

Reference Used in FRS	Requirement for Administrator Setup	Remarks
Common to Entity List of Business Function/ Department names <i>[as saved by Administrator]</i> .	<ul style="list-style-type: none"> Administrator commonly needs to save these details that will be applicable to whole entity 	
Common to Entity User from the list of Users <i>[as saved by Administrator]</i>	<ul style="list-style-type: none"> Administrator commonly needs to save these details that will be applicable to whole entity 	
Common to Entity Select Frequency Period <i>[Frequency list to be configured by Administrator]</i> .	<ul style="list-style-type: none"> Administrator commonly needs to save these details that will be applicable to whole entity, like Daily, Weekly, Monthly, Annually. For eg, (applicable to repeat frequency) Every ___ Day(s)/ Week(s)/ Month(s)/ Year(s) 	
Common to Entity Set up Time Period The indicative value will be compared to actual reading time, and reading indicator will be determined based on the range entered <i>[as configured by Administrator]</i>	<ul style="list-style-type: none"> Administrator commonly needs to save these details that will be applicable to whole entity, like Minutes, Hours, Days. For eg, ___ Min(s)/ Hour(s)/ Day(s) 	
GCA-01A.2.1 Competency Check Level Mix: <i>(as configured by Administrator)</i>	<ul style="list-style-type: none"> Administrator needs to set up Limit for Competency Check Level. Value should not be less than 3 and not more than 5. For example, Easy, Medium, Hard. 	
Applicable to Governance Module The Alert message <i>(as configured by Administrator)</i>	Administrator needs to set up Screen Alert Notification for following situations: <ul style="list-style-type: none"> OPEN Document for reading (GCT-02A.2) If Read Later for document is selected at this stage (GCT-02A.2) If the document is read till end, a declaration (as configured by Administrator) will need to be 'accepted' (GCT-02A.3) Where User opts to 'disable' document (GCT-03A.4.2) Where User opts to 'disable' assessment template (GCA-01B.3.4.2) If Begin Assessment Now is selected at this stage, the Assessment opens to be attempted (GCA-01E.2) If Attempt Later is selected for the Assessment to be attempted (GCA-01E.2) Where User opts to 'disable' Question (GCA-03B.3.2) 	
GCT-01B.1.2 Open Document Folder Template, where upto <i>[01 no. (default) or nos. to be configured by Administrator]</i> documents (soft copies) can be	<ul style="list-style-type: none"> Administrator to set up no. of document upload allowed with size restrictions on each upload 	

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uploaded with size of each document being upto [5MB (default) or no. in MB to be configured by Administrator] permitted		
GCT-01B.1.3 If “General” is selected, the document will be published with a Watermark [text to be configured by Administrator] If “Confidential” is selected, the document will be marked with restriction to open/ view with OTP (One-time Password) being needed every time such request is made. The OTP will be sent [settings to be configured by Administrator] either/ both to Email and/ or Mobile, with a Watermark [text to be configured by Administrator]	<ul style="list-style-type: none"> Administrator to mention the Watermark text for ‘General’ category Administrator to mention the Watermark text for ‘Confidential’ category 	
GCT-03B.2.2 Document Review Status will be shown and calculated as configured by Administrator	Administrator needs to set up the range for following situations: <ul style="list-style-type: none"> “Take Action Immediately”: if no. of days is between 0 and 30 days (as example) “Expired”: if no. of days is less than 0 (as example). “Expiring Soon”: if no. of days is between 31 and 60 days (as example) “Not Due”: if no. of days is more than 60 days (as example) 	
Applicable to Governance Module GCA-01A.1.1 Limit on number of score indicators need to be configured by Administrator	<ul style="list-style-type: none"> Administrator needs to set up number of score indicators. Value should not be less than 3 and greater than 10. These will be setup based on the Position No. Like Value 1, 2, 3 will be regard the top most positions, and likewise 8, 9, 10 will be regarded the bottom most positions. 	
Applicable to Governance Module GCA-01A.2.1 Limit on number of Competency Skill Level need to be configured by Administrator	<ul style="list-style-type: none"> Administrator needs to set up number of competency skill levels. Value should not be less than 3. These will be setup based on the Position No. Like Value 1, 2, 3 will be regard the top most positions, and numbers in increasing order will be regarded the bottom most positions. 	
Applicable to Governance Module GCA-01A.3.1 Limit on number of Key Improvement Indicator need to be configured by Administrator	<ul style="list-style-type: none"> Administrator needs to set up number of Key improvement Indicators. Value should not be less than 3. These will be setup based on the Position No. Like Value 1, 2, 3 will be regard the top most positions, and numbers in 	

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	increasing order will be regarded the bottom most positions.	
GCA-02A.2.3 If Suggest Mitigation Action is selected at this stage, the number of mitigation pointers to be added needs <i>to be configured by Administrator</i>	<ul style="list-style-type: none"> Administrator needs to setup the limit of mitigation plans that can be added. Like max upto 100 pointers. 	
GCA-02C.2.2 Chief Risk Controller / Risk Controller may make changes to the Mitigation Plan. This may include reopen the completed Assessments for which time limit needs to be <i>configured by Administrator</i>	<ul style="list-style-type: none"> Administrator needs to fix the time limit for reopening of assessment for mitigation that has been closed for action. For example, Action to reopen not available after expiry of No. of days (default is 60 days). 	
	<ul style="list-style-type: none"> 	

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