


Assessments

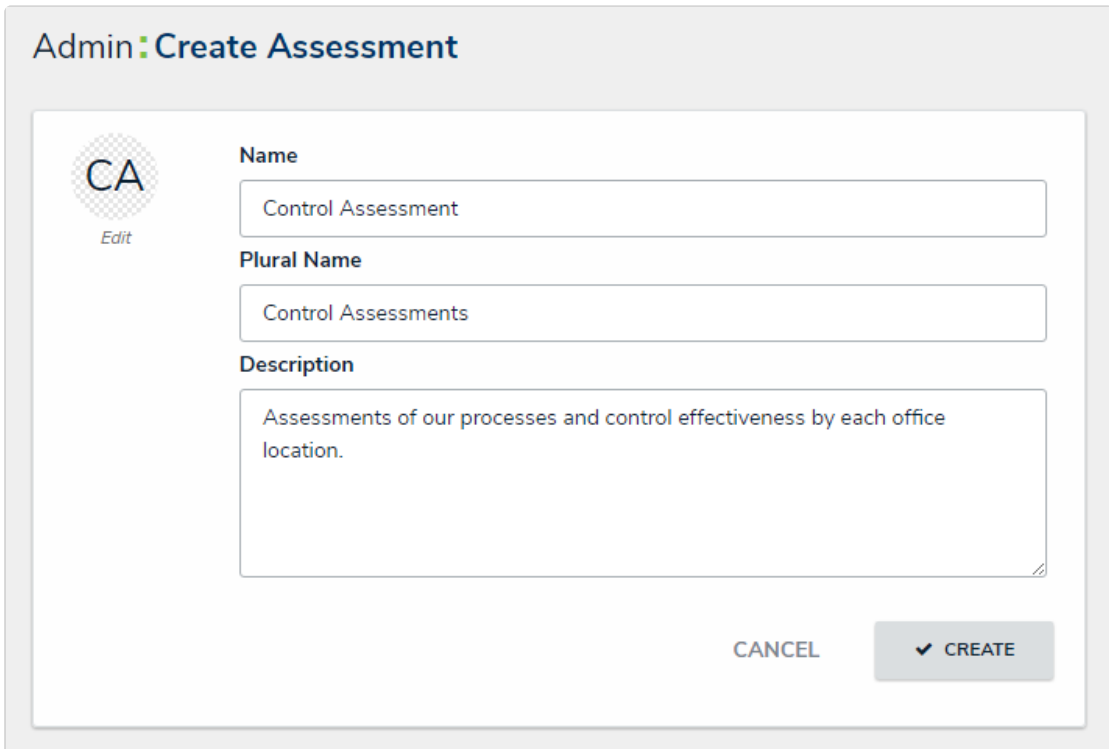
Last Modified on 11/22/2021 11:05 am MST

Create a New Assessment Type

Once an assessment type has been created, you can add it to data visualizations, object type groups, relationships, roles, configurable forms, actions, and views.

To create a new assessment type:

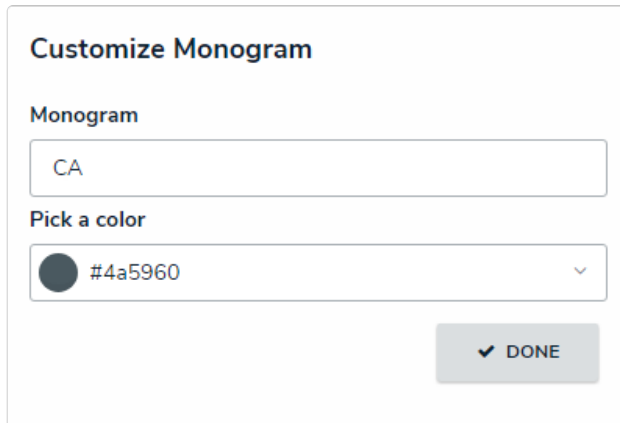
1. Click the  icon in the top bar > **Assessments** in the **Data Model** section.
2. Enter a name for the assessment in the **Name** field.
3. **Optional:** Enter a plural name for the assessment type in the **Plural Name** field, which will appear when viewing a list of the objects for the assessment (e.g., "View Control Assessments" instead of "View Control Assessment").
4. **Optional:** Enter a description of the assessment type in the **Description** field, which will appear on the **Assessments** and **Edit Assessment** pages.



The screenshot shows a web form titled "Admin: Create Assessment". On the left, there is a circular monogram icon with the letters "CA" and a small "Edit" link below it. The form contains three main sections: "Name" with a text input field containing "Control Assessment"; "Plural Name" with a text input field containing "Control Assessments"; and "Description" with a larger text area containing "Assessments of our processes and control effectiveness by each office location.". At the bottom right of the form, there are two buttons: "CANCEL" and "CREATE" (with a checkmark icon).

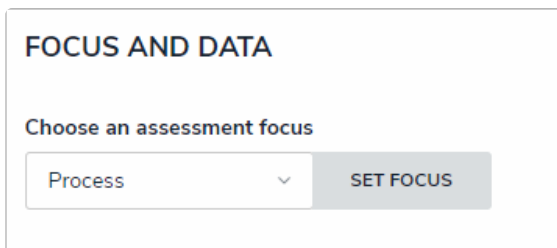
The Create Assessment page.

5. **Optional:** To edit the assessment monogram:
 1. Click the monogram icon to the left of the **Name** field.
 2. Enter 1 to 3 characters in the **Monogram** field.
 3. Click the **Pick a color** dropdown menu to reveal the color picker. You can also type a hex color into this field to select a color.



The Customize Monogram screen.

4. Click Done.
6. Click Create to display the Edit Assessment page.
7. Select an object type to use as the assessment's **focus** from the Choose an assessment focus dropdown menu. The focus object type determines which object types you can select when creating or selecting a **data definition**.
8. Click Set Focus.

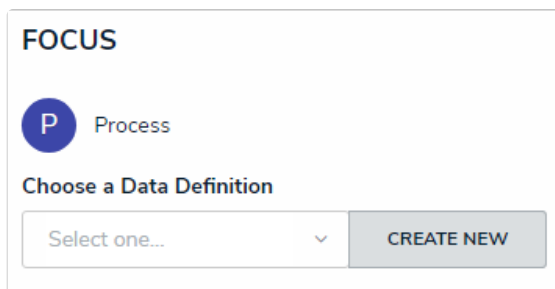


The Focus dropdown menu. The object type selected here will determine which data definition can be selected for the assessment.



Once you've clicked **Set Focus**, you cannot modify your selection.

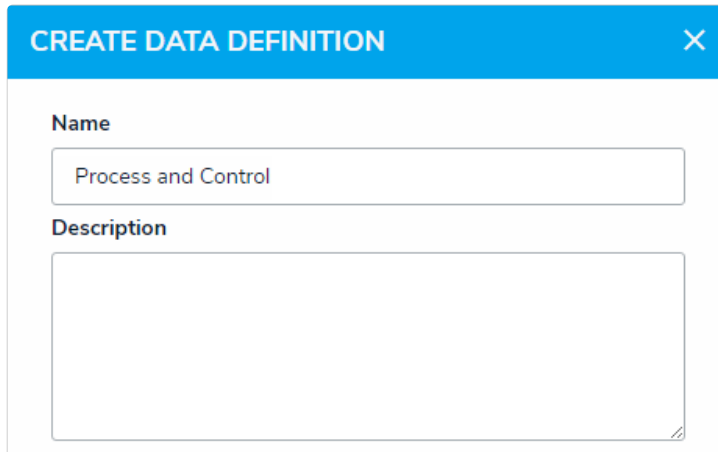
9. To choose an existing data definition, select it from the **Choose a Data Definition** dropdown menu.
10. To create a new data definition:
 1. Click **Create New** to open the **Create Data Definition** panel.



The Data Definition section, which appears after selecting a focus.

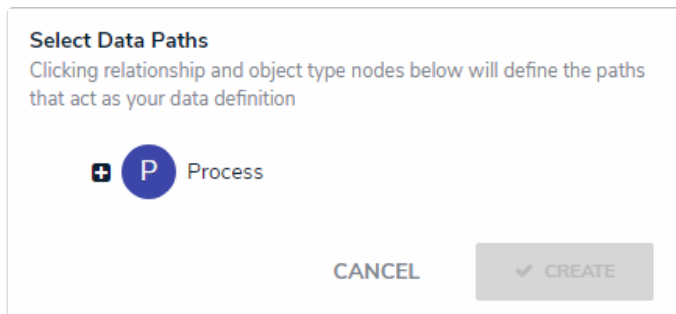
2. Enter the name for the definition in the **Name** field.
3. **Optional:** Enter a description for the definition in the **Description** field. This description

will appear when reviewing the [Data Definition](#) settings.



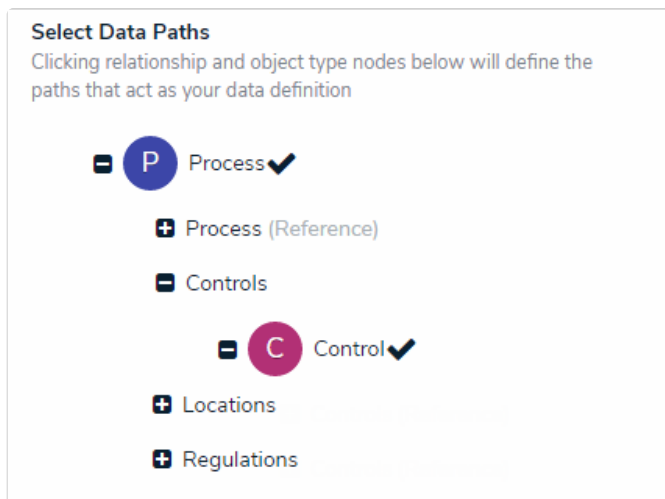
The Create Data Definition screen.

4. Click the monogram, which represents the focus object type you're currently working in, to expand the node and any reveal relationships and references saved to the focus object type.



The Data Path with no object types selected. Clicking the monogram of the focus object type will expand the tree to show all the relationships and references.

5. Click a relationship or reference to show the related object types (e.g. clicking the "Controls" relationship will reveal the Control object type).
6. Click an object type to place a checkmark next to it and add the object type to the [data definition](#). Any object types selected in the data definition can be used as [dimensions](#) or [reference data](#) on the assessment. For example, if you selected Process as the focus and Control in the data definition, both Process and Control can be added as dimensions.



Selecting object types on a new data definition. The object types selected can then be used as dimensions or reference data.

7. Continue placing checkmarks beside the object types as needed.
8. Click **Create** to close the palette.



You can review the data path of the definition from the [Data Definitions](#) section in **Administration**.

11. To create a **dimension** from an existing object type (that will appear on the assessment as a field through which users can select an existing object):
 1. Click the dropdown menu below **Object Type Dimension(s)**, then select one or more object types that you want to appear on the assessment (e.g., selecting the Location object type will add fields on the assessment through which users can only select existing Location objects).
 2. Click **Add Selected**.

The screenshot shows a section titled "DIMENSIONS". Below the title is a label "Object type dimension(s)" above a dropdown menu. The dropdown menu is open, showing two selected items: "Location" and "Objectives", each with a small 'x' icon to its right. To the right of the dropdown menu is a blue button with a white plus sign and the text "+ ADD SELECTED (2)".

Adding object type dimensions to an assessment

12. To create a custom dimension, which will appear on the assessment as a dropdown menu with predefined options (like a [select list](#)) and will **not** allow users to select existing objects:
 1. Click **Create New** from the dropdown menu below **Custom Dimension(s)**.
 2. Enter a name in the **Dimension Name** field (e.g., Location).
 3. Enter the name for an option as it will appear in the dimension (e.g., Edmonton).
 4. Click **Add Another Dimension Option** to continue adding options.

Create Dimension ✕

Dimension Name

Location

Dimension Option ✕

Edmonton

Dimension Option ✕

Toronto

Dimension Option ✕

Los Angeles

Dimension Option ✕

New York

[+ ADD ANOTHER DIMENSION OPTION](#)

+ CREATE CANCEL

The Create Dimension screen for custom dimensions.

5. Click **Create**.
13. Click the **Configuration** tab to configure the workflows and assessment data. See the [Configure an Assessment's Workflows](#) for more detailed information.
14. Click the **Fields** tab to add [fields](#) to the assessment.
15. Click the **Formulas** tab to add [formulas](#) to the assessment.
16. Click the **Relationships** tab to add [relationships](#) to the assessment.



To help indicate an object type is the focus of an assessment, a relationship between the assessment and the focus object type is automatically created on the assessment, which will then allow you to add a [reference](#) on the focus object type, if needed.

17. Click the **Roles** tab to add [roles](#) and configure the [inferred permissions](#) on the assessment.
18. Click **Done**.
19. Create a navigation form to complete the scope and launch of the assessment.
20. Create a [standard configurable form](#) for the assessment, ensuring you've added the [Assessment Context](#) element and the [Open Assessment Scoping](#) action to the form.
21. Add the assessment to an [action](#) so assessment objects can be created through an activity.
22. **Optional:** Add the assessment to a [view](#) so existing assessment objects can be viewed through an activity.

Scope & Launch/Create an Assessment

This article provides instructions for creating a new assessment then scoping and launching it immediately after creation. If the assessment was already created, it's possible to scope and launch it by opening it in a [view](#), then following the instructions starting from step 6. If an admin has enabled the option to [reuse data](#) from other assessments and you have permission to view those objects, users must review those before the assessment is launched. See the [Review Objects](#) section below for more information.

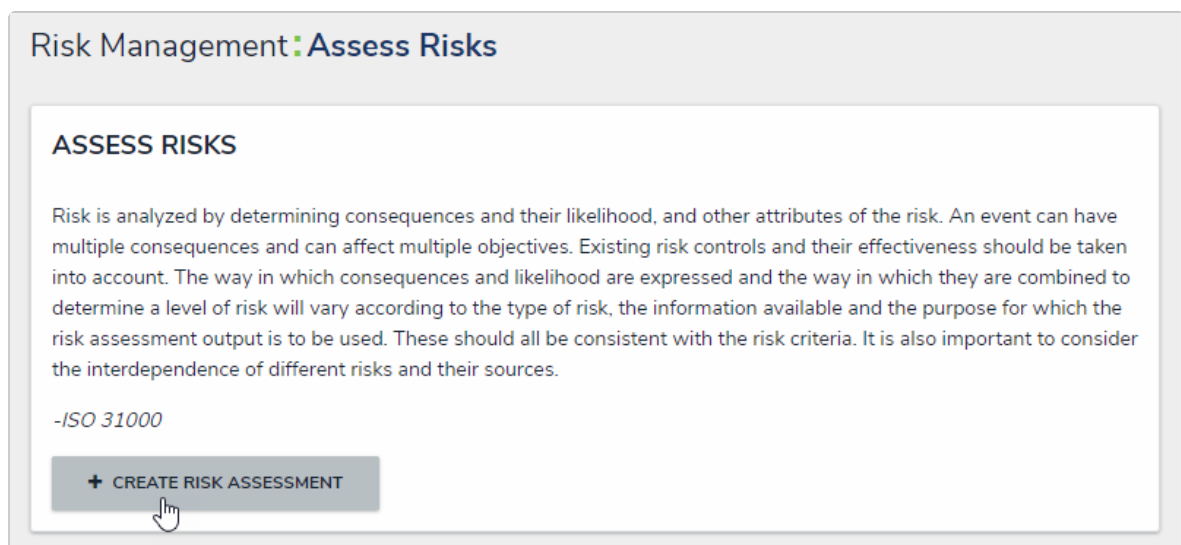
For more information on why assessments are scoped and launched, see the [Scope & Launch Overview](#) article. To learn more about the user interface of the scoping tool, see the [Scope & Launch User Interface](#) article.



The names of the forms, triggers, objects, etc. in the steps and screenshots below will vary depending on your organization's current configuration.

To scope and launch an assessment:

1. Navigate to the [application](#) and activity where the [Create Assessment action](#) is saved.
2. Click the action button to open the assessment form.




An assessment action. Clicking the button will open the assessment form.



3. Enter a name for the assessment in the [\[Assessment\] Name](#) field.
4. Complete one or all of the dimension fields.


Create Risk Assessment



Create a New Risk Assessment

Risk Assessment Name

Time 


Business Unit 

CREATE

CANCEL

A form to create a new assessment.

 The assessment dimension fields are marked as required, however, you are only required to complete **one** dimension field before you can create the assessment. Note, however, that any selections made in the dimension fields on this form cannot be undone once the assessment is saved.

5. Click the Create trigger to display the assessment review form.

Risk Assessment Review

Risk Assessment 36

Risk Assessment Name

Time

Q1

ADD PROCESSES AND RISKS

An assessment review form.

- Click the [Open Assessment Scoping](#) action button (*Add Processes and Risks* in the screenshot above) to launch the scoping tool, which will display a list of [focus](#) objects that can be added to the assessment.
- If needed, refine which objects are displayed by using one or more of the following default filters in the **Filters** pane to the left:
 - Name:** Filters which objects are displayed based on their **Name** [property](#). When entering keywords in this field, press **Enter** on your keyboard to apply the filter.
 - By Assessment Type:** Filters results by object type or assessment type. For example, in the screenshot below, selecting R&C Self Assessment in the **By Assessment Type** filter will only display objects with [instances](#) (assessment objects) that were created through the R&C Self Assessment type. Selecting the **Library** option in this filter will hide any instances. If no instances exist for the object, the **Assessments** section will be hidden automatically.
 - By Dimension:** Filters which instances are displayed in the **Assessments** section by object type [dimension](#). Once one or more options are selected in the **By Dimension** filter, additional filters are displayed to allow you to further narrow down the results. For example, in the screenshot below, selecting the Time Period and Business Unit object type dimensions displays additional filter options, where you can select specific objects (in this case 2018 - Q4 and Toronto). If no instances exist for the object, the **Assessments** section will be hidden.

Filters applied assessment type R&C Self Assessment x Business Unit Toronto x

Filters

By Name

By Assessment Type

By Dimension

By Business Unit

By Description

By Unique ID

RC-1.1.1 Operational ASSESSMENT

REMOVE FROM SCOPE

ASSESSMENTS ^

R&C Self Assessment	2018 - Q4	TORONTO	ASSESSMENT	REMOVE FROM SCOPE
R&C Self Assessment	2018 - Q2	TORONTO	ASSESSMENT	ADD TO SCOPE
R&C Self Assessment	2018 - Q2	TORONTO	ASSESSMENT	ADD TO SCOPE
R&C Self Assessment	2018 - Q2	TORONTO	ASSESSMENT	REMOVE FROM SCOPE

Page 1 of 1 (1 to 1 of 1 items)

Applying By Assessment Type and By Dimension filters to narrow down the results.

- By Description/Unique ID:** Filters objects and instances by their **Description** and **Unique ID** [properties](#).
- By State:** Filters objects and instances by workflow state, including states from other [assessment workflows](#).
- Other:** Additional filters based on plain text fields, select lists, and multi-select lists added to the focus object type in the assessment. When entering keywords in a text field filter,

press **Enter** on your keyboard to apply the filter.

- To remove any unneeded filters, click the **X** beside the filter in the **Filters applied** section.

RISK ASSESSMENT 36

Q1 - Time

Add a Process to your assessment from the list below. If it's necessary, you can add multiple Processes to focus on. You'll be able to perform more granular scoping before you confirm the scope of your assessment.

Filters applied assessment type Risk Assessment X Time Q1 X

Removing unneeded filters in the Filters applied section.

- Add to Scope beside an object to add it to the assessment.
- To add an instance to the assessment, click the **Assessments** link below an object, then click **Add to Scope**. For more information about an instance, hover your cursor over the ellipsis beside the record.

RC-1 **Operational** **ACTIVE**

We do this by enabling them to manage both risk and security across the enterprise in a single solution. Our intuitive integrated risk management software for mid to large-sized or...

+ ADD TO SCOPE

ASSESSMENTS ^

...	R&C Self Assessment	2018 - Q4	TORONTO	ASSESSMENT	+ ADD TO SCOPE
...	R&C Self Assessment	2018 - Q2	TORONTO	ASSESSMENT	+ ADD TO SCOPE
...	R&C Self Assessment	2018 - Q4	EDMONTON	ASSESSMENT	+ ADD TO SCOPE
...	R&C Self Assessment	2018 - Q4	EDMONTON	ASSESSMENT	+ ADD TO SCOPE
...	R&C Self Assessment	2018 - Q2	EDMONTON	ASSESSMENT	+ ADD TO SCOPE

LOAD MORE

Clicking the Assessments link below an object will display any instances, which can then be added to the assessment.



If an object has not been previously assessed, it will not have any instances and the **Assessments** link will be hidden.

- Remove any unneeded objects or instances by clicking **Remove From Scope** beside that object or instance.
- Click the green banner at the bottom of the page to display the assessment **navigation form**.

Q3 2018 Assessment: Toronto

2018 - Q1 - Time Period | Toronto - Business Unit

Add a Risk Category to your assessment from the list below. If it's necessary, you can add multiple Risk Categories to focus on. You'll be able to perform more granular scoping before you confirm the scope of your assessment.

[EDIT ASSESSMENT DETAILS](#)

Filters

By Name

By Assessment Type

By Dimension

By Description

By Unique ID

By state

RC-1
Operational
ACTIVE

[+ ADD TO SCOPE](#)

ASSESSMENTS ^


R&C Self Assessment	2018 - Q4	TORONTO	ASSESSMENT	- REMOVE FROM SCOPE
R&C Self Assessment	2018 - Q2	TORONTO	ASSESSMENT	- REMOVE FROM SCOPE
R&C Self Assessment	2018 - Q4	EDMONTON	ASSESSMENT	+ ADD TO SCOPE
R&C Self Assessment	2018 - Q4	EDMONTON	ASSESSMENT	+ ADD TO SCOPE
R&C Self Assessment	2018 - Q2	EDMONTON	ASSESSMENT	+ ADD TO SCOPE

[LOAD MORE](#)

← Page 1 of 1 (1 to 1 of 1 items) →

There are currently 30 objects added and ready for review

Clicking the green banner at the bottom of the page will display a navigation form where you can review and refine the objects and instances added to the scope.

13. Click the  icons in the tree to expand the nodes in the tree and display any [relationships](#) or [references](#) to the objects added to the scope. The objects displayed in the tree are determined by the [data definition](#) selected by an administrator.
14. Click the names of the objects in the tree to review them in a palette. You may be able to edit the content in the form, depending on your role's [workflow permissions](#).
15. Deselect the checkboxes beside objects you wish to remove from the scope. By default, all objects and their relationships or references are selected (added to the scope). Deselecting an object in an upper node will automatically deselect the objects in the nodes immediately below it.

There are currently 12 objects added and ready for review

FILTERS +

REVIEW YOUR SCOPE


Take a look at the scope of your assessment by expanding the tree and seeing if you want to assess. To narrow the scope of your assessment, expand the nodes on the tree and then select or de-select specific items until you have exactly the data you want to assess selected.

Assessment details:
Risk Assessment — Risk
Assessment 36
Q1 - Time

Retain High-Quality Employees
 Lack of social events
 Control 1
 Not having Coffee in the morning A...
 Control 2
 Control 3
 Control 7
 Not properly on boarding new empl...

CONFIRM SCOPE

Reviewing your scope. De-selecting objects will remove them from the scope.

 Instances cannot be deselected from the navigation form. To remove instances from the scope, click the green banner at the top of the page, then click **Remove From Scope** beside the instances in the **Assessments** sections.

16. To filter which objects are displayed in the tree, click the + icon, then select an object type in the **Select object type to filter tree with** dropdown menu to show the available plain text, select list, property filters available for that object type. To hide the filters, click the + icon.

FILTERS +

Select object type to filter tree with

Process

By Name
By Description
By Unique ID
By state
By Narrative
By Adequate Segregation of Duties?
By Process Volatility
By Susceptibility to Fraud
By Number of Historical Findings
By Complexity

Available filters on the navigation form.

17. Click **Confirm Scope**, then **Yes** to confirm and launch the assessment. If you created the assessment then accessed it later from a view, the form selected for that view will be displayed after clicking **Yes**. Otherwise, the form used to originally create the assessment will be displayed. If an admin has enabled the option to [reuse data](#) from other assessments that you have permissions to access, clicking **Confirm Scope > Review Objects** to review the data before the assessment is launched.

Review Objects

For more information on selecting previous assessment data, see the [Link to Existing \(Rely On\) Assessment Data](#) article.

1. Click **Confirm Scope** to display the **Review Objects** page.
2. Apply the **By Name** or **By Unique ID** filters as needed.

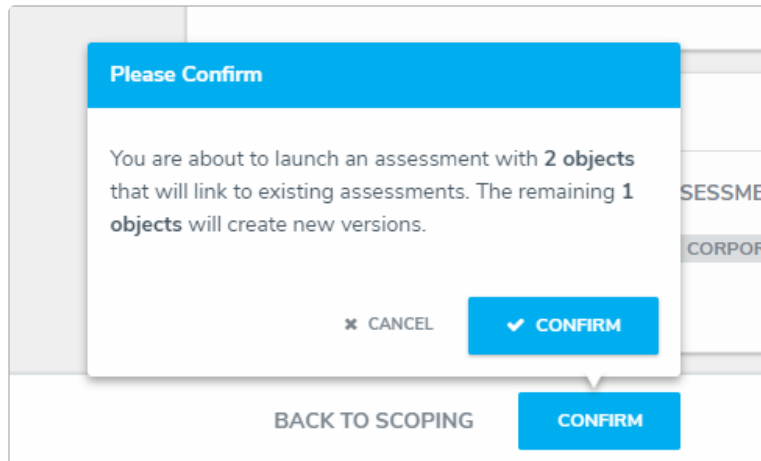
The screenshot shows the 'Review Objects' page. At the top, there is a header 'Review Objects' with a sub-header 'Please determine whether you want to create a new version or link to the results of existing assessments.' and a note: 'Note: Create New Version is selected by default'. Below this is a 'Filters' section with two search boxes: 'By Name' and 'By Unique ID'. To the right is the 'Global Assessment Selection' section, which has a note: 'Note: Selecting an option here will apply that assessment's results to all listed objects'. Below this is a list of 'ASSESSMENTS' with a 'CLEAR SELECTION' button. The list includes 'Operations BU Risk ...' with 'OPERATIONS' and 'Corporate BU Risk A...' with 'CORPORATE'. Each has a radio button for 'Link to Existing'. Below this is the 'Risk Category' section, which has three categories: 'RC-4 Strategic', 'RC-1 Information Technology', and 'RC-1 Information Technology'. Each category has a 'Create New Version' radio button and a list of 'ASSESSMENTS'. The 'RC-1 Information Technology' category has two assessments: 'Operations BU Risk ...' with 'OPERATIONS' and 'Corporate BU Risk A...' with 'CORPORATE'. Each has a radio button for 'Link to Existing'. At the bottom, there are two buttons: 'BACK TO SCOPING' and 'CONFIRM'.

The Review Objects page.

3. To select which instances to rely on ([reuse](#) from a previous assessment) globally instead of selecting them individually, click **Assessments** in the **Global Assessment Selection** section to display the available objects, then select existing instances you wish to link to. Hovering your cursor over the ellipsis icon beside an instance will display additional information, including the **Assessment Type**, **Unique ID**, and **Created On** date.
4. To individually select the instances to rely on, click **Assessments** to expand it and select the **Link to Existing** as needed. By default, **Create New Version** is selected. If you made

selections in the **Global Assessment** section that conflict with selections made on an individual object, a notification banner will display.

5. Click **Confirm** to view a summary of the objects added to the assessment from this page, including the number of linked existing objects and new versions.



A summary of the objects added to the assessment from the Review Objects page.

6. Click **Confirm** to launch the assessment. Once launched, additional changes cannot be made.

Add Data to a Previously Launched Assessment

It's possible to add data to a previously launched assessment; however, adding objects to a launched assessment's relationship or reference fields may create clones (or **instances**) of those objects or merely **link** them together, depending on the circumstances and if the **Assessment Data** option is enabled for the corresponding object type.

To check if the **Assessment Data** option is enabled, review the **Configuration** tab of the **Edit Assessment** page. If needed, you can disable this option for one or more object types, add the objects to the assessment, then re-enable the option so that future objects added will have instances created.



It's not currently possible to add [previously assessed objects](#) to an assessment after launch.

For more information on instances and reference data and when instances or links are created, see the [Assessment Data & Reference Data](#) article.

Delete a Launched Assessment Type


Deleting an assessment type will also delete all objects and instances associated with the assessment. To delete an assessment type, you must have:

- Administrative privileges enabled on your [user account](#); and
- The assessment type added to your [role](#) with **Delete** permissions enabled for all states for the assessment type and object types included in the assessment **OR** [All Access](#) enabled on your

user account.

To delete an individual assessment object and its instances, see the [Delete a Launched Assessment Object](#) article. To delete an assessment that has not yet been launched, see [Edit or Delete an Assessment](#).

To delete a launched assessment type:

1. Click the  icon in the top bar > **Assessments** in the **Data Model** section.
2. Click the assessment or enter the name of the assessment in the **Search** field, then click it to display the **Edit Assessment** page.
3. Click **Delete All** at the top-right of the page to the **Confirm Delete** screen.



The Delete All option on the Edit Assessment page.



If **Delete All** is not visible, ensure your account has admin privileges. Additionally, [Delete](#) permissions must be enabled on your role for all the assessment workflow states **OR** [All Access](#) must be enabled on your account.

4. Type **yes** in the text field (not case-sensitive), then click **Delete ALL**.



Deleting an assessment will delete **all** its objects and instances. [Referenced objects](#) mapped to the assessment are not deleted.

Delete a Launched Assessment Object


Deleting an assessment object will delete the individual object, together with any [instances](#) and links to [reference](#) data. To delete an assessment object, you must have:

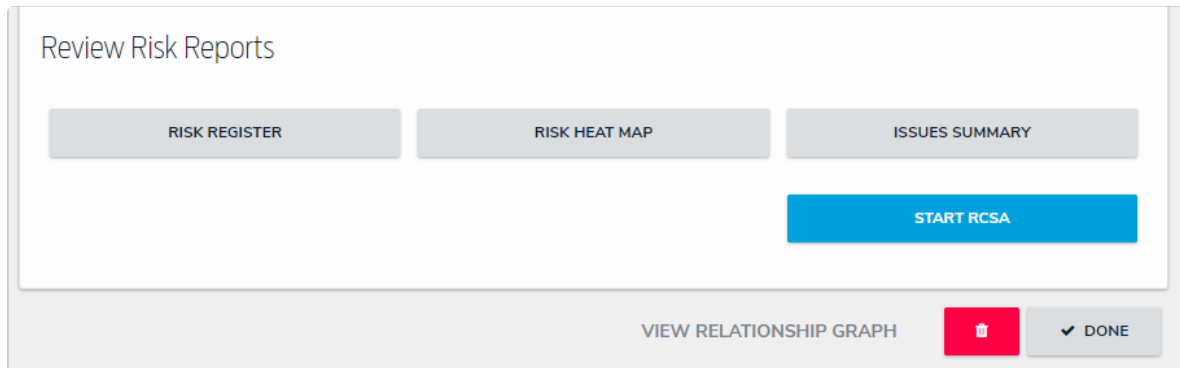
- Administrative privileges enabled on your [user account](#); and
- The assessment type added to your [role](#) with [Delete](#) permissions enabled for all states for the assessment type and object types included in the assessment **OR** [All Access](#) enabled on your user account.

Deleting an assessment object will **not** delete the assessment type. To delete a launched assessment type and all its objects and instances, see the [Delete a Launched Assessment](#) article.

To delete an assessment that has not yet been launched, see [Edit or Delete an Assessment](#).

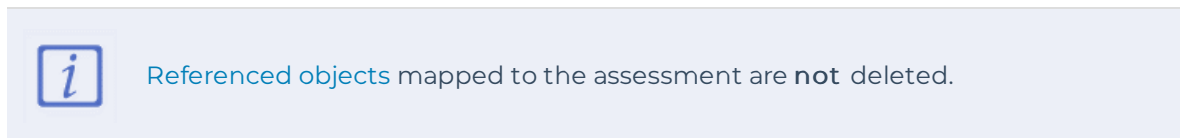
To delete an assessment object:

1. Open the assessment object by navigating to it in a [view](#) or using the [search](#) tool.
2. Scroll to the bottom of the page to locate the  icon.



The Delete icon at the bottom of an assessment object.

3. Click the icon to display the **Confirm Delete** window and review the number of objects (including instances) in the assessment that will also be deleted.



4. Type **yes** in the text field (not case-sensitive), then click **Delete**.