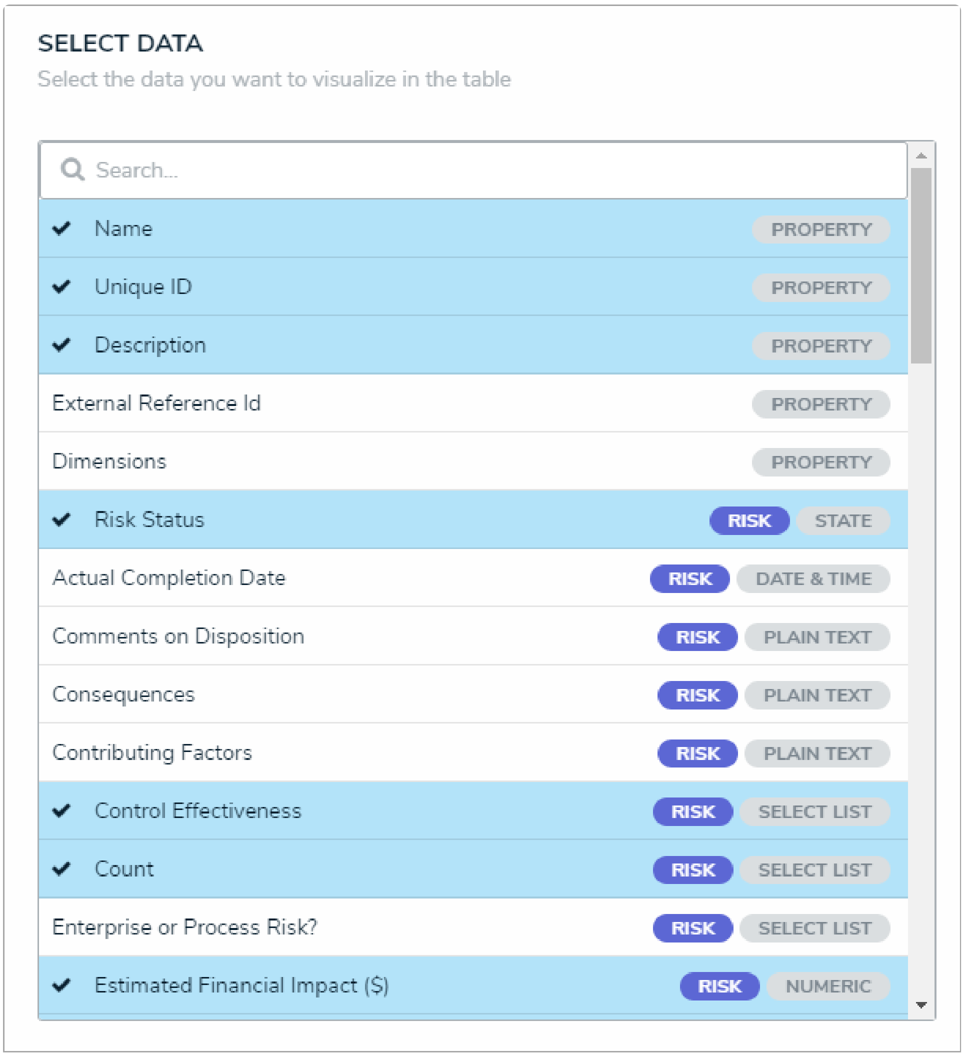
The Data Type tab.

13. Click the **Columns** tab.
14. Choose either the anchor or an object type in the data path from the **Select a Relationship** dropdown menu. The options in this dropdown menu will vary depending on the data series selected in the previous steps.



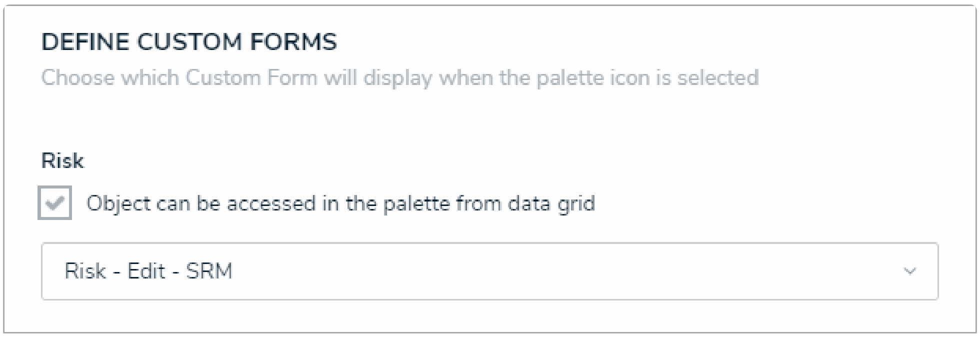
Selecting which object types' data will appear in the grid.

15. Select the properties, workflow states, fields, formulas, relationships, and/or roles you want to display in the grid as columns from the **Select Data** section. Use the **Search** field to search for a particular data type, if needed. Clicking a selected data type will deselect it and remove it from the grid.



The Select Data section.

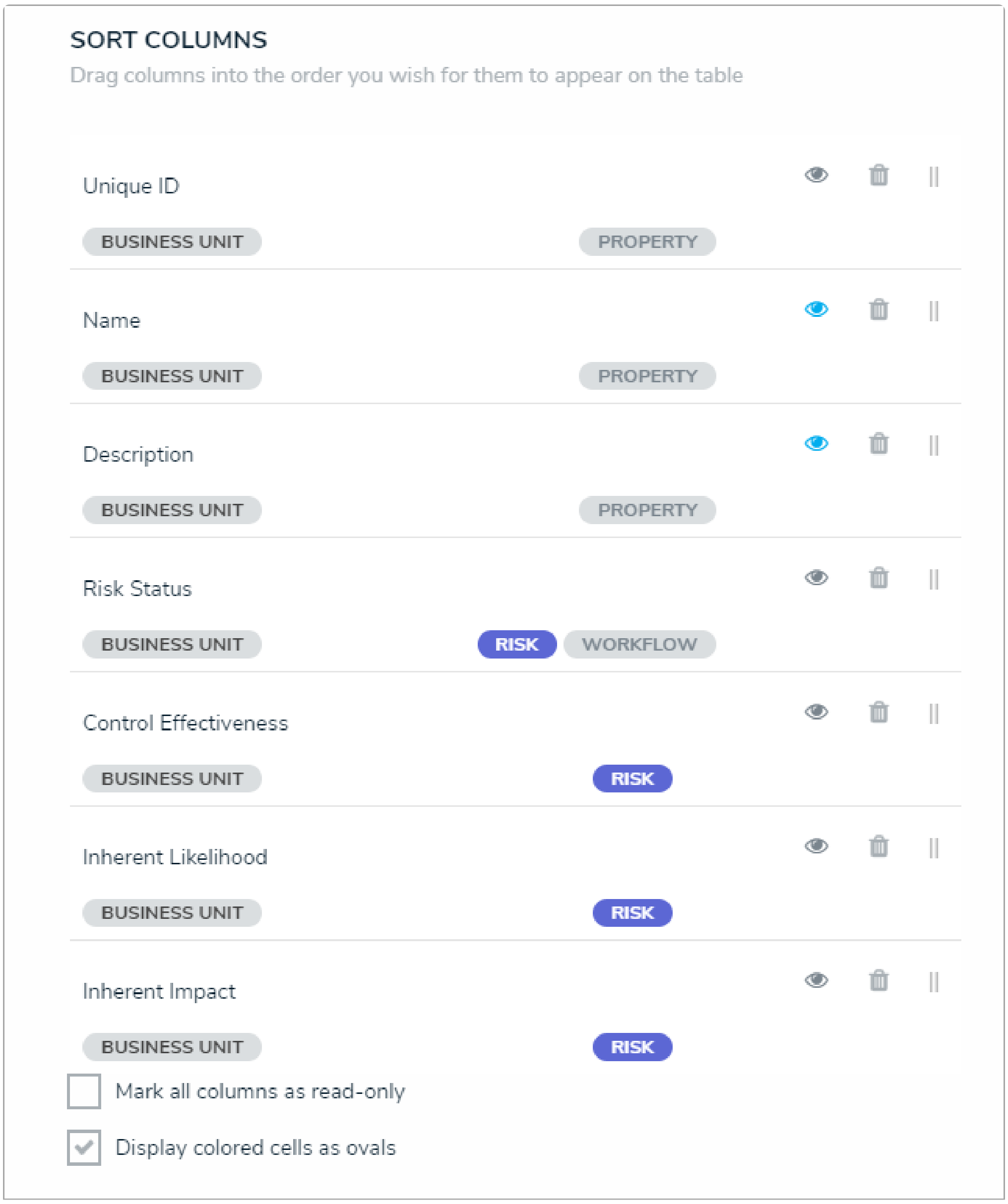
16. Continue selecting object types from the **Select a Relationship** dropdown menu to include more data by repeating steps 14 and 15 above.
17. **Optional:** To allow users to open an object in a palette while viewing the grid:
    a. Select the **Object can be accessed in the palette from data grid** checkbox in the **Define Custom Forms** section. Selecting this checkbox enables an icon that appears when end-users hover their cursor over the **Name** column in the grid. Clicking the icon displays the object in a palette.
    b. Select a form from the dropdown menu to choose which form is displayed when the user clicks the palette icon. This dropdown will be hidden unless the checkbox from the step above is selected.



The Define Custom Forms section.

Users will not be able to view objects in a palette if the **Name** property isn't displayed in the data grid. See step 15 above to ensure this property is selected.

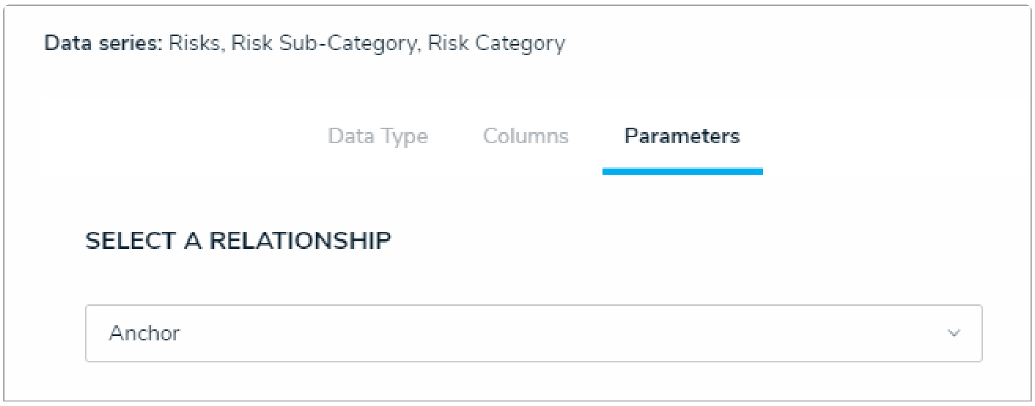
18. **Optional:** In the **Sort Columns** section, click the icon beside any data types to mark their columns as read-only and prevent users from editing their cells in the grid. To mark all columns as read-only, select the **Mark all columns as read-only** checkbox at the bottom of the section. To once again enable editing, click the icon beside individual columns or deselect the checkbox.



Th Sort Columns section.

> If a user accessing the grid does not have the required workflow permissions to edit an object, the data will appear to that user as read-only, even if all data types are left editable in the settings.

19. **Optional:** Click and drag the || icon next to the data types to rearrange the order of the columns in the grid.
20. **Optional:** If needed, click the icon next to the data type to delete it from the grid.
21. **Optional:** Select the **Display colored cells as ovals** checkbox to show formula or select list cells text with colored circles. When this option is not selected, cells are displayed with text and a full background color, if any. End-users can enable or disable this option when viewing the data grid.
22. Scroll to the top of the **Edit Data Grid** palette, then click the **Parameters** tab.



The Parameters tab.

23. Choose a relationship from the **Select a Relationship** dropdown menu. The relationship selected here will determine which parameters (filters) you can apply to the grid to refine the data that's displayed. If needed, you can select a relationship that differs from the relationship selected in the **Columns** tab.

    You can add parameters from an object type in the data series even if that object type isn't configured to display any data in the grid.

24. Below **Define Parameters**, select one or more parameters to filter the data displayed in the grid. Parameter options include:

    - Workflow states;
    - Select list options;
    - Formula ranges (e.g. High, Medium, Low);
    - By Current User. When one or more roles are selected in this parameter, only users within those roles can view the data in the grid. This feature is useful to create customized data grids for specific users. The available roles are determined by the object types in the table's data series; or
    - By Date & Time Field or Created On/Modified On properties. Selecting a range in the **By [Date Field]** dropdown menu will filter the data relative to the value selected in the Date & Time field on the objects. Selecting a range in the **By Created On ([Object Type Name])** or **By Modified On ([Object Type Name])** dropdown menus will filter the data relative to the date the objects were created or modified. All date-related options filter data in UTC time. It's recommended a date parameter is used to refine large data sets for improved report performance. Options include:

        - **Today**: Show data from today's date only.
        - **Last [X] Days**: Show data within the last 30, 60, 90, or 180 days, relative to today's date.
        - **Custom**: Shows data within the dates selected in the **From** and **To** fields. The table will include objects up to the end of that date.

25. Repeat steps 23 and 24 above to add more parameters from additional object types.
26. To remove a select list, formula, or role parameter, click the **x** icon beside parameter. To delete a date parameter, click the field, then press the **Backspace** or **Delete** key on your keyboard.
27. Click **Done** to close the **Edit Data Grid** palette. If additional grids are required, a new report must be created by following the steps above.

Once a grid is successfully created and configured, it must be added to a view in an activity. See the Create a Data Grid View article for more information.

View a Report

Overview

Before a report can be viewed, an administrator must create and add it to a view in an application. Some Report filters rely on the current user's time zone. Some users from different time zones may see different data in the same Report. See the Time Zone Conversions on Reports article for more information.

User Account Requirements

The data you can view in a Report depends on your role's permissions and the Report's configurations in the administrative settings.

Related Information/Setup

Please refer to the Roles Overview article for more information on role permissions.

Please refer to the Time Zone Conversions on Reports article for more information on time zones.

Please refer to the View a Data Grid and Export Object Data from a Data Analytics Report articles for information on viewing a data grid and data export Report.

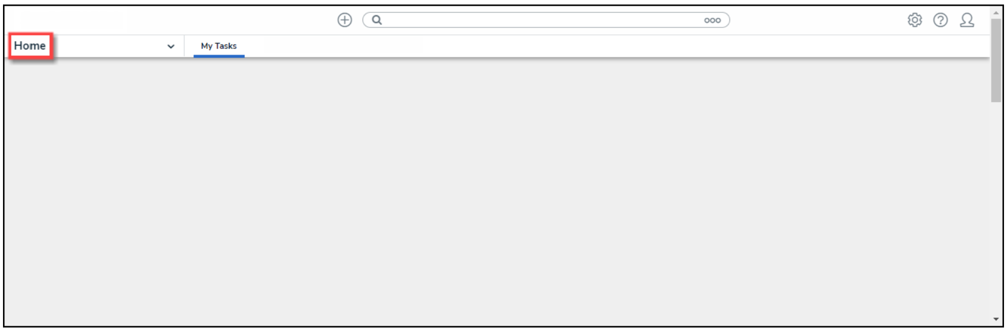
Please refer to the Export a Report article for information on exporting a Report.

Please refer to the Loading & Caching Report Data article for more information on refreshing and reloading Report data.

Please refer to the Add Repeatable Forms to a Report article for more information on repeatable forms.

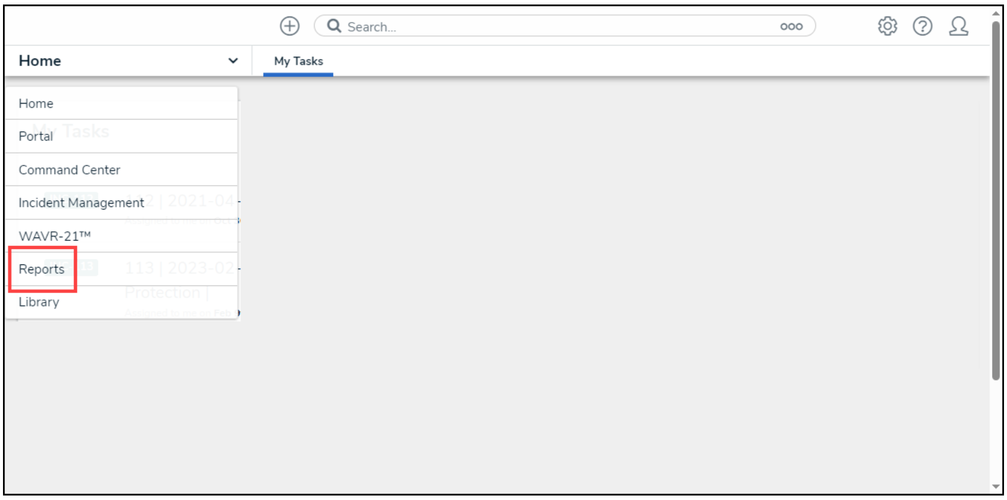
Navigation

1. From the ***Home*** screen, click the ***Home*** dropdown menu.



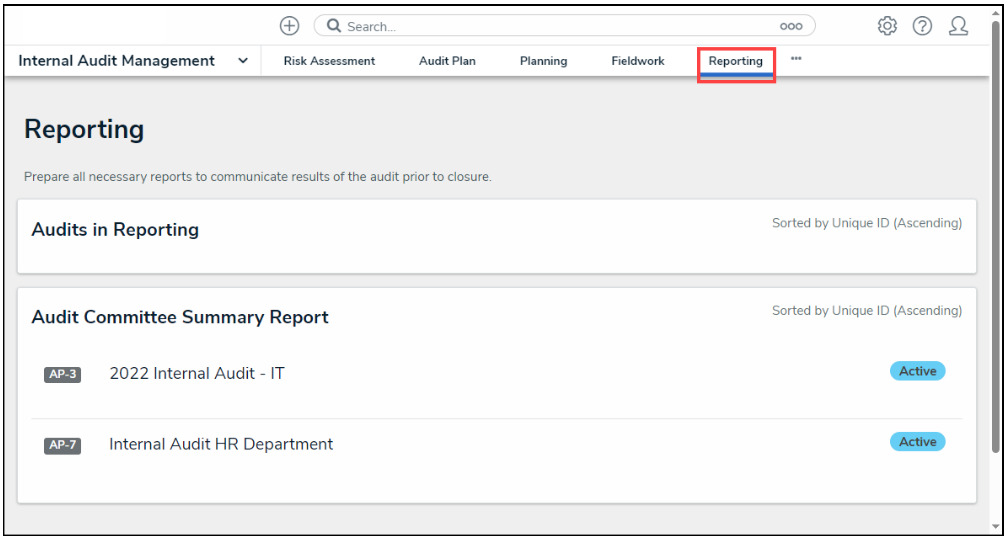
Home Dropdown Menu

2. Select **Reports** from the dropdown menu.



Reports

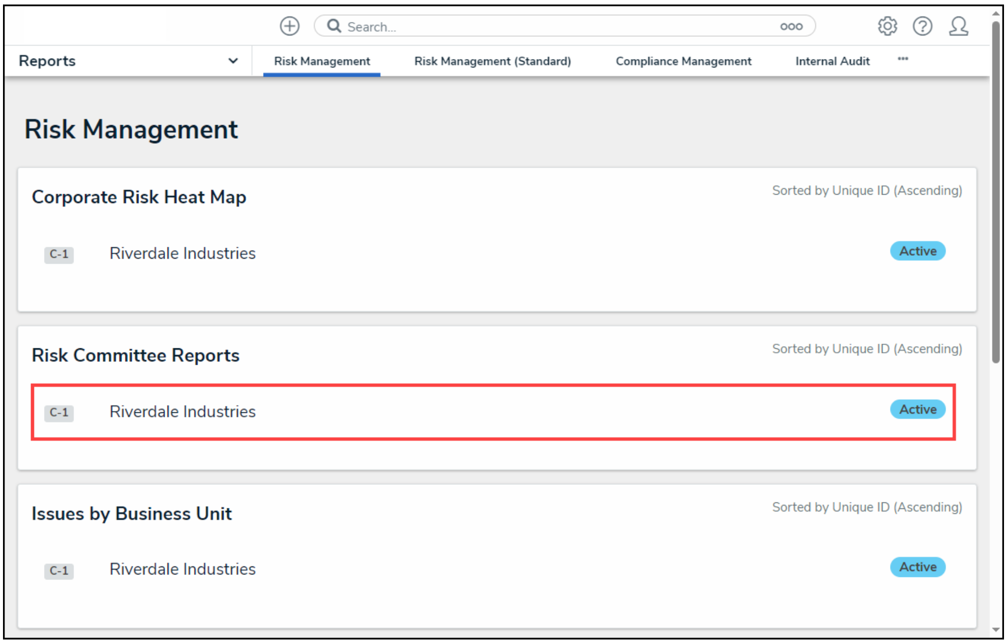
3. **(Optional)** If your organization has multiple Applications, select an Application by clicking the corresponding tab on the ***Reports*** screen.



Reports Screen Application Tabs

Viewing a Report

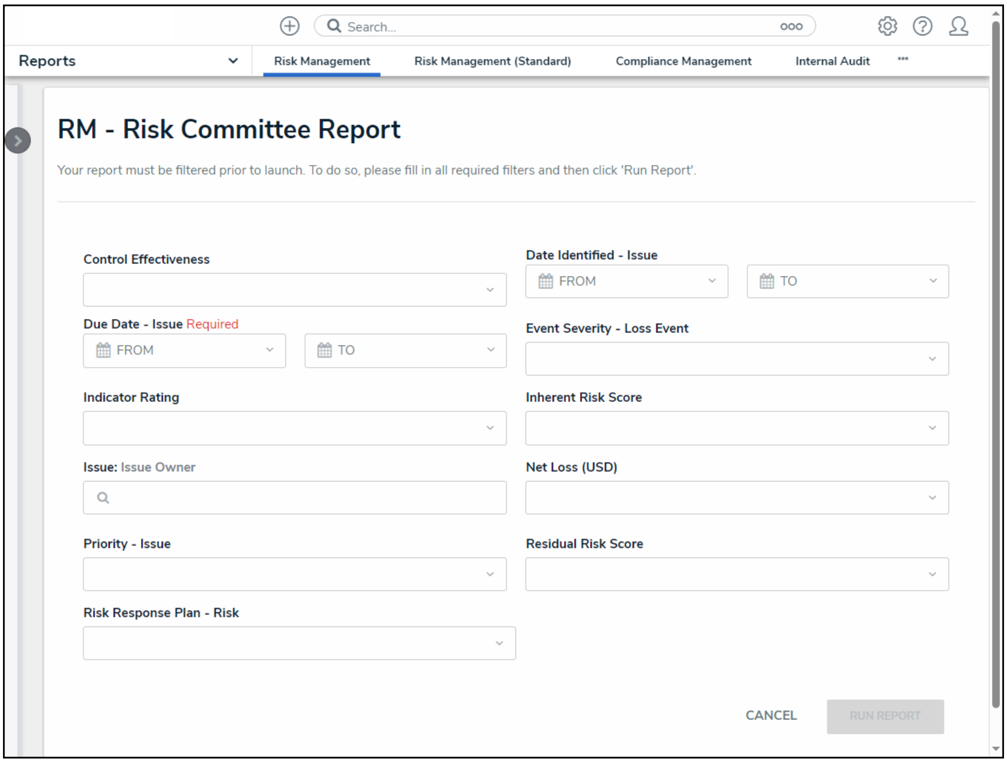
1. From the ***Reports*** screen, navigate to a Report and click the **Report** link.



Report Link

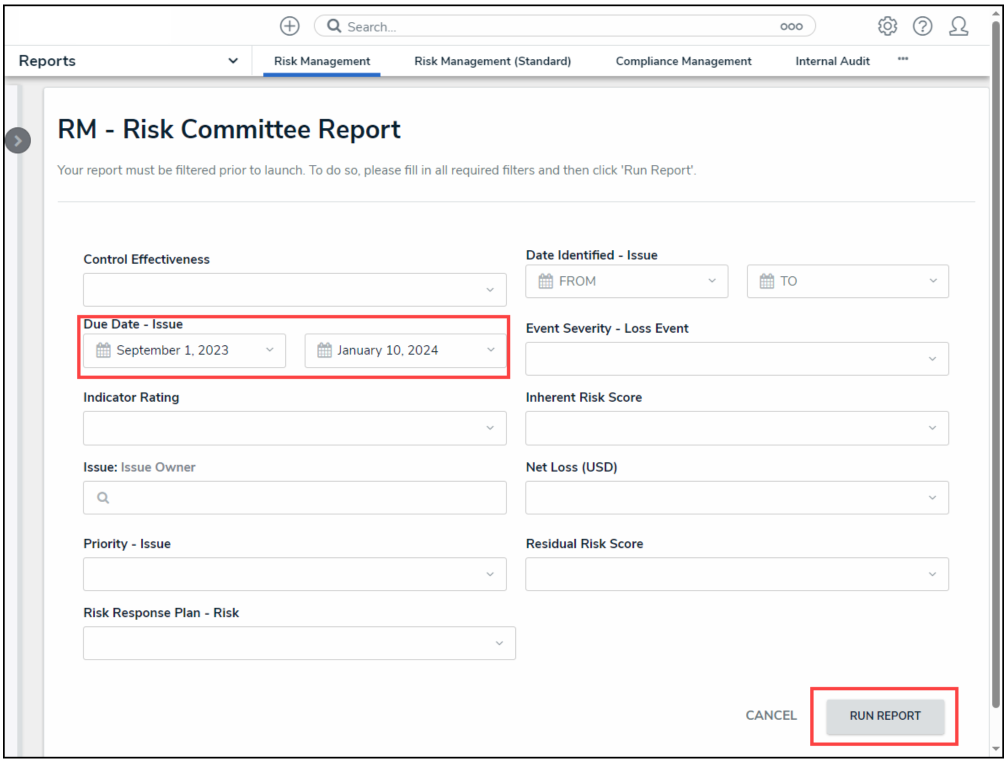
2. If a Filter is marked as **Required** by an Administrator during the Report creation, a ***Filter Report*** screen will appear, asking the user to fill out all required filters.

> ***Note:***
> *The* **Run Report** *button will remain greyed out until all required fields are filled out.*



Filter Report Screen

3. Fill out all required filters and click the **Run Report** button to generate the Report.



Run Report Button

> ***Note:***
> *If an administrator configures, filters can also be applied after loading the Report. See the Filters section below for more information.*

4. If the Report includes a bar, column, or pie chart, hover your cursor over the chart for more information about the data.

> ***Tip:***
> *If using a keyboard to navigate, press the* **Tab** *key to select a chart or legend and use the* **Arrow** *keys to navigate between chart or legend segments or items.*

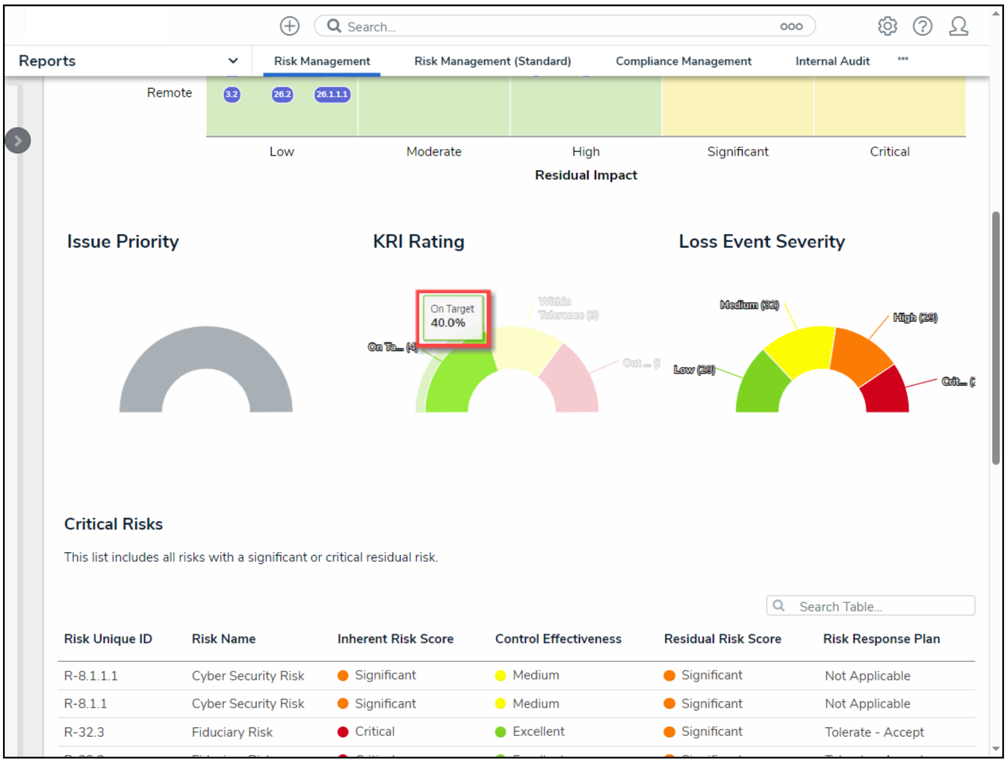


Chart Hover Over

5. Clicking on a pie chart section will separate it from the rest of the chart for emphasis.

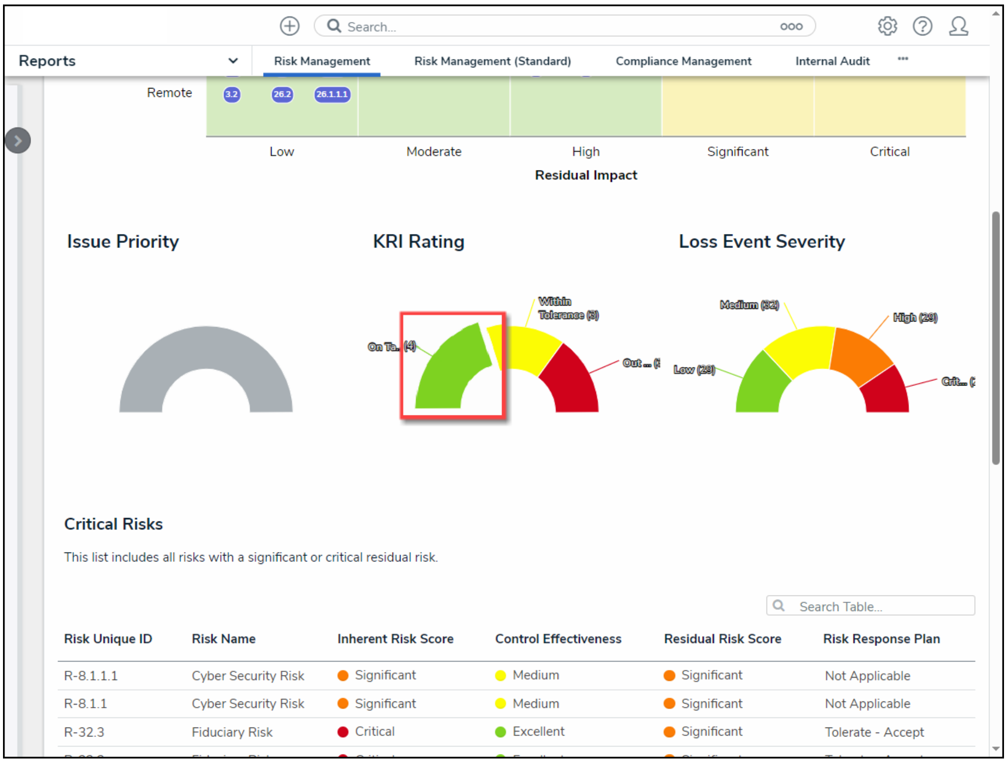
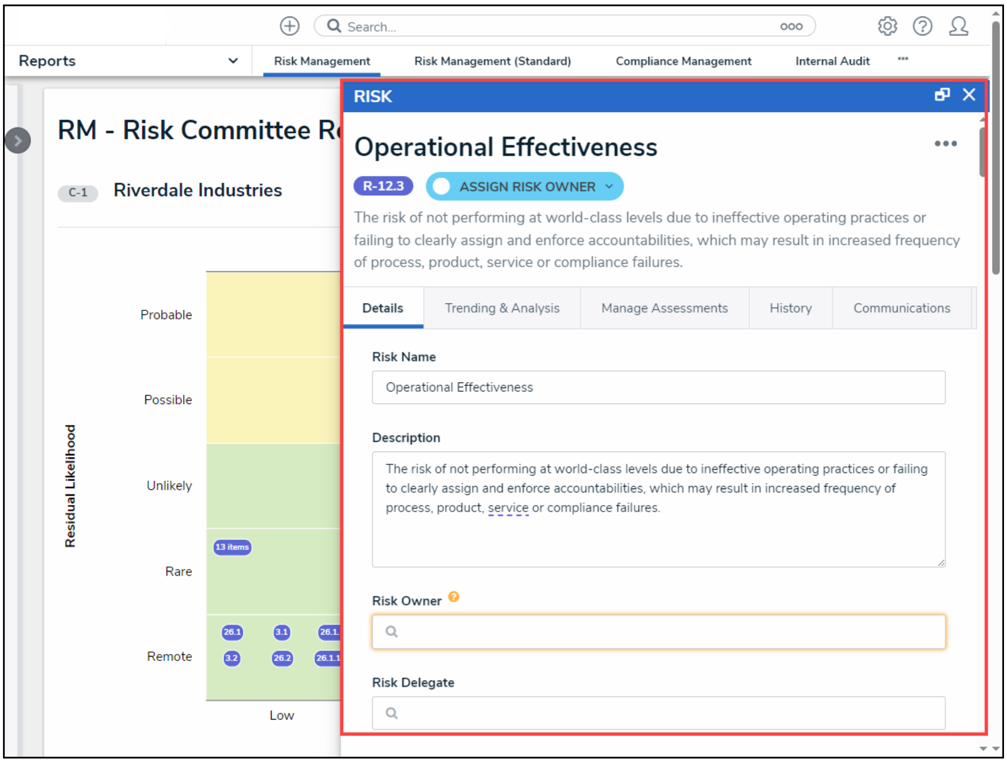


Chart Highlight

6. If the report includes a heat map, hover your cursor over the objects on the heat map (circle and unique IDs) to display the object's description.

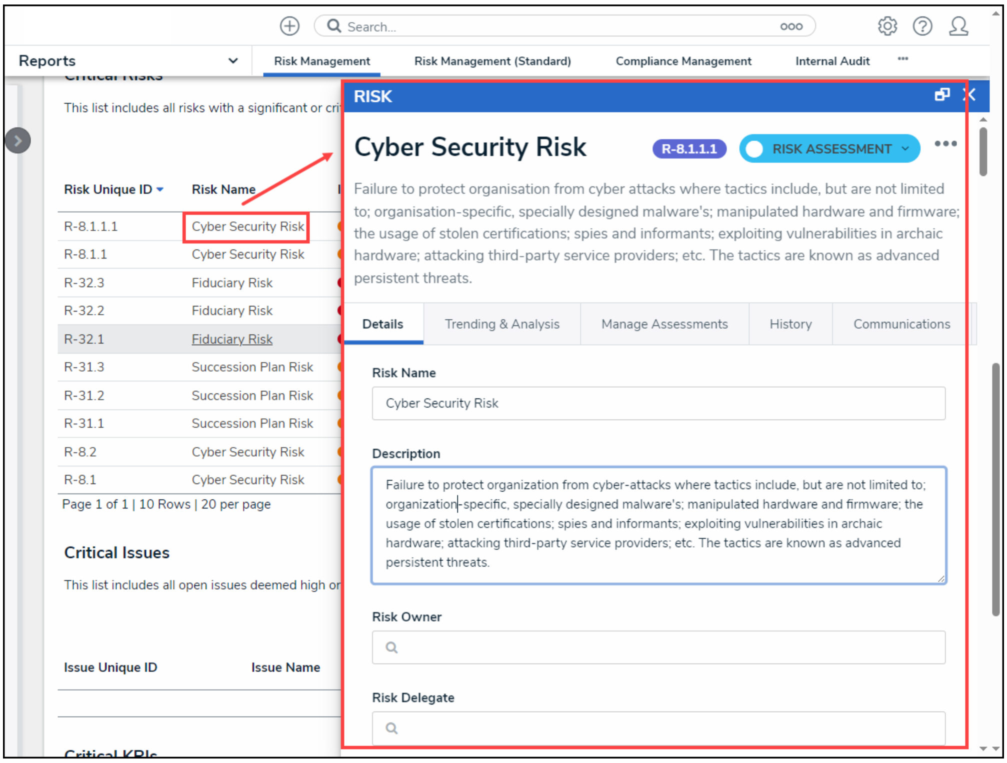
Heat Map Object Description

7. Click an object (circle and unique IDs) for more detailed information.



More Detail

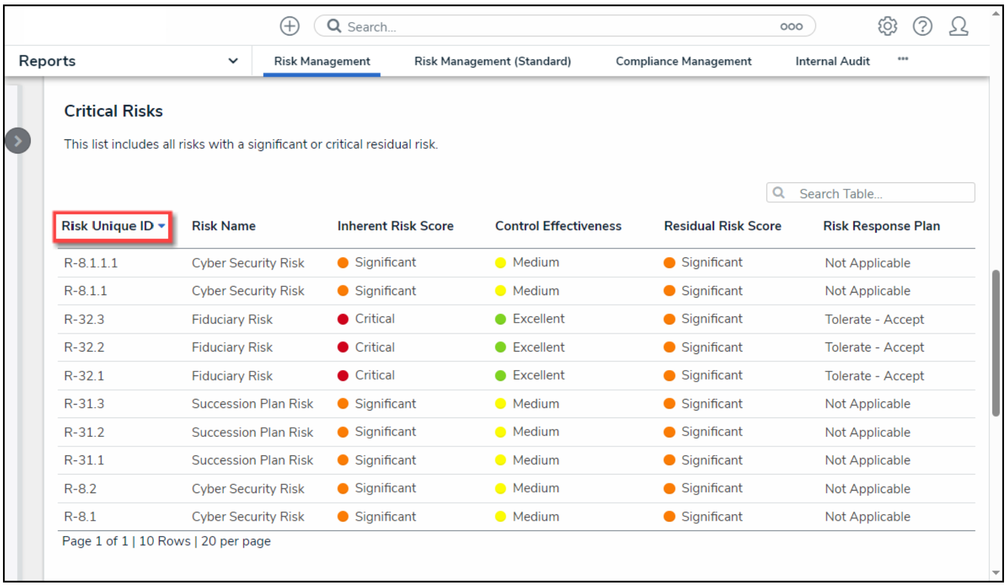
8. If the report includes a table, click a cell to open the associated object in a pop-up screen for further details.



Object Pop-up Screen

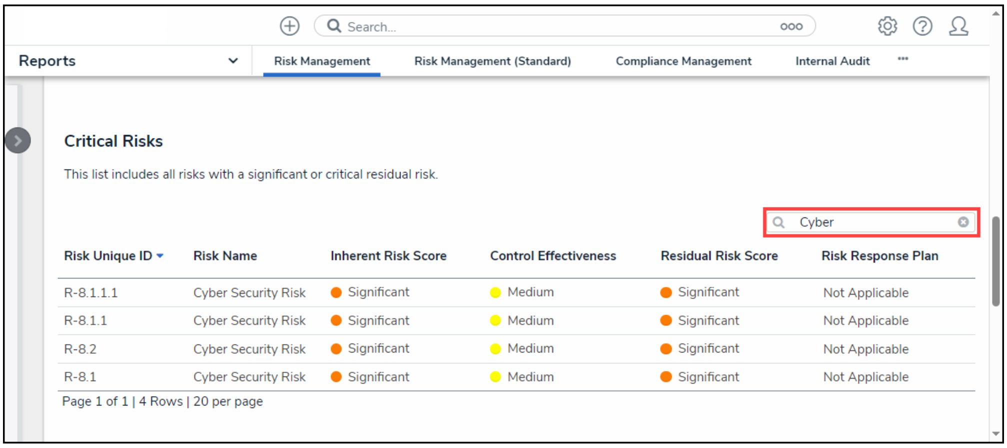
9. Click a **Column Header** to sort the table by ascending (arrow icon up) or descending

(arrow icon down) order based on the column's value.



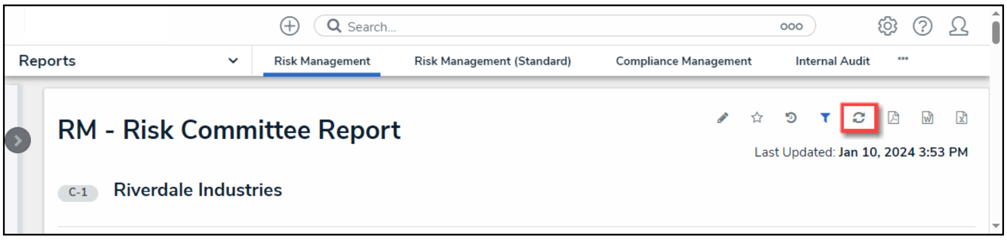
Sort by Column

10. Click the **Next** and **Previous** icons to scroll through additional table pages if the table has multiple pages.
11. Click the **Search** icon and enter a keyword to narrow the data results listed within the table.



Search Field

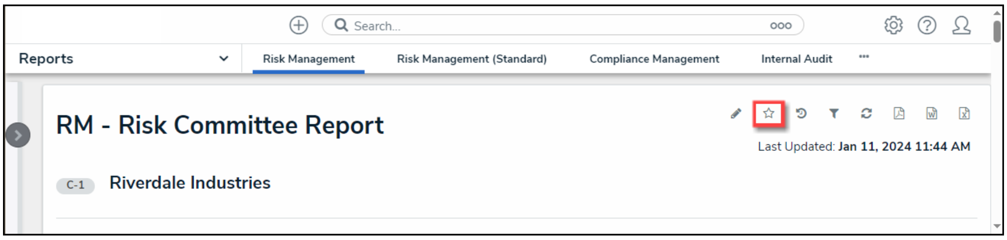
12. Click the **Refresh** icon in the Toolbar at the top of the screen to refresh the report data. Please refer to the Loading & Caching Report Data article for more information on refreshing and reloading report data.



Refresh Icon

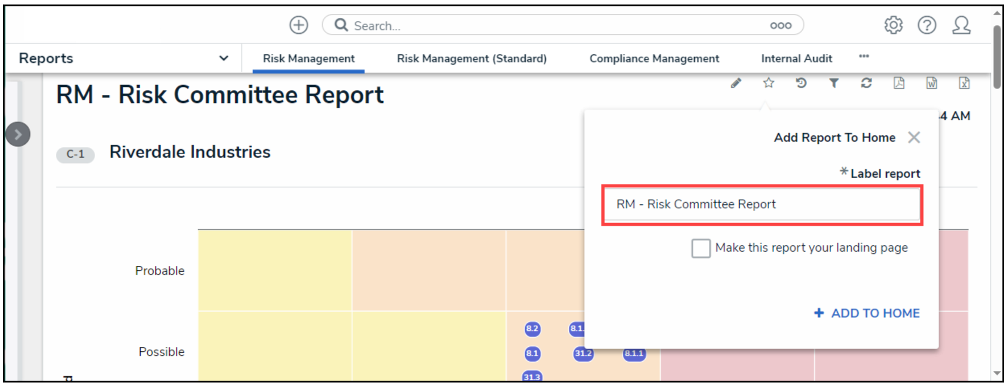
Starred Reports

1. Click the **Star** icon in the **Toolbar** at the top of the screen.



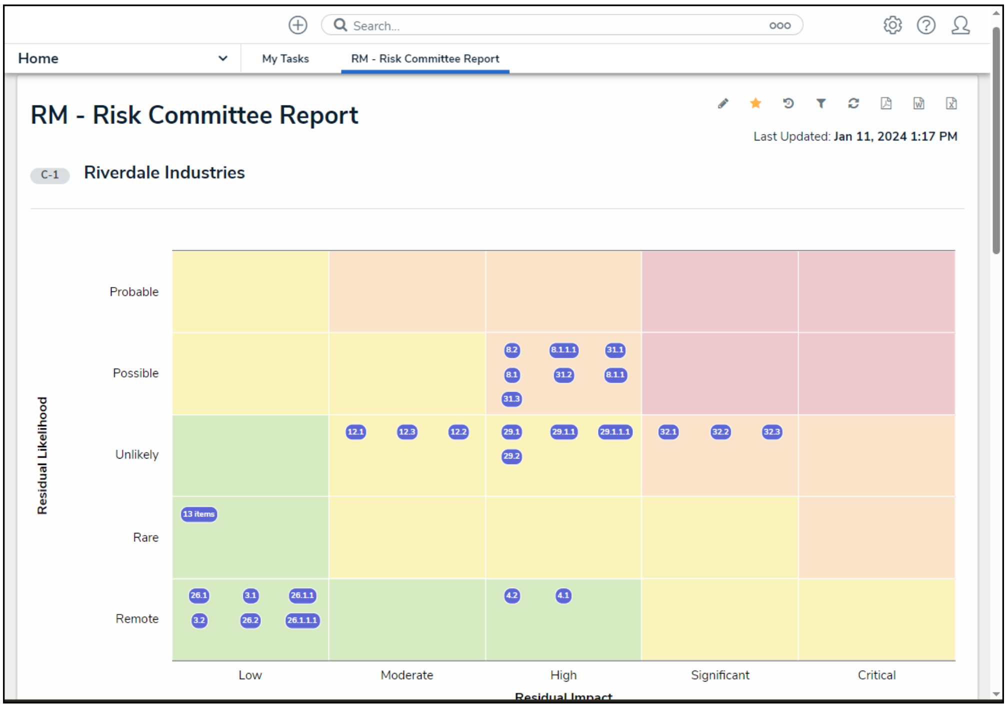
Star Icon

2. From the **Add Report to Home** screen, click the **Label Report** field to enter a custom report label or leave the field alone to use the default label.



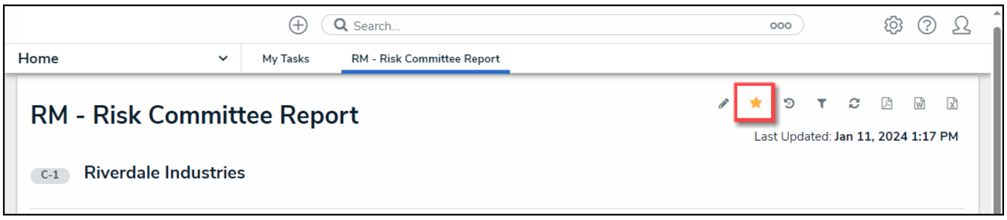
Add Report to Home Screen

3. Click the **Make this report your landing page** checkbox to have the report open when you first log in, replacing the ***Home*** screen.



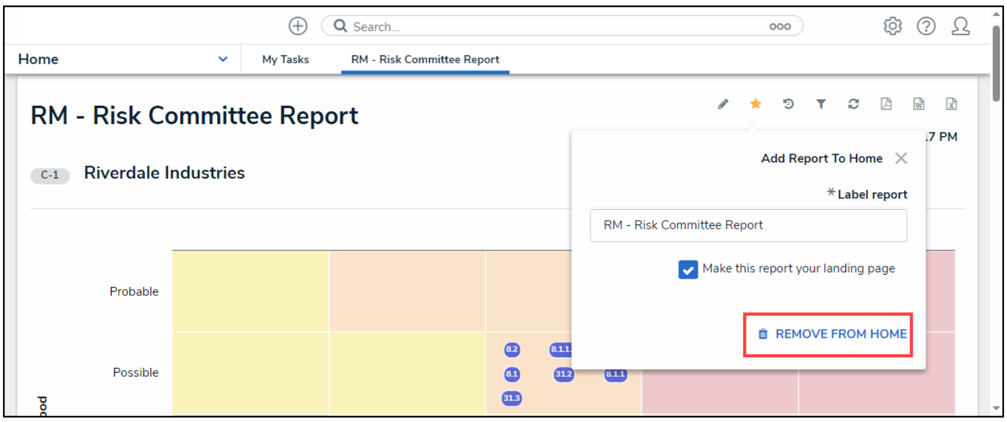
Report Home Screen

4. Click the **+ Add to Home** link to add the report to your **My Task** list or to add the report as the new ***Home*** screen.
5. Click the highlighted **Star** icon.



Highlighted Star Icon

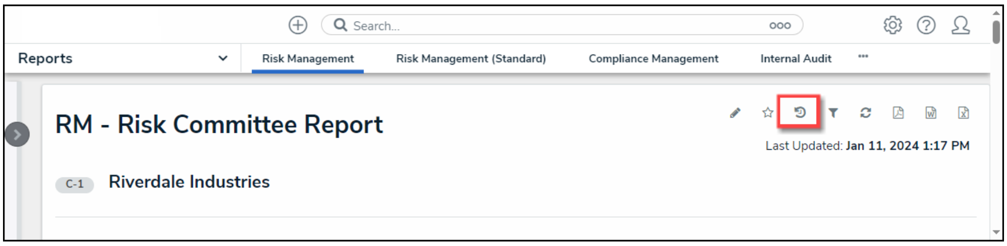
6. From the ***+ Add to Home*** screen, click the **Remove from Home** button to remove the report from the ***Home*** screen.



Remove from Home button

Historical Data (Point in Time Reporting)

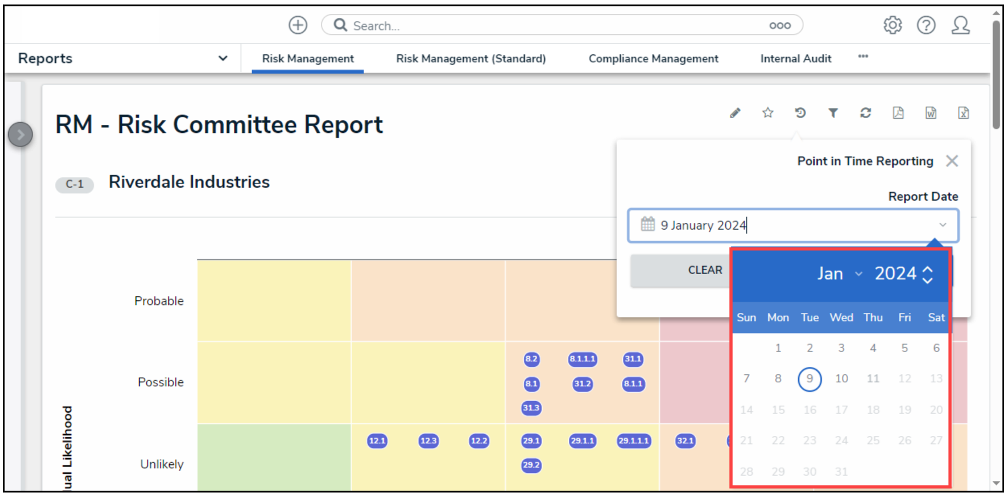
1. Click the **Historical Data** icon in the **Toolbar** at the top of the screen.



Historical Data Icon

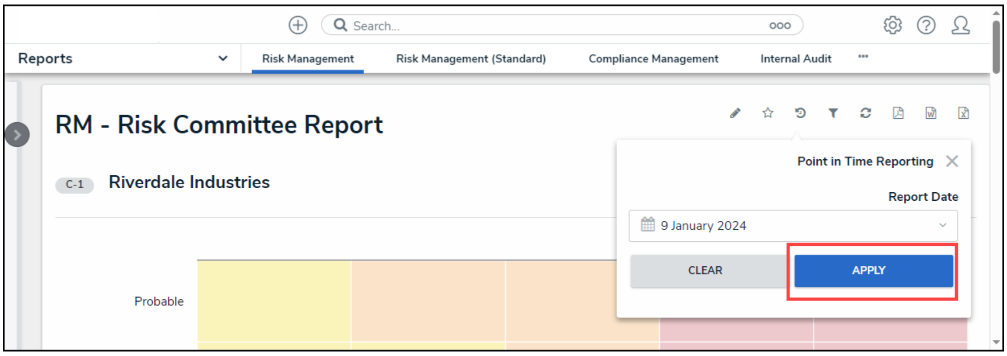
> **Note:**
> *If Point in Time Reporting has not been enabled for this report, the* **Historical Data** *icon will not be visible.*

2. From the ***Point in Time Reporting*** screen, click the **Report Date** field and select a report date from the **Calendar** pop-up.



Calendar Pop-up

3. Click the **Apply** button to refresh the report with the historical data based on the Date selected from the ***Calendar*** pop-up.

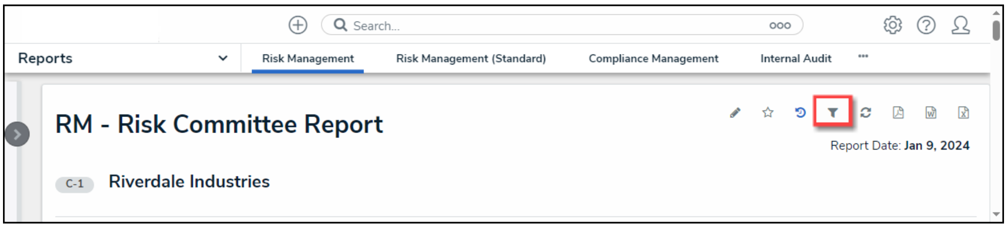


Apply Button

Filters

The **Filters** icon will appear if configured by an Administrator.

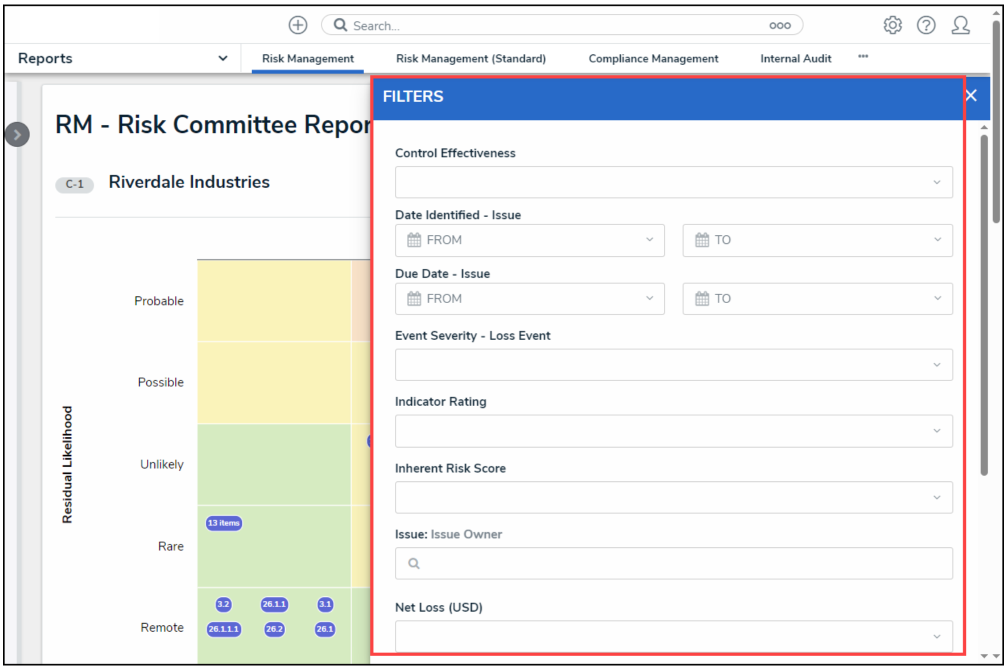
1. Click the **Filter** icon in the **Toolbar** at the top of the screen.



Filter Icon

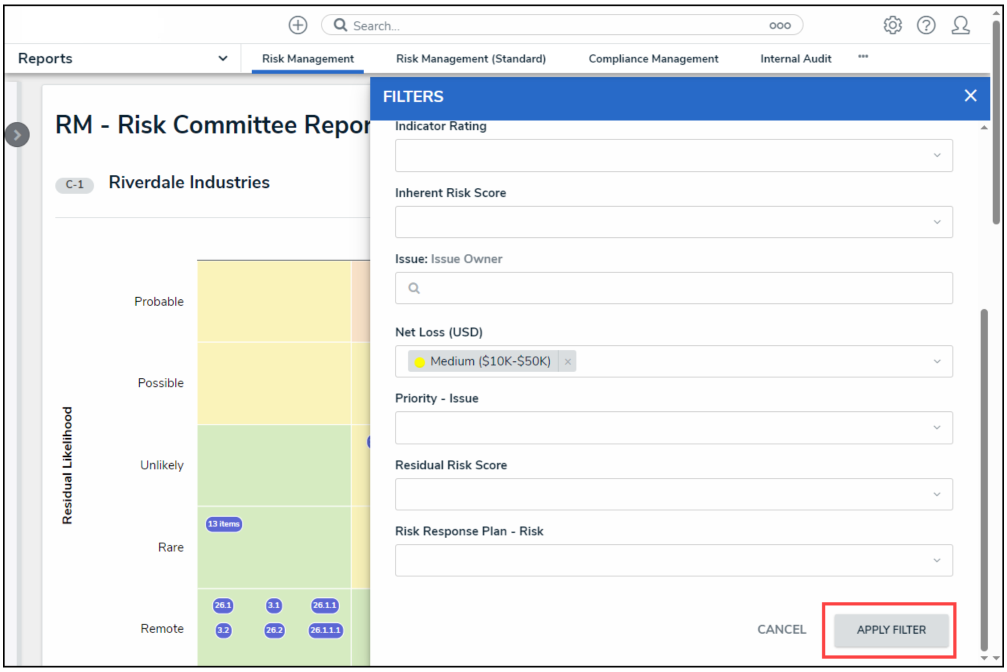
2. From the ***Filter*** pop-up, apply any of the following filters to narrow the data that appears on the report:
   - **State:** Allows users to filter the table data by object workflow states (e.g., Creation, Draft, Active, and Archived).
   - **Role:** Allows users to filter the table data by user roles granted direct access to objects from the report's data definition.
   - **Date & Time:** Allows users to filter the table data by date and time values. If the field is configured to collect the date and time, the report is filtered based on the current user's time zone.
   - **Select List:** Allows a user to filter table data by select list values (e.g., Low, Medium, High).
   - **Formula:** Allows a user to filter table data by formula labels.
   - **Relationship/Reference:** Allows a user to filter table data by one or more object type relationship or references. For example, selecting the Risk 1 object type in this filter will also display all the Control objects that Risk 1 appears on through a relationship.
   - **Object Type:** Allow a user to filter table data by object type.

> ***Note:***
> *Sections may be blank if these filter types have not been added to the report by an administrator.*



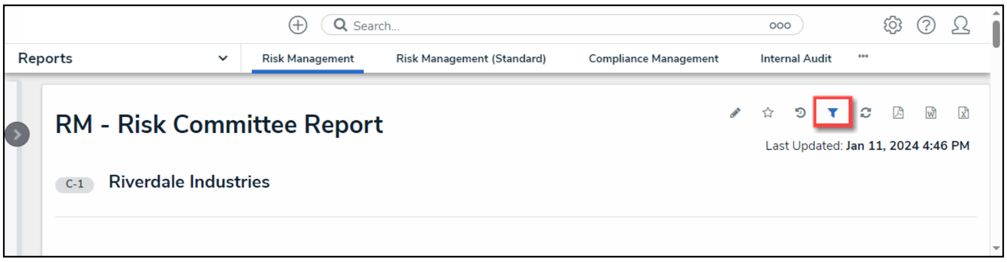
Filter Pop-up

3. Click the **Apply Filter** button to apply any selected filters to the table data.



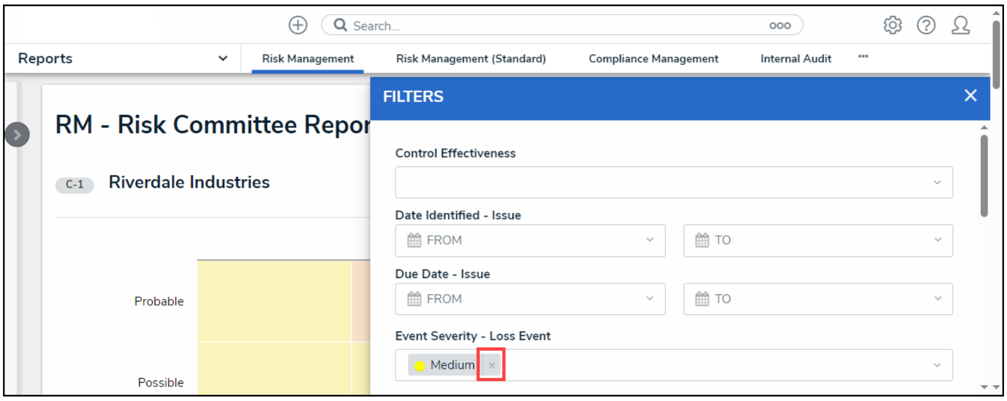
Apply Filter Button

4. The **Filter** icon will appear blue, indicating that there are filters applied to the table data.



Filter Icon

5. Click the **x** beside a filter to remove the filter. If the filter is date-based, select the field and use the **Delete** or **Backspace** key to delete the dates from the fields.



Removing a Filter

6. Click **Apply Filter** to save your changes.

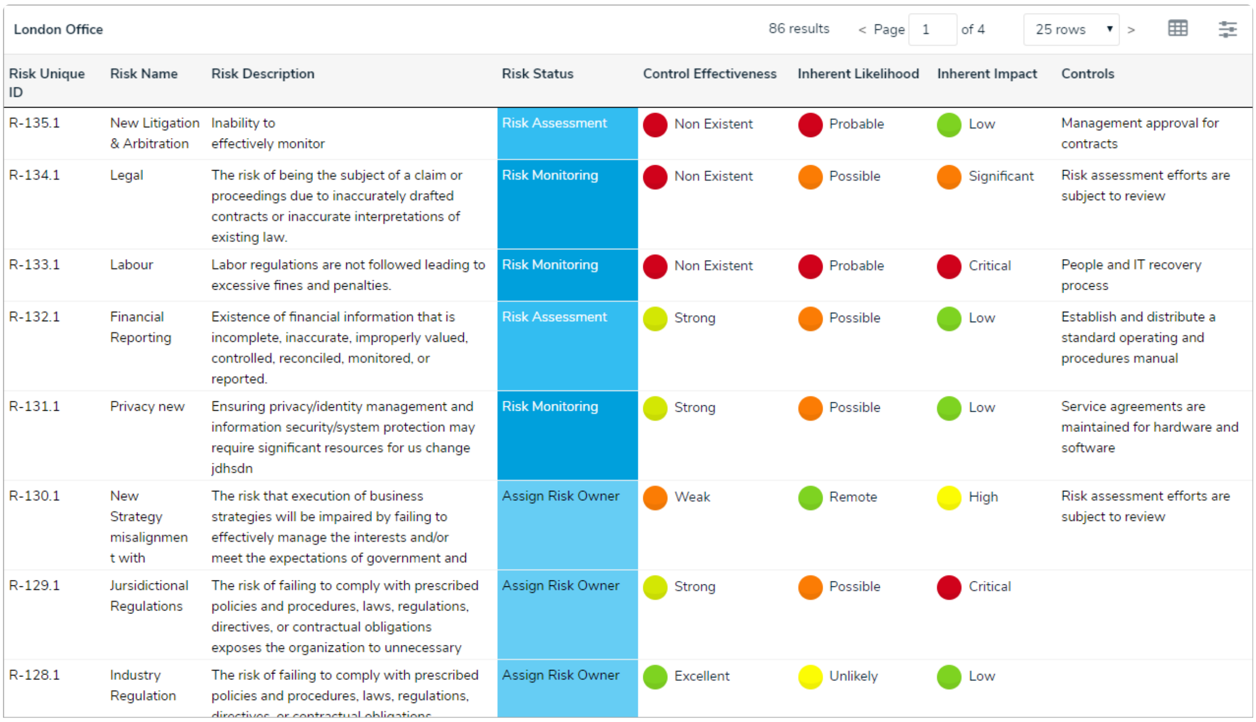
View a Data Grid

A data grid allows users to view, edit, and analyze object data in a spreadsheet-style format. Users with permission to view a data grid can interact with it by:

- Resizing, sorting, and showing or hiding columns;
- Editing an object's properties (**Name** and **Description**) or fields (**Text**, **Numeric**, **Date & Time**, and **Select List**) within individual cells (if **Edit** permissions have been enabled on your role and in the data grid settings);
- Viewing an object's details in a palette (if enabled);
- Filtering data by state, role, relationship, reference, or single select list;
- Wrapping or unwrapping cell contents; and
- Moving forward or back through the grid's pages or adjusting the number of rows displayed on a single page.

Refreshing your browser or navigating away from a data grid will reset any custom display settings (show/hide columns, column width, sorting, etc.) to its default configurations.

This article provides information and instructions on accessing, viewing, and editing data in a data grid from a view. For information on creating a data grid, see the Create a New Data Grid article.



London Office — 86 results < Page 1 of 4 25 rows >

Risk Unique ID	Risk Name	Risk Description	Risk Status	Control Effectiveness	Inherent Likelihood	Inherent Impact	Controls
R-135.1	New Litigation & Arbitration	Inability to effectively monitor	Risk Assessment	Non Existent	Probable	Low	Management approval for contracts
R-134.1	Legal	The risk of being the subject of a claim or proceedings due to inaccurately drafted contracts or inaccurate interpretations of existing law.	Risk Monitoring	Non Existent	Possible	Significant	Risk assessment efforts are subject to review
R-133.1	Labour	Labor regulations are not followed leading to excessive fines and penalties.	Risk Monitoring	Non Existent	Probable	Critical	People and IT recovery process
R-132.1	Financial Reporting	Existence of financial information that is incomplete, inaccurate, improperly valued, controlled, reconciled, monitored, or reported.	Risk Assessment	Strong	Possible	Low	Establish and distribute a standard operating and procedures manual
R-131.1	Privacy new	Ensuring privacy/identity management and information security/system protection may require significant resources for us change jdhsdn	Risk Monitoring	Strong	Possible	Low	Service agreements are maintained for hardware and software
R-130.1	New Strategy misalignment with	The risk that execution of business strategies will be impaired by failing to effectively manage the interests and/or meet the expectations of government and	Assign Risk Owner	Weak	Remote	High	Risk assessment efforts are subject to review
R-129.1	Jursidictional Regulations	The risk of failing to comply with prescribed policies and procedures, laws, regulations, directives, or contractual obligations exposes the organization to unnecessary	Assign Risk Owner	Strong	Possible	Critical	
R-128.1	Industry Regulation	The risk of failing to comply with prescribed policies and procedures, laws, regulations,	Assign Risk Owner	Excellent	Unlikely	Low	

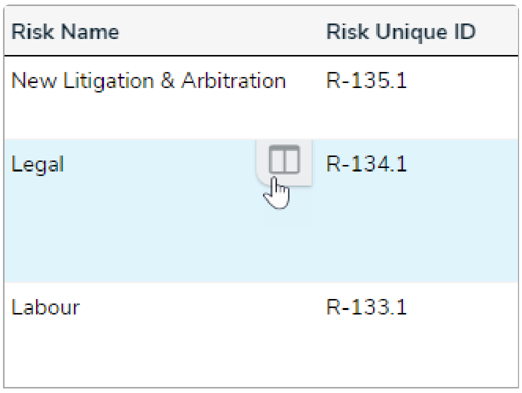
A data grid as it appears to end-users in a view.

To view a data grid:

1. Navigate to the application and activity where the data grid is saved.
2. Click an anchor (root) object in the view to display the data grid.

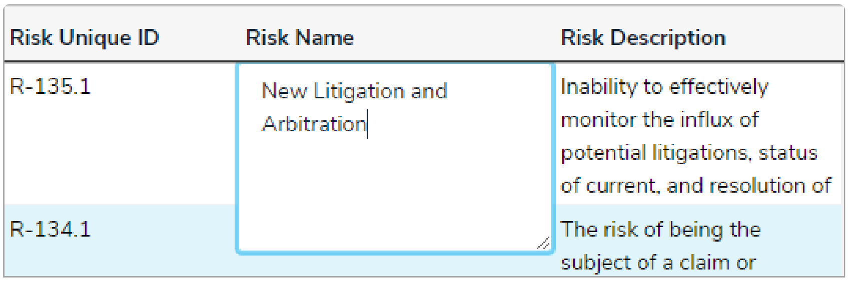
Clicking on an anchor object to view a data grid.

3. To open a grid object in a palette, hover your cursor over a cell in the **Name** column, then click the icon. This icon will only appear if the palette option was enabled by an administrator and if the **Name** column is displayed on the grid.



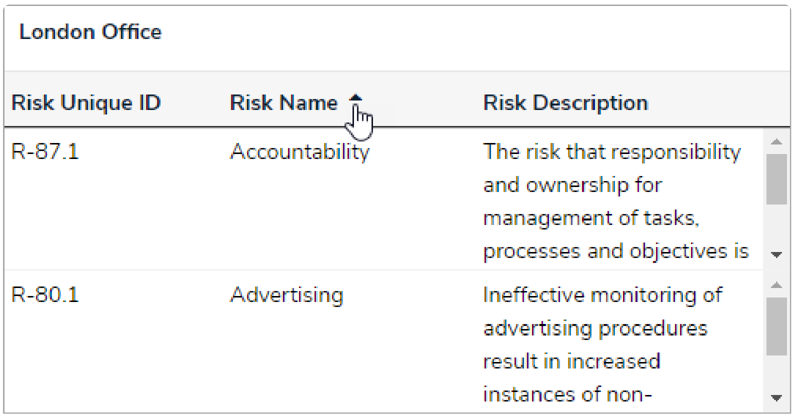
The palette icon in the Name column.

4. To edit property (**Name** or **Description**) or field data (**Plain Text**, **Numeric**, **Date & Time**, or **Select List**) in a column that **has not been marked as read-only**, click the cell, then type your changes or make a selection from the available options. Changes made to cells are applied to the associated object and are saved automatically.



Clicking a cell to edit it. If the cell has been marked as read-only or your role does not have permission to edit the associated object, the cell cannot be edited.

5. To edit a text field with rich text formatting enabled, click the cell to open the RTF editor, type your changes, then click the icon to save. If you don't have permission to edit the RTF field, clicking it will display the fields' contents in focused mode. Click **x** to close the RTF editor or window and return to the data grid.
6. To adjust a column's width, hover your cursor over the top of the column to show the icon, then click and drag the column to resize it.
7. To sort the grid by column, click the column name at the top of the grid to sort the data alphabetically in ascending order. Click the column name again to sort in descending order. Clicking the column name a third time will remove any sorting.



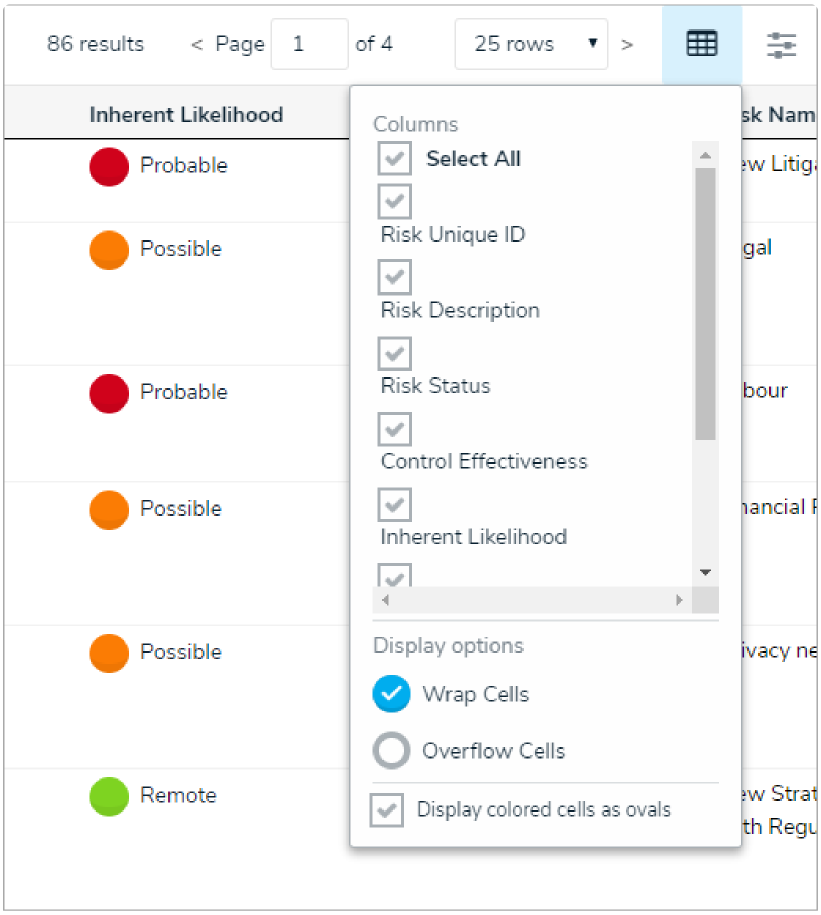
Sorting the columns in a grid.

8. To display a specific grid page, click the **<** or **>** icons to move forward or back, click the

textbox and type the page number you wish to view, or click the arrows, then click away from the text box to reload the grid. To adjust the number of rows displayed, select an option from the row dropdown menu.

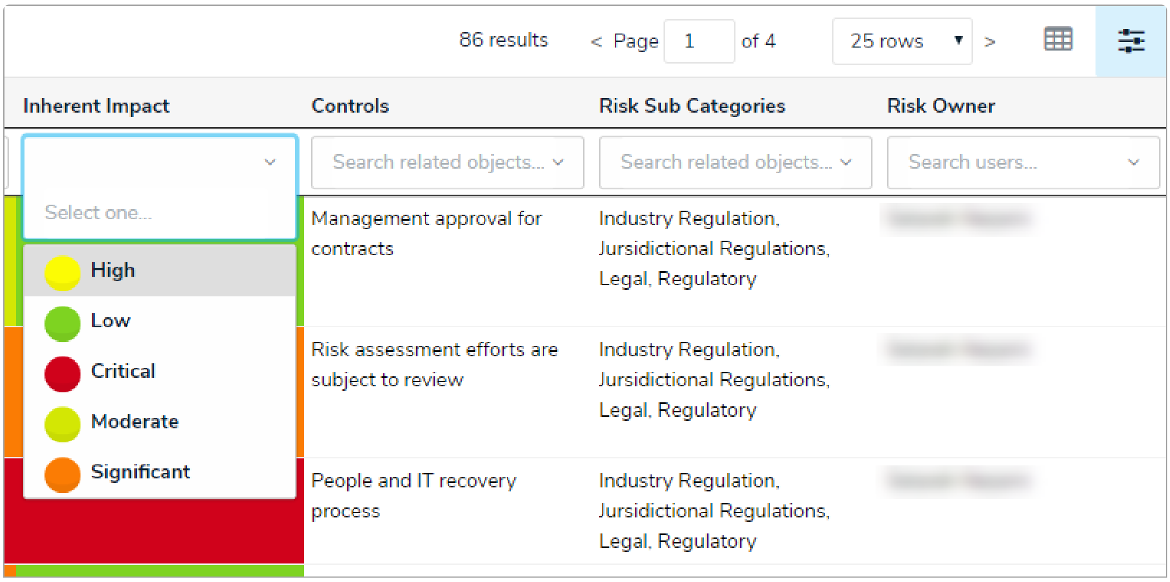
Changing the grid page.

9. To configure the grid's display, click the icon in the top-right corner of the page. To show or hide columns, select or deselect the column checkboxes. Select the **Wrap Cells** or **Overflow Cells** options to wrap or unwrap the data. Select the **Display colored cells as ovals** checkbox to show formula or select list cells as text with colored circles instead of a full background color. This option does not apply to workflow states.



The grid's display options.

10. To filter the data displayed in a column by single select list, date, workflow state, formula range, relationship/reference, or role, click the icon to the far right of the page to enable filters below the column headers, then begin typing keywords or select an option. Click the icon again to disable/reset any filters.



Filtering the data displayed in the grid.

11. To reset any custom display settings, including filters, column widths, hidden columns, page numbers, or rows, refresh your browser.

Export a Report

Overview

Report data can be exported into downloadable PDF, Word document, and spreadsheet files. However, there are some restrictions, depending on the file format and element type. All links and file attachments are disabled in exported report files.

Reports display the time and date the report was last updated/loaded **based on the current user's local timezone**. This timestamp appears on exported files and is updated when the report is reloaded or refreshed. To ensure your exported report files reflect the most recent data, click the **Refresh** icon on the report or refresh your browser before exporting. See the Loading & Caching Report Data article for more information.

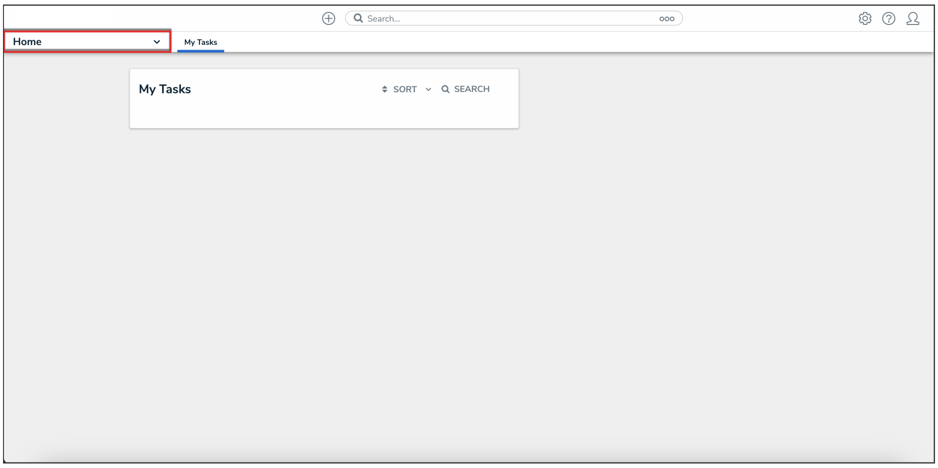
> ***Note:***
> Data grids cannot be exported.

Related Information/Setup

Please refer to the Create a New Report article for more information on creating reports.

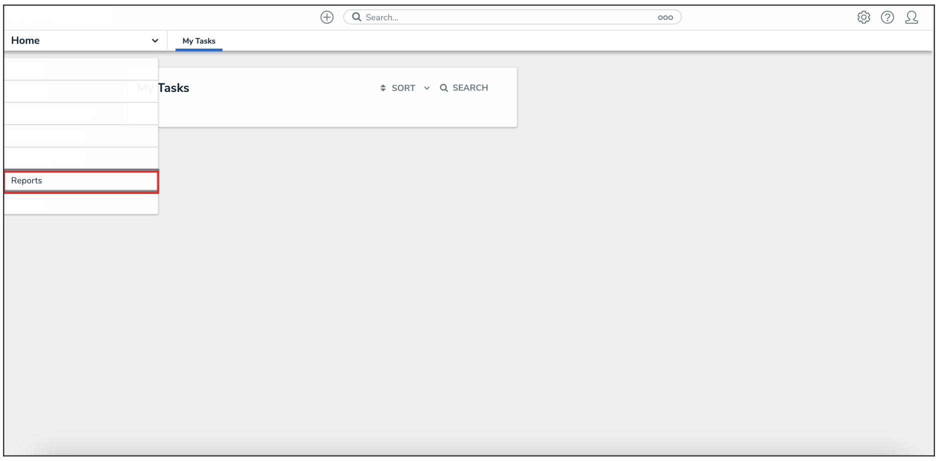
Navigation

1. From the ***Home*** screen, click the **Home** dropdown.



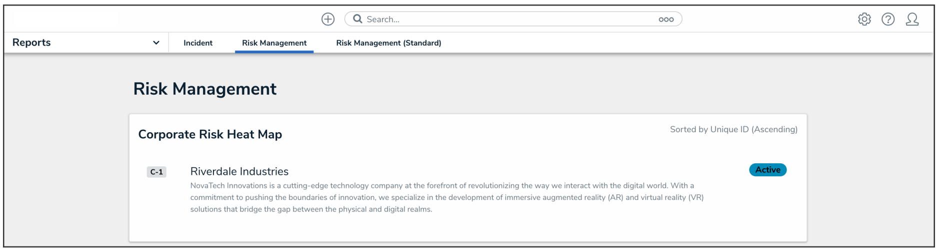
Home Dropdown

2. From the **Home** dropdown, select the **Reports** application.



Reports Application

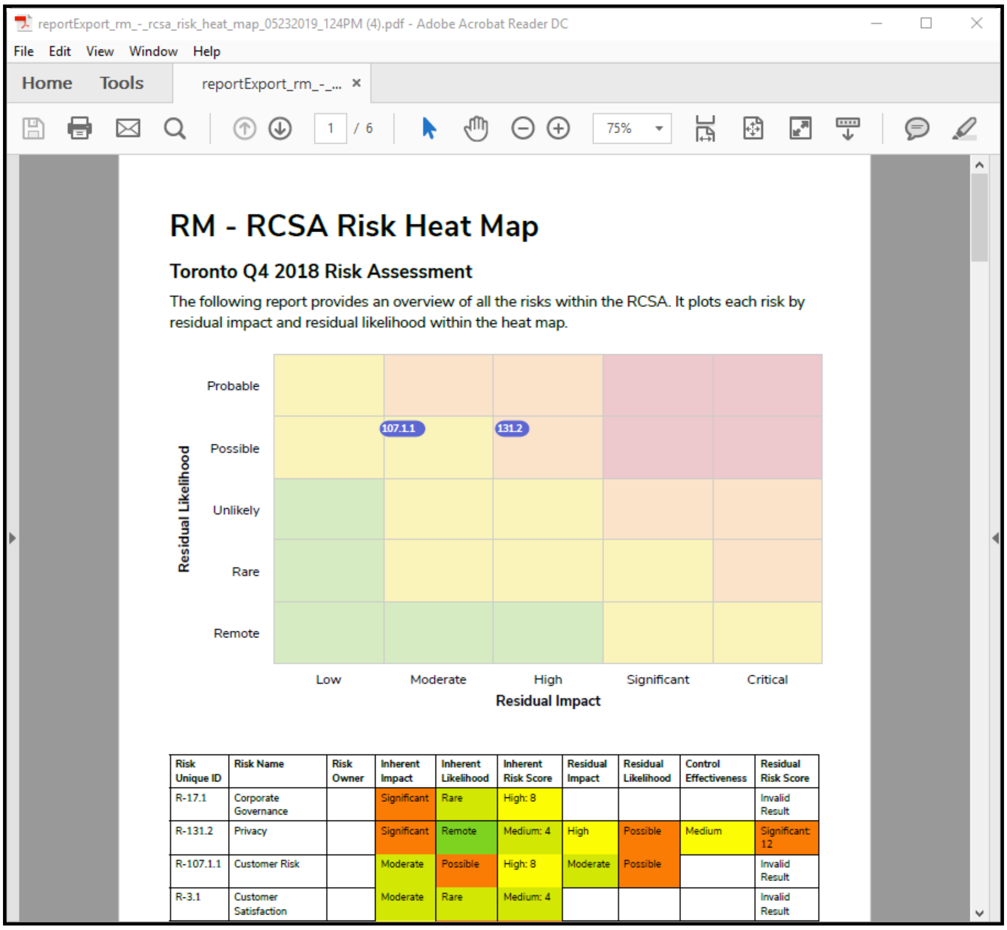
3. From the list of reports, click the report that you want to export.



Report Name

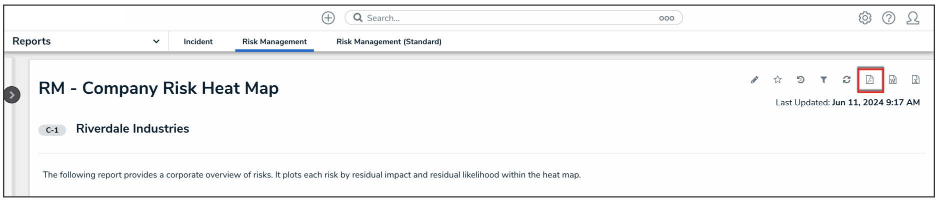
Exporting a Report as a PDF

Tables, charts, heat maps, repeatable forms, and free form text can be exported into a PDF file. The PDF file will reflect any page breaks or PDF headers added to the report canvas by an administrator.



An Example of a Report Exported as a PDF

- From the report you want to export as a PDF, click the **Export to PDF** icon.

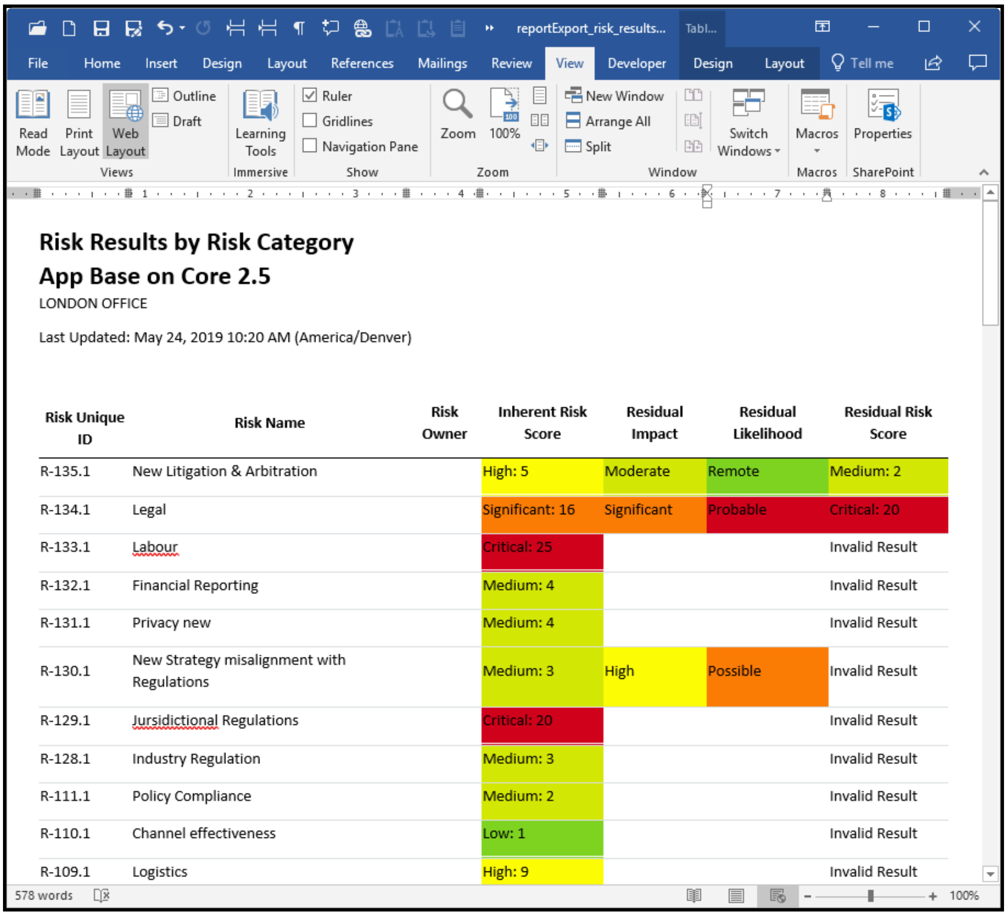


Export to PDF Icon

Exporting a Report as a Word Document

Only table reports can be exported into a Word document. If the report contains other report elements, only the table data will be exported. Repeatable form elements are not displayed in the export.

> ***Note***:
> Point in time reporting is not currently supported. Exporting a report with historical data currently displayed will generate a file showing present-day data only.

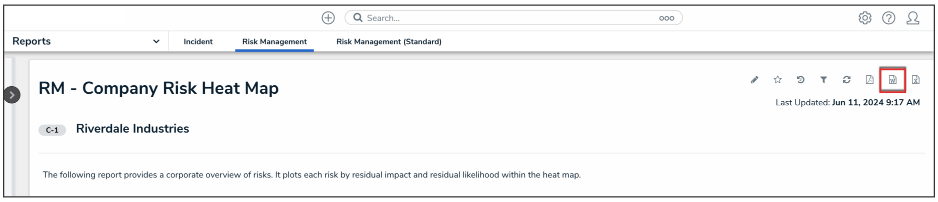

Risk Results by Risk Category
App Base on Core 2.5
LONDON OFFICE

Last Updated: May 24, 2019 10:20 AM (America/Denver)

Risk Unique ID	Risk Name	Risk Owner	Inherent Risk Score	Residual Impact	Residual Likelihood	Residual Risk Score
R-135.1	New Litigation & Arbitration		High: 5	Moderate	Remote	Medium: 2
R-134.1	Legal		Significant: 16	Significant	Probable	Critical: 20
R-133.1	Labour		Critical: 25			Invalid Result
R-132.1	Financial Reporting		Medium: 4			Invalid Result
R-131.1	Privacy new		Medium: 4			Invalid Result
R-130.1	New Strategy misalignment with Regulations		Medium: 3	High	Possible	Invalid Result
R-129.1	Jursidictional Regulations		Critical: 20			Invalid Result
R-128.1	Industry Regulation		Medium: 3			Invalid Result
R-111.1	Policy Compliance		Medium: 2			Invalid Result
R-110.1	Channel effectiveness		Low: 1			Invalid Result
R-109.1	Logistics		High: 9			Invalid Result

An Example of a Report Exported as a Word Document

- From the report you want to export as a Word document, click the **Export to Word** icon.

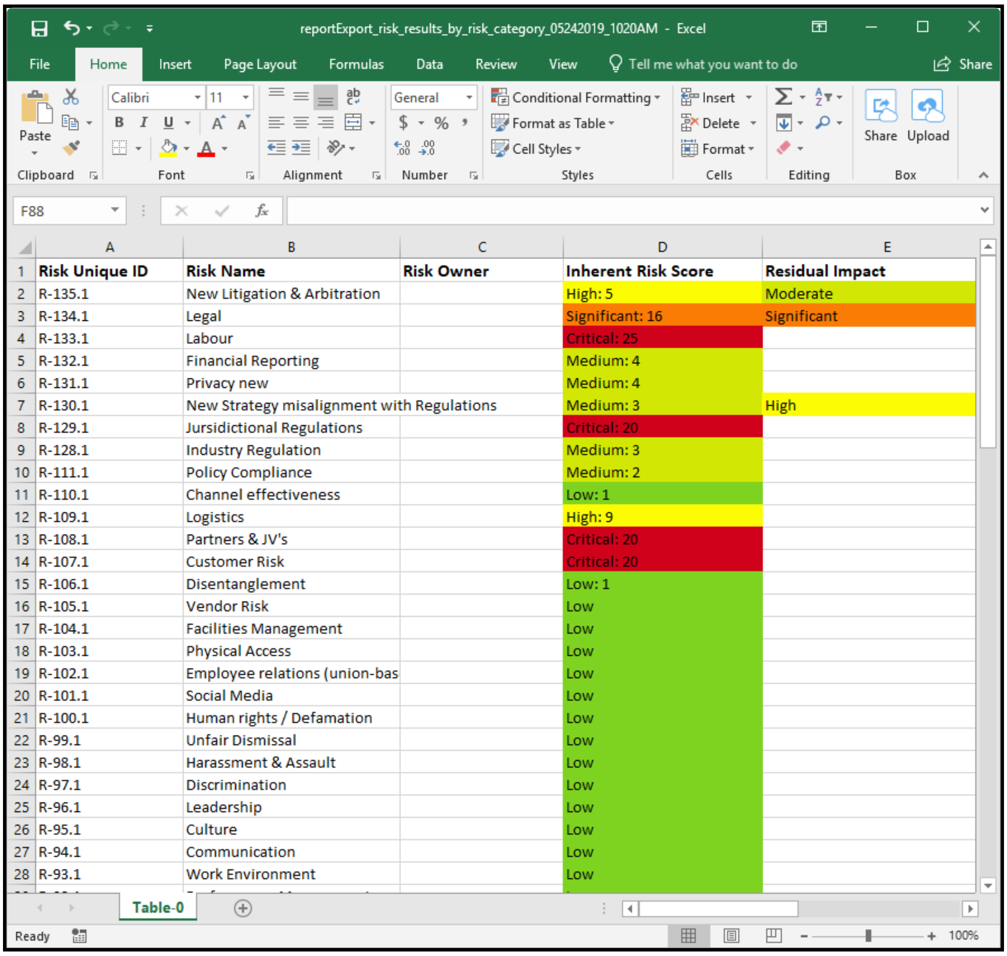


Export to Word Icon

Exporting a Report as an Excel Document

Only table reports can be exported into an Excel document. If the report contains other report elements, only the table data will be exported.

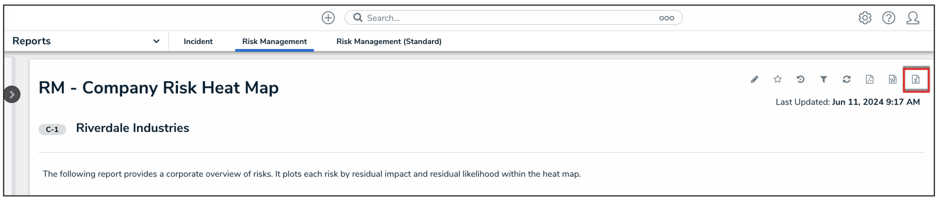
> ***Note***:
> Point in time reporting is not currently supported. Exporting a report with historical data currently displayed will generate a file showing present-day data only.



Risk Unique ID	Risk Name	Risk Owner	Inherent Risk Score	Residual Impact
R-135.1	New Litigation & Arbitration		High: 5	Moderate
R-134.1	Legal		Significant: 16	Significant
R-133.1	Labour		Critical: 25	
R-132.1	Financial Reporting		Medium: 4	
R-131.1	Privacy new		Medium: 4	
R-130.1	New Strategy misalignment with Regulations		Medium: 3	High
R-129.1	Jursidictional Regulations		Critical: 20	
R-128.1	Industry Regulation		Medium: 3	
R-111.1	Policy Compliance		Medium: 2	
R-110.1	Channel effectiveness		Low: 1	
R-109.1	Logistics		High: 9	
R-108.1	Partners & JV's		Critical: 20	
R-107.1	Customer Risk		Critical: 20	
R-106.1	Disentanglement		Low: 1	
R-105.1	Vendor Risk		Low	
R-104.1	Facilities Management		Low	
R-103.1	Physical Access		Low	
R-102.1	Employee relations (union-bas		Low	
R-101.1	Social Media		Low	
R-100.1	Human rights / Defamation		Low	
R-99.1	Unfair Dismissal		Low	
R-98.1	Harassment & Assault		Low	
R-97.1	Discrimination		Low	
R-96.1	Leadership		Low	
R-95.1	Culture		Low	
R-94.1	Communication		Low	
R-93.1	Work Environment		Low	

An Example of a Report Exported as an Excel Document

- From the report you want to export as an Excel document, click the **Export to Excel** icon.



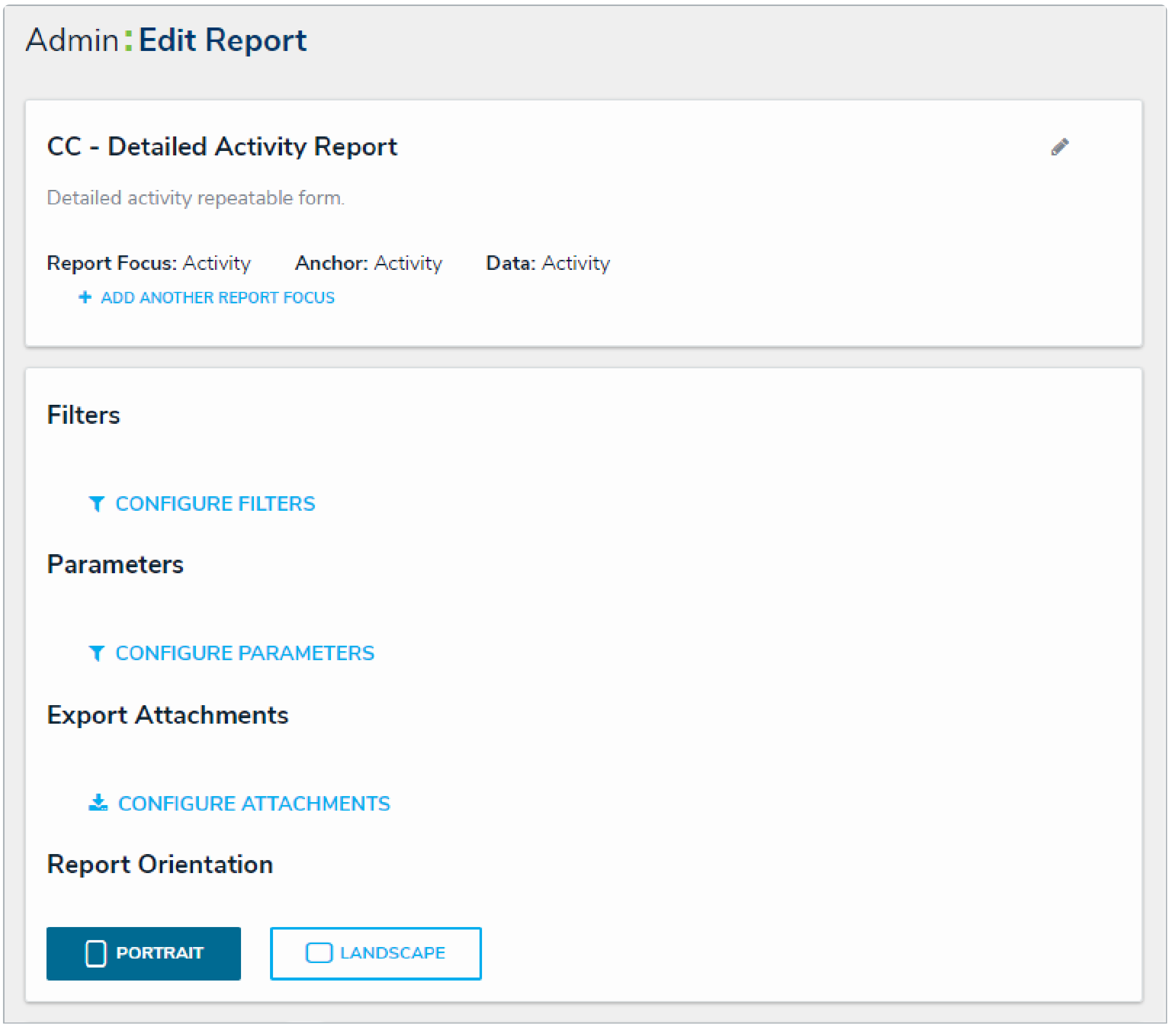
Export to Excel Icon

Configure Export Attachments

Attachments are the data series, fields, and relationships of a report that users can export. To ensure that only the most relevant information is exported, administrators can determine which elements of the report can become attachments.

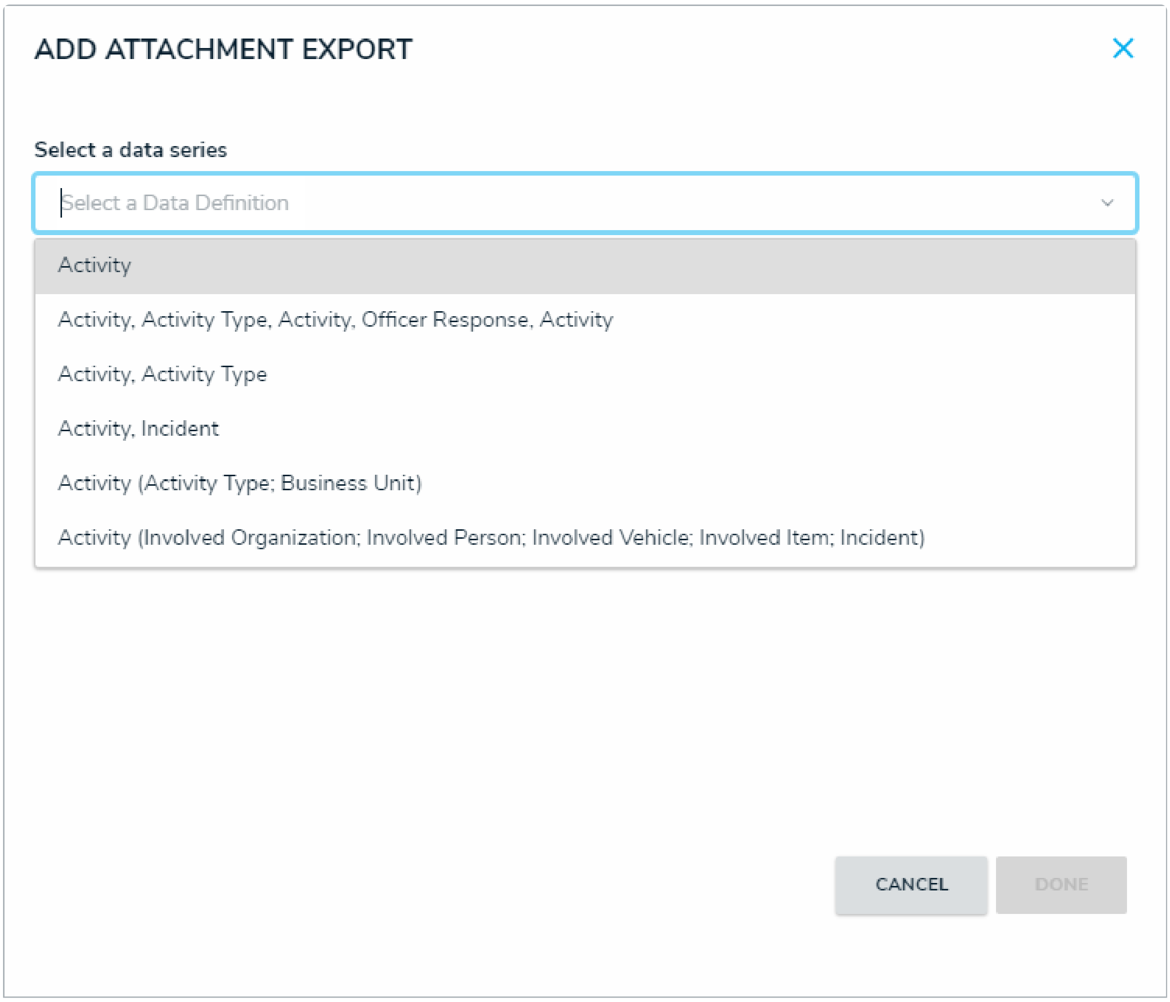
To configure a report's export attachments:

1. Click the icon in the top bar **> Data Visualizations** in the **Views** section.
2. Click the report you wish to configure the exports for or enter its name in the **Search** field, then click it to open the **Edit Report** page.



The Admin: Edit Report page.

3. Click **Configure Attachments** under **Export Attachments** to open the **Add Attachment Export** palette.



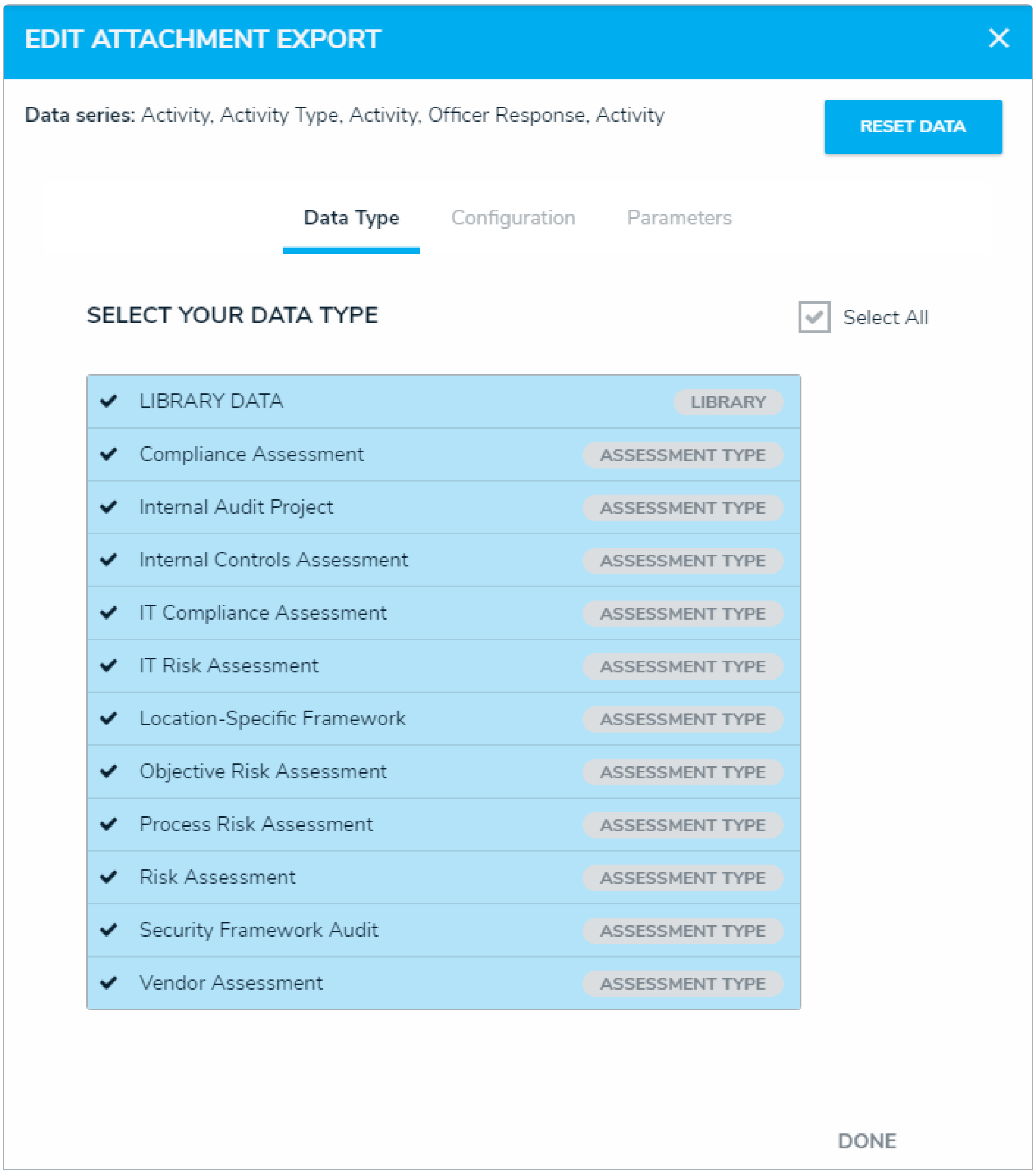
The Add Attachment Export palette.

4. Select the data series the exports will be coming from in the **Select a data series** field.

5. Click **Done**.

6. Click **Configure Attachments** again to open the **Edit Attachment Export** palette.

7. In the **Data Type** tab, select the type of data you wish to include in the export. All data types are selected by default.

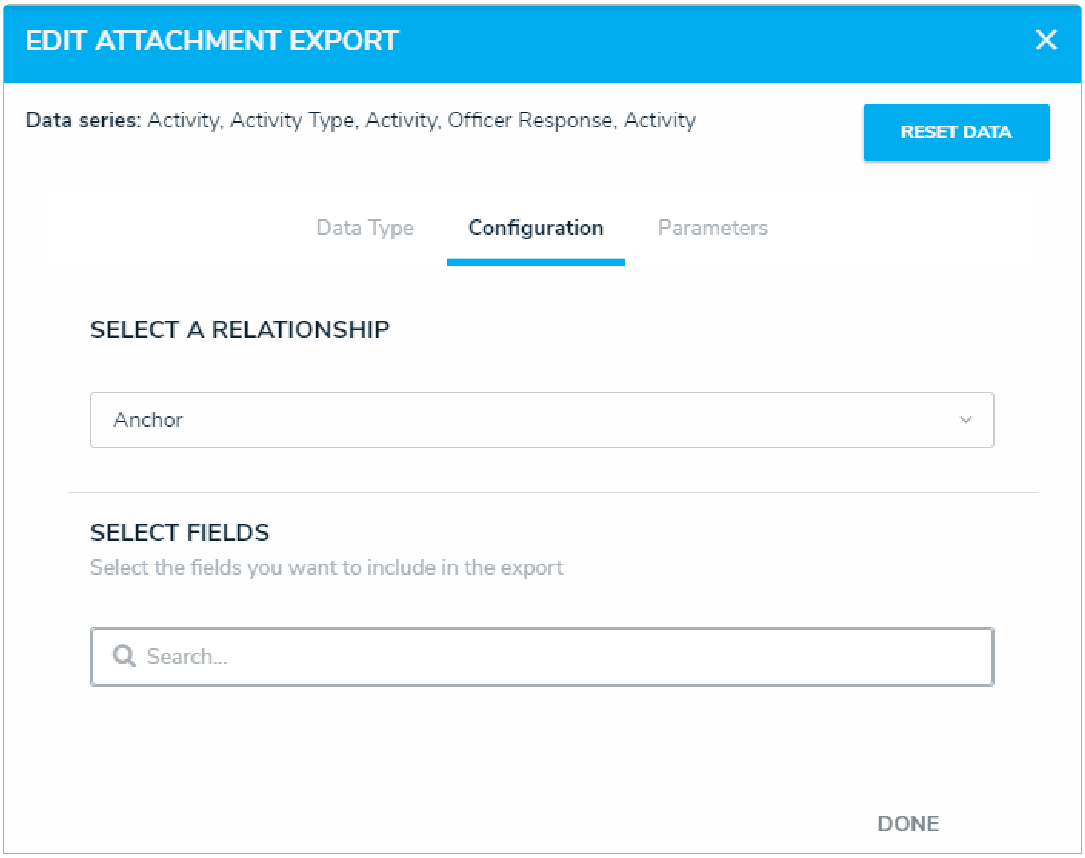


The Data Type tab.

8. In the **Configuration** tab:

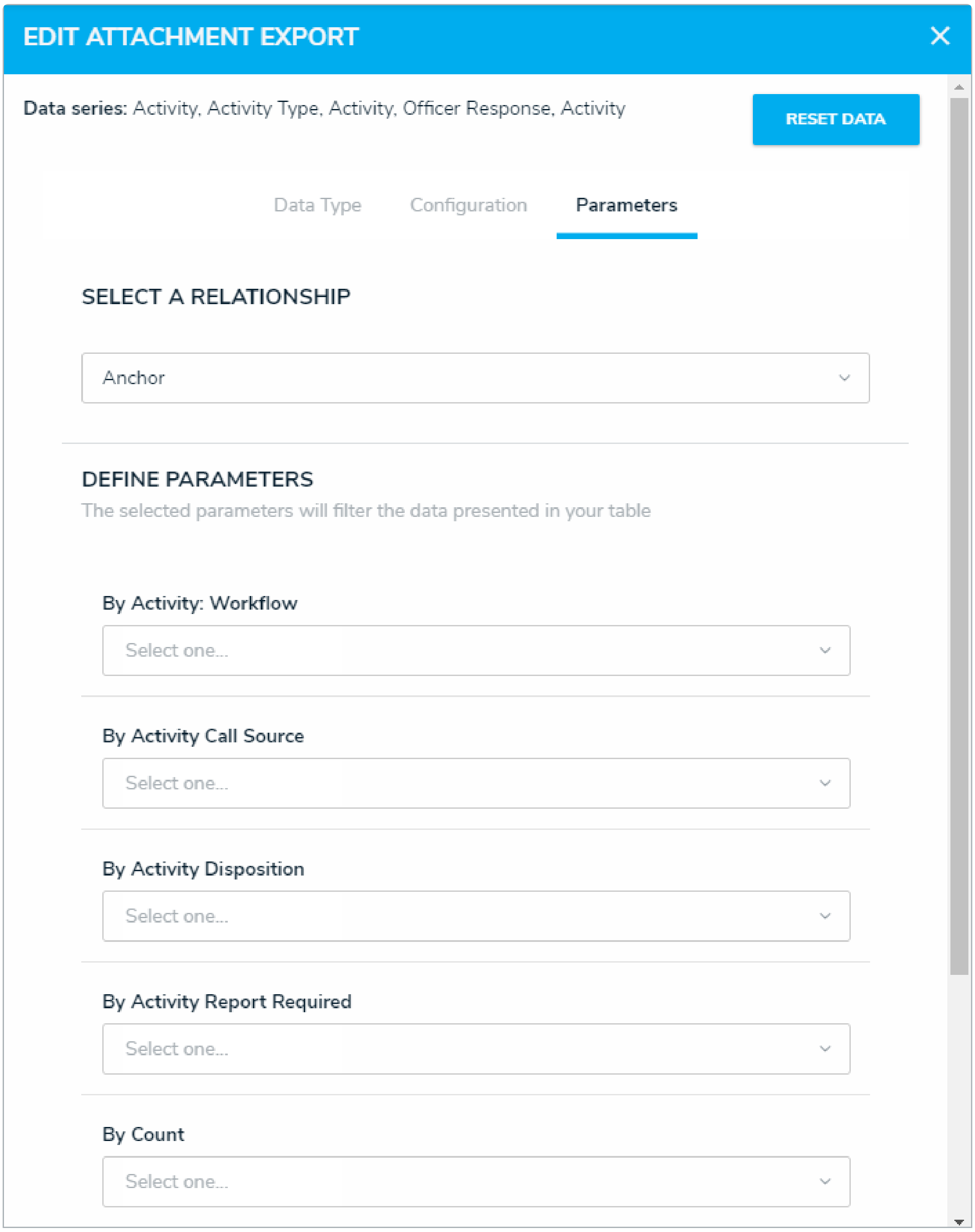
    a. Choose the relationship from the **Select a Relationship** select list.

    b. Begin typing the name of the field you wish to add to the export in the **Select Fields** field and select it to add it to the export. More than one field can be added.



The Configuration tab.

9. In the **Parameters** tab, select how the information in the export will be filtered with any of the select lists in the **Define Parameters** section.



The Parameters tab.

10. Click **Done**.