

GRMA

Governance Module

GCT/ GCA Reports // Dashboard Functions

User Role tested: **Content Controller, Gov Admin, Risk Assessor & Management, Task Owner**

12.04.2025

Common Admin: Admin logged in

Under Role Management

12	Governance Control Reports	List of Acknowledgement Requested Documents	Allow user to Access Acknowledgement Requested Documents
		List of Document Access Mapping Status	Allow user to Access Document Access Mapping Status
		List of Published Document Review Status	Allow user to Access Published Document Review Status
		List of Disabled Published Documents	Allow user to Access Disabled Published Documents
		List of Published Document Versoning	Allow user to Access Published Document Versoning
		List of Document draft saved	Allow user to Access Document draft saved
		List of Discarded Draft	Allow user to Access Document draft saved
		List of Published Document Repository	Allow user to Access Published Document Repository
		List of Published Documents (Depository)	Allow user to Access Discarded Draft
		List of Document Accessibility Status	Allow user to Access Document Accessibility Status

It seems either wrong mapping has been done, or incorrect reference has been mentioned here

It seems either wrong mapping has been done, or incorrect reference has been mentioned here

Risk Assessor & Management: Banesh logged in

The screenshot shows the ProBuds Strategy Consulting dashboard for Banesh Vardhan. The top navigation bar includes the company name, location (New Delhi), and user profile. The main dashboard area has a title "Dashboard" and a search bar for "Last 30 Days of Document Selection *". Below this are six summary cards: "Noof Documents Published" (0), "Take Action Immediately" (0), "Expired" (14), "Expiring Soon" (0), "Not Due" (0), and "No. of Pending Drafts" (0). A large red circle highlights the "My Tasks" section under "Governance Control Tasks". A red arrow points from this section to a callout box stating: "Despite under Role Management, Task User has been given access to Governance Control reports, but the option does not appear here???" Another red circle highlights the "Document Awareness" section under "Governance Documents". A red arrow points from this section to a callout box stating: "Old Options are appearing instead of newly created". A red box on the right side of the dashboard states: "The whole Dashboard is of old format."

My Tasks

Count	Task Type	Category	Sub-Category	Authority Type	Authority Name	Nature of Document	Nature Confidentiality	Review Frequency	NoofDays	Status
1	Meeting Minutes	Committee Meetings	IT Strategy Meeting	Company	By Board Committee	Confidential	Confidential	2024-04-01T00:00:00	-376	Expired
3	Standard Operating Pr...	Risk (Credit)	Borrower Profile	Company	By Board	Confidential	General	2024-03-11T00:00:00	-397	Expired
4	Standard Operating Pr...	Business Development	Account Opening	Company	By Board	Internal	General	2024-04-01T00:00:00	-376	Expired
5	Policy	Human Resource	Employee Related	Company	By Department Head	Internal	General		0	No Date
6	Policy	Human Resource	Employee Related	Company	By Department Head	Internal	General		0	No Date

Count: 5

Governance

Governance Control Tasks

Governance Documents

My Tasks

Monitored Tasks

Document Awareness

Acknowledgement Requested

Document User Accessibility

Document Repository

Governance Content Management

Governance Control Assessment

The whole Dashboard is of old format.

Old Options are appearing instead of newly created

Despite under Role Management, Task User has been given access to Governance Control reports, but the option does not appear here???

Gov Admin: Indermohan logged in

This portion is outside the Overlay area, but still not able to make any changes.
Please keep this open.

A transparent Overlay has been inserted, but it is obstructing the Top porting of Scroll Bar. Little bit of adjustment will make it okay.

New Delhi
List of Documents with Reading in Progress Status
Select Document
15th IT Strategy Committee Meeting - 11.04.25 , Meeting Minutes , Committee Meeting...

Document Viewer

div.overlay 214.41 x 105.9

Document 029-250412-9

Nomenclature

Add Document Attributes

Add-ON's

Published Upload Change

Main Published Document

Supported File(s)

Linked Document(s)

Document Permission(s)

Start Date End Date
12/Apr/2025 None

User Permissions

1. View Main Document uploaded (With Watermark)
2. Download Support Document(s) uploaded

1 / 5 | - + | ⌂ ⌂

15th IT Strategy Committee Meeting -
11.04.25

IT Steering Committee

PF
PTC India
Financial Services Limited

GCT Reports / Dashboards

Content Controller: Bijay Jain logged in

Acknowledgement Requested

This is incorrect report screen.
Please add the correct report here.

8a Applicable to Content Controller/
Content Manager ★ - Mandatory Headers

Report Name: List of Document Accessibility Status

Mandatory Headers

- * Document ID
- * Version Control No.
- * Title of Document
- * Sub-Title of Document
- * Document Type
- * Document Category
- * Document Sub-Category
- * Name of Publisher
- * Document Status
- * Accessibility Available?

Optional Headers

- ± Date of Publishing
- ± Document Last Edited on
- ± Document Confidentiality
- ± Nature of Document
- ± Authority Type
- ± Authority Name
- ± Document Internal Number
- ± Document Process Owner
- ± Document Approver
- ± Latest Effective Date
- ± No. of Attachments
- ± Indicative Reading Time
- ± Publisher Comments
- ± Document Linking

8b Applicable to Content Controller/
Content Manager ★ - Mandatory Headers + Options

Report Name: List of Document Accessibility Status

Mandatory Headers

- * Company Name
- * Location Name
- * Name of User
- * Email ID
- * Due Date of Acknowledgement
- * Date of Acknowledgement
- * Time Taken to Acknowledge
- * Accessibility Status
- * Indicative Reading Time
- * Date of Reading Completed On
- * Time Taken to Read the Document
- * Accessibility User Permissions

1st LEVEL REPORT

2nd LEVEL REPORT

If the Accessibility is Available,
Link to open 2nd level of Report
may be provided for 'Download'
purposes, else option to open/
download 2nd Level is not needed

Governance

Governance Control Tasks

- Governance Documents Dashboard
- Governance Documents Dashboard

Governance Control Reports

List of Published Documents (Depository)

Document Awareness

Governance Content Management

Governance Content Reports

List of Document Accessibility Status

Content Controller: Bijay Jain logged in

List of Document Access Mapping Status

Select Date Type
Publishing

Enter a date range
3/12/2025 – 4/12/2025

Search

Primary Level

Click a row to get Assessors Details

Change it to "Accessors" Details

Drag a column header here to group by that column

Docu...	Version Control No.	Title of Document	Sub-Title of Document

5 10 20 All

Governance

Governance Control Tasks

- Governance Documents Dashboard
- Governance Documents Dashboard

Governance Control Reports

List of Published Documents (Depository)

Document Awareness

Governance Content Management

Governance Content Reports

List of Document Accessibility Status

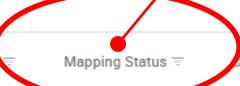
List of Document Access Mapping Status

This date range doesn't get any results, whereas one document was added on 12-04-25

Content Controller: Bijay Jain logged in

List of Document Access Mapping Status

The Header Name
should be
“Accessibility Status”



Why is there a “false” value??
It should be either of the
following:
1. Acknowledgement Pending
2. Reading in Progress
3. Reading Completed

List of Document Access Mapping Status

Secondary Level

Drag a column header here to group by that column

Docu...	Version Control No.	Title of Document	Sub-Title of Document	Document Type	Document Category	Document Sub-Category	Name of Publisher	Document Status	Mapping Status	Compan...
024-250...	1.0	Client Onboarding Procedure	For Domestic Customers only	Standard Operating Procedures	Business Development	Account Opening	Bijay Jain	Active	Reading Completed	ProBuds
024-250...	1.0	Client Onboarding Procedure	For Domestic Customers only	Standard Operating Procedures	Business Development	Account Opening	Bijay Jain	Active	false	ProBuds
024-250...	1.0	Client Onboarding Procedure	For Domestic Customers only	Standard Operating Procedures	Business Development	Account Opening	Bijay Jain	Active	false	ProBuds
024-250...	1.0	Client Onboarding Procedure	For Domestic Customers only	Standard Operating Procedures	Business Development	Account Opening	Bijay Jain	Active	false	ProBuds
024-250...	1.0	Client Onboarding Procedure	For Domestic Customers only	Standard Operating Procedures	Business Development	Account Opening	Bijay Jain	Active	false	ProBuds
024-250...	1.0	Client Onboarding Procedure	For Domestic Customers only	Standard Operating Procedures	Business Development	Account Opening	Bijay Jain	Active	false	ProBuds

Content Controller: Bijay Jain logged in

New Delhi

List of Acknowledgement Requested Document

Select Date Type
Publishing

Enter a date range
4/1/2024 – 4/12/2025

Search

This Document was added on 12-04-25 with "NO" Acknowledgement required status. But still the status shows here as "Yes". The logic needs to be corrected here.

Primary Level

Click a row to get Assessors Details

Drag a column header here to group by that column

Ver...	Title of Document	Sub-Title of Document	Document Type	Document Category	Document Sub-Cat...	Name of Publis...	Docum...	Acknowledgement Requested	Acknowledgement D...
1.0	Test 05.03.25 Policy Upload Doc after Client Changes	Test Sub-title Policy Upload Doc	Policy	RBI	Risk Related	Bijay Jain	Active	Yes	1970-01-01T00:00:00
1.0	15th IT Strategy Committee Meeting - 11.04.25	IT Steering Committee	Meeting Minutes	Committee Meetings	IT Strategy Meeting	Bijay Jain	Active	Yes	1970-01-01T00:00:00

List of Acknowledgement Requested Document

Secondary Level

Drag a column header here to group by that column

Since "NO" Acknowledgement has been requested, this value should have shown as "Acknowledgement Not required"

Title of Document	Sub-Title of Document	Document Type	Document Category	Document Sub-Category	Name of Publisher	Document Status	Acknowledgement Status	Company Name
15th IT Strategy Committee Meeting - 11.04.25	IT Steering Committee	Meeting Minutes	Committee Meetings	IT Strategy Meeting	Bijay Jain	Active	false	ProBuds Strategy Consulting
15th IT Strategy Committee Meeting - 11.04.25	IT Steering Committee	Meeting Minutes	Committee Meetings	IT Strategy Meeting	Bijay Jain	Active	false	ProBuds Strategy Consulting

Content Controller: Bijay Jain logged in

List of Published Document Review Status

Select Date Type Publishing

Enter a date range 9/1/2024 – 4/12/2025

MM/DD/YYYY – MM/DD/YYYY

Drag a column header here to group by that column

Sub-Title of Document	Document Type	Document Category	Document Sub-Category	Name of Publisher	Document Status	Document Review Frequency	Document Review Status	No. of Days
Standard Operating Procedure [SOP]	Standard Operating Procedures	Risk (Credit)	Borrower Pro	3 Month	Invalid review start date format			
Applicable for New Delhi Location	Policy	Human Resource	Employee Re	1 Year	Invalid review start date format			
For Domestic Customers only	Standard Operating Procedures	Business Development	Account Ope	The input date was selected as "01-Jun-2025", then why does it show this message??	Invalid review start date format			
dsfdfdsfssd	Policy	RBI	Risk Related	Vishnu Vardhan	Active			
	Policy	RBI	Risk Related	Vishnu Vardhan	Active			
Test Sub-title Policy Upload Doc	Policy	RBI	Risk Related	Bijay Jain	Active			
IT Steering Committee	Meeting Minutes	Committee Meetings	IT Strategy Meeting	Bijay Jain	Active	2 Month	Invalid review start date format	

GCA Reports / Dashboards

Risk Assessor: Banesh logged in

ProBuds Strategy Consulting
New Delhi

Governance Banesh Vardhan

List of Assessment Templates

Select Date Type: Creation Date Enter a date range: 3/1/2025 – 3/31/2025 Search

Drag a column header here to group by that column

Asses...	Assessment Template Name	Version_no	Competency skill level	Assessment Type	asses...
2025030...	06.03 - Test Template	1	Level of Understanding	General	Origen...
2025030...	06.03 Mix Template for testing	1	Practical Knowledge	Private	Paid

Column Chooser

- Date of Creation
- Date Last Edited on
- Assessment Template Description
- Nature of Document
- Assessment Template Description
- Applicability of Show Hint
- Applicability of Explanation

Total Attempt Time Name of Creator Template Status

Total Attempt Time	Name of Creator	Template Status
10	Banesh Vardhan	Active
30	Banesh Vardhan	Active

Page 1 of 1 (2 items) 1 >

1 Applicable to Risk Assessor/
Process Owner/ TPA

★ - Mandatory Headers + - Optional Headers

Report Name: List of Assessment Templates

Mandatory Headers	Optional Headers
* Assessment Template ID	+ Date of Creation
* Assessment Template Name	+ Template Last Edited on
* Competency Skill Level	+ Template Last Edited by
* Assessment Type	+ Assessment Template Description
* Assessment Sub-Type	+ Applicability of Reference/ Explanation
* No. of Questions	+ Applicability of Show Hint
* Total Attempt Time	+ No. of times Template used
* Name of Creator	+ Template last scheduled for Assessment
* Template Status	

This List of Optional Headers does not entirely match with the List provided in the FRS. Also the values under the Optional Headers is incorrect

Risk Assessor: Banesh logged in

Governance

- Governance Control Tasks
- Governance Content Management
- Governance Control Assessment
- Governance Assessment Reports

Assessment Templates

- Assessment Templates Disabled
- Assessment Templates Access Mapping
- Acknowledgement Requested Assessments

List of Assessment Templates Disabled

Select Date Type: Disable Date | Enter a date range: 1/1/2024 – 4/12/2025 | Search

Drag a column header here to group by that column

Asses...	Assessment Template Name	Competency skill level	Assessment Type	Assessment Sub Type	No. of Questions	Total Atte
No data						

Column Chooser

- Date of Creation
- Date Last Edited on
- Assessment Template Description
- Applicability of Show Hint
- Applicability of Explanation

Template Status | Date of Disable | Reason to Disable

2 Applicable to Risk Assessor

Mandatory Headers

- * Assessment Template ID
- * Assessment Template Name
- * Competency Skill Level
- * Assessment Type
- * Assessment Sub-Type
- * No. of Questions
- * Total Attempt Time
- * Name of Creator
- * Template Status
- * Date of Disable
- * Disabled By
- * Reason to Disable

Optional Headers

- + Date of Creation
- + Template Last Edited on
- + Template Last Edited by
- + Assessment Template Description
- + Applicability of Reference/ Explanation
- + Applicability of Show Hint
- + No. of times Template used
- + Template last scheduled for Assessment

This Mandatory Header is missing in the Table Header

This List of Optional Headers does not entirely match with the List provided in the FRS. Also the values under the Optional Headers is incorrect

Risk Assessor: Banesh logged in

List of Assessment Templates Access Mapping

Select Date : From Date 01-01-2024 To Date 12-04-2025 Search

Primary Level

Click a row to get Assessors Details

Drag a column header here to group by that column

No data

Search... Search...

Asses...	Assessment Template Name	Version_no	Competency skill level	Assessment Type	Assessment Sub Type	No. of Questions	Total Attempt Time	Name of Creator	Template Status	Mapped Company Name

5 10 20 All

Despite giving Access of Assessment Template to other Assessors, no listing appears here.

View User Access Assessment

Select Entity Name* ProBuds Strategy Consulting Select Unit Location* New Delhi

Select User Ram Kumar

Drag a column header here to group by that column

Assesment Template ID	Assessment Name	Entity Name	Unit Location Name	Total Question	Toatl Estimate Time	Version No	UserPermissions
00250306479	06.03 Mix Template for testing	ProBuds Strategy Consulting	New Delhi	6	30	1	Allow User to use the Assessment Template

10 20 All Page 1 of 1 (1 items) 1 >

Provide Access
Edit Access
Remove Access
View Access

See the View Access Details

Risk Assessor: Banesh logged in

Governance

Governance Control Tasks

Governance Content Management

Governance Control Assessment

Governance Assessment Reports

Governance Assessments Dashboard

Governance Question Bank

Governance Assessment Template

Assessment Template Library

Map Assessment Template Access

Provide Access

Edit Access

Remove Access

View Access

View User Access Assessment

Select Entity Name*
ProBuds Strategy Consulting

Select Unit Location*
New Delhi

Select User
Ram Kumar

Despite giving Access of
Assessment Template to other
Assessors (Ram Kumar), no listing
appears in his login.

Drag a column header here to group by that column

Assesment Template ID	Assessment Name	Entity Name	Unit Location Name	Total Question	Total Estimate Time	Version No	UserPermissions
20250306479	06.03 Mix Template for testing	ProBuds Strategy Consulting	New Delhi	6	30	1	Allow User to use the Assessment Template

10 20 All

Page 1 of 1 (1 items) < 1 >

Risk Assessor: Ram Kumar logged in

Governance Assessment Reports

Governance Assessments Dashboard

Governance Questions

Governance Assessment Template

Assessment Builder

Customized Assessment

Assessment Temp

View Assessment Template

View Assessment Template

Select Assessment Template

Select a Template

Drag a column header here to group by that column

Assessment name	Type Name	Sub Type Name	Competency Name	Created Date	Keywords
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No data

Page 1 of 1 (0 items) < 1 >

Total No. of Questions Mapped *

Total Estimated Time

Risk Assessor: Banesh logged in



Governance

Governance Control Tasks

Governance Content Management

Governance Control Assessment

Governance Assessment Reports

Assessment Templates

Assessment Templates Disabled

Assessment Templates Access Mapping

Acknowledgement Requested Assessments

Assessments Scheduled With Status(Task Owner)

Assessments Scheduled With Status

List of Assessment Scheduled With Status

Select Date Type

Assessment Due Date

Enter a date range

1/1/2024 – 6/1/2025



MM/DD/YYYY – MM/DD/YYYY

Search

Primary Level

Click a row to get Assessors Details

Drag a column header here to group by that column

Asses...

Assessment Name

Version_no

Competency skill Level

Type of

No Data is appearing, despite Assessments scheduled in advance.

Governance Control Assessment

Governance Assessment Reports

Governance Assessments Dashboard

Governance Question Bank

Governance Assessment Template

Assessment Template Library

Map Assessment Template Access

Scheduled Assessment

External Assessment

Internal Assessment

List of Internal Assessments Scheduled

Drag a column header here to group by that column

Entity Name	Unit Locati...	Assessme...	Assessme...	Assessme...	Competen...	Assessore...	Assessme...	Scheduled...	Assessment Start ...	Assessment End D...	Assessment Requ...
ProBuds Stra...	New Delhi	202507210	06.03 - Test T...	General	Ordinary	Level of Unde...	Banesh Vard...	Assessment ...	1 Daily	11 Apr 2025	13 Apr 2025
ProBuds Stra...	New Delhi	202512189	06.03 - Test T...	General	Ordinary	Level of Unde...	Banesh Vard...	Assessment ...	1 Daily	12 Apr 2025	14 Apr 2025
ProBuds Stra...	New Delhi	202537768	06.03 - Test T...	General	Ordinary	Level of Unde...	Banesh Vard...	Assessment ...	1 Daily	13 Apr 2025	14 Apr 2025
ProBuds Stra...	Greater Noida	202538781	06.03 Mix Te...	Private	Paid	Practical Kno...	Banesh Vard...	Assessment ...	N/A	11 Apr 2025	12 Apr 2025
ProBuds Stra...	New Delhi	202565791	06.03 - Test T...	General	Ordinary	Level of Unde...	Banesh Vard...	Assessment ...	1 Daily	10 Apr 2025	12 Apr 2025
ProBuds Stra...	New Delhi	202567075	06.03 - Test T...	General	Ordinary	Level of Unde...	Banesh Vard...	Assessment ...	1 Daily	14 Apr 2025	14 Apr 2025