



User Manual for ermapp .....	2
1. Getting Started .....	3
2. Managing Risks and Mitigations and the rest of the entities .....	4
3. Approvals and Risk Assesements .....	9
Create: .....	9
Approving/Rejecting: .....	11
Complete the Assesesment: .....	12
4. Change Password .....	13



## User Manual for ermapp

This user manual provides detailed instructions on how to manage various entities within the **ermapp** application.

The application provides a streamlined interface for organizing and operating the **Enterprise Risk Management** program of our company therefore its name **ermapp**.



## 1. Getting Started

After logging in to the ermapp, you will be presented with the admin interface, which allows you to manage various entities such as Risks, Mitigations, Indicators, Actions, Events, Procedures, and Opportunities, as well as implementing risk approvals and risk assessments.

The screenshot displays the admin interface of the ermapp. The top navigation bar includes tabs for METABASE, HeatMaps, Risks, Mitigations, Approvals, Assessments, and Orm. The left sidebar shows the user profile 'ahadjipanayis@avax.gr' and a menu with categories like Authentication and Authorization, Orm, and Rec. The main content area displays two panels: 'Authentication and Authorization' with links for Groups and Users, and 'Orm' with a list of entities including User profiles, HeatMaps, Risks, Procedures, Mitigations, Actions, Indicators, Events, Opportunities, Approval requests, Risk assessments, Categories, Portfolios, Indicator value historys, Risk score historys, Assessment historys, Sntp settings, and METABASE. A right sidebar shows a dropdown menu for Orm, a 'Changed' notification for 'Description and Residual impact', and a 'Regulatory Delays' notification.



## 2. Managing Risks and Mitigations and the rest of the entities

Risks and mitigations are central to the risk management functionality. To manage risks, go to the Risk section in the admin panel. You can add new risks, define mitigations and other entities, and assign owners for each risk. The application also tracks risk history and allows you to view historical risk scores. In addition, the app allows you to interlink risks with the remaining entities through many-to-many relationships.

The screenshot displays the AVAX Risk Management interface. The left sidebar contains navigation links: Dashboard, Authentication and Authorization, Groups, Users, Orm, User profiles, HeatMaps, Risks (highlighted), Procedures, Mitigations, Actions, and Indicators. The main content area is titled 'Risks' and includes a breadcrumb trail 'Home > Orm > Risks' and an 'Add risk' button. Below the breadcrumb, there are search filters for title, category, owners, portfolio, inherent likelihood, inherent impact, residual likelihood, residual impact, targeted likelihood, and targeted impact. A 'Search' button is present. Below the filters, there is a 'Go' button and a status '0 of 47 selected'. The main table displays a list of risks with columns: Title, Category, Portfolio, Inherent Score, Residual Score, Targeted Score, and Last App Info. The first row shows a risk titled 'Σημαντικές τροποποιήσεις λόγω αιτημάτων από τοπικές κοινότητες' with a category of 'Operational', a portfolio of 'Τομέας Έργων Υποδομών και Κτιριακών Έργων', and scores of 5 x 5 = 25 (HIGH), 3 x 2 = 6 (LOW), and 1 x 1 = 1 (LOW). The last app info is 'No apprc'.

Title	Category	Portfolio	Inherent Score	Residual Score	Targeted Score	Last App Info
Σημαντικές τροποποιήσεις λόγω αιτημάτων από τοπικές κοινότητες	Operational	Τομέας Έργων Υποδομών και Κτιριακών Έργων	5 x 5 = 25 (HIGH)	3 x 2 = 6 (LOW)	1 x 1 = 1 (LOW)	No apprc

## Risks

[Home](#) > [Orm](#) > [Risks](#) > Add risk

Description

Profile

Approval/Assesment

Scores

Visuals

Risk-userprofile relationships

Risk-mitigation relationships

Risk-action relationships

Save

Save and add another

Save and continue editing

Description

**Title \***

**Description \***

File Edit View Insert

Format Table

↺ ↻ ↷ ...

p

 tiny

Save

Save and add another

Save and continue editing



## Profile

Category



Portfolio



Save

Save and add another

Save and continue editing

## Approval/Assesment

Last assessed -  
by

Last assessed -  
date

Last Approval -  
Info

Approval Flag -

Save

Save and add another

Save and continue editing

## Scores

Inherent likelihood

Inherent impact

Inherent Score  $5 \times 5 = 25$  (HIGH)

Residual likelihood

Residual impact

Residual Score  $3 \times 3 = 9$  (MEDIUM)

Targeted likelihood

Targeted impact

Targeted Score  $1 \times 1 = 1$  (LOW)

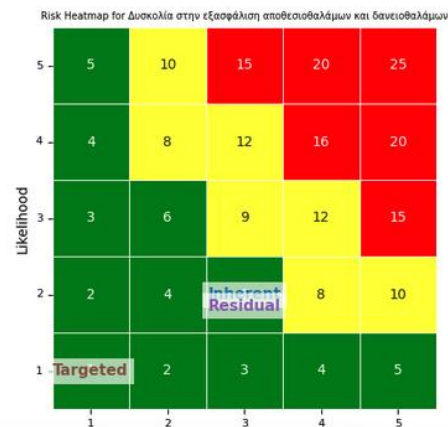
Save

Save and add another

Save and continue editing

## Visuals

### Risk Overview



Save

Delete

Save and add another

Save and continue editing

History

### Risk-userprofile relationships

Userprofile	Delete?
<div> nrigopoulos@avax.gr <span>✎</span> <span>+</span> <span>👁</span> </div>	<input type="checkbox"/>

Add another Risk-userprofile relationship

Save

Delete

Save and add another

Save and continue editing

History

### Risk-mitigation relationships

Mitigation	Mitigation Description
<div> Καλές σχέσεις με συνεργάτες και δημόσιες αρχές <span>✎</span> <span>+</span> <span>👁</span> </div>	Καλές σχέσεις με συνεργάτες και ι

Add another

Save

Delete

Save and add another

Save and continue editing

History





### 3. Approvals and Risk Assessments

#### Create:

On the main Risk screen, select the risks for which you would like to request approval or add a new risk assessment. From the dropdown options, choose either "Approvals" or "Assessment."

The screenshot displays the Risk Assessment interface. At the top, there are filters for title, category, owners, portfolio, inherent likelihood, inherent impact, residual likelihood, residual impact, targeted likelihood, and targeted impact, along with a Search button. Below the filters, a table lists risks. A dropdown menu is open on the left, showing options: Delete selected risks, ASSESSMENT, and APPROVALS (which is highlighted). The table has columns for Category, Portfolio, Inherent Score, Residual Score, Targeted Score, Last Approval Info, Approval Flag, Last approval date, and Last assess.

Category	Portfolio	Inherent Score	Residual Score	Targeted Score	Last Approval Info	Approval Flag	Last approval date	Last assess
Operational	Τομέας Έργων Υποδομών και Κτιριακών Έργων	5 x 5 = 25 (HIGH)	3 x 2 = 6 (LOW)	1 x 1 = 1 (LOW)	No approvals		-	-



The app will then create an approval request and send it to the risk owner for approval. If "Assessment" is selected, the app will create a new assessment for the selected risks and assign the current user as assessor.

Approval requests

[Home](#) > [Orm](#) > Approval requests

Add approval request

Go 0 of 90 selected

<input type="checkbox"/>	Risk	User	Status	Response date
<input type="checkbox"/>	Κίνδυνος μεταβολής επιτοκίων - DEBT	aeliades@avax.gr	Approved	Sept. 27, 2024, 8:35 a.m.
<input type="checkbox"/>	Κίνδυνος μεταβολής επιτοκίων - NPV	aeliades@avax.gr	Approved	Sept. 27, 2024, 8:35 a.m.

Risk assessments

[Home](#) > [Orm](#) > Risk assessments

Add risk assessment

status

created at

assessed at

Search

Go 0 of 2 selected

<input type="checkbox"/>	Title	Assessor	Created by	Created at	Assessed at	Status
<input type="checkbox"/>	Risk Assessment - 2024-09-25 09:32:43	ahadjipanayis@avax.gr	ahadjipanayis@avax.gr	Sept. 25, 2024, 12:32 p.m.	Sept. 25, 2024, 1:01 p.m.	Completed
<input type="checkbox"/>	Risk Assessment - 2024-09-24 12:27:18	ahadjipanayis@avax.gr	ahadjipanayis@avax.gr	Sept. 24, 2024, 3:27 p.m.	Sept. 24, 2024, 3:27 p.m.	Completed



## Approving/Rejecting:

In Approvals screen select the approvals you want to approve or reject then select the relevant option from the drop down menu.

Approval requests

Home > **Orm** > Approval requests

Add approval request

Go 2 of 90 selected

Delete selected approval requests

Request Emails

**Approve Selected**

Reject Selected

	User	Status	Response date
<input type="checkbox"/> v - DEBT	aeliades@avax.gr	Approved	Sept. 27, 2024, 8:35 a.m.
<input type="checkbox"/> v - NPV	aeliades@avax.gr	Approved	Sept. 27, 2024, 8:35 a.m.
<input type="checkbox"/> (χρηματοδότηση)	aeliades@avax.gr	Approved	Sept. 27, 2024, 8:35 a.m.
<input type="checkbox"/> Κίνδυνος Ρευστότητας (σε επίπεδο Εταιρείας)	aeliades@avax.gr	Approved	Sept. 27, 2024, 8:35 a.m.

The app will then update the relevant records

Approval/Assessment

Last assessed by  
ahadjipanayis@avax.gr

Last assessed date  
Sept. 24, 2024, 3:27 p.m.

Last Approval Info  
aeliades@avax.gr on 2024-09-27

Approval Flag  
●

Save

Delete

Save and add another

Save and continue editing

History

<input type="checkbox"/>	Title	Category	Portfolio	Inherent Score	Residual Score	Targeted Score	Last Approval Info	Approval Flag	Last approval date	Last assessed by
<input type="checkbox"/>	Κίνδυνος μή τακτοποίησης υπολοίπων (settlement risk)	Financial	CFO	3 x 3 = 9 (MEDIUM)	2 x 2 = 4 (LOW)	1 x 1 = 1 (LOW)	aeliades@avax.gr on 2024-09-27	●	Sept. 27, 2024, 8:35 a.m.	ahadjipanayis@avax.gr



Risk assessments

[Home](#) >
[Orm](#) >
Risk assessments

status

created at

assessed at

Search

\*\*\*\*\*

\*\*\*\*\*

Delete selected risk assessments

Mark selected assessments as completed

☐
[Risk Assessment - 2024-09-24 12:27:18](#)

Go

1 of 2 selected

Assessor	Created by	Created at	Assessed at	Status
ahadjipanayis@avax.gr	ahadjipanayis@avax.gr	Sept. 25, 2024, 12:32 p.m.	Sept. 25, 2024, 1:01 p.m.	Completed
ahadjipanayis@avax.gr	ahadjipanayis@avax.gr	Sept. 24, 2024, 3:27 p.m.	Sept. 24, 2024, 3:27 p.m.	Completed

2 risk assessments

12



## 4. Change Password

This section provides instructions on how users can change their password. This can be done by clicking on the user icon located on the top right side of the navigation bar.

The screenshot displays the AVAX application interface. The top navigation bar is blue and contains the following links: METABASE, HeatMaps, Risks, Mitigations, Approvals, Assessments, and Orm. The left sidebar is dark grey and contains the following links: Dashboard, Authentication and Authorization, Groups, Users, Orm, and User profiles. The main content area is white and displays the 'Risks' section. It features two columns: 'Available risks' and 'Chosen risks'. The 'Available risks' column contains a list of risks in Greek, including 'Διαρροή εμπιστευτικών π', 'Εξάρτηση από βασικά πρ', 'Κίνδυνος ρευστότητας σε', 'Γεωπολιτικοί κίνδυνοι', 'Διαθεσιμότητα Υπεργολά', 'Χρηματοπιστωτικός κίνδυ', 'Αθέτηση συμβατικών όρω', 'Κίνδυνος ρευστότητας σε', and 'Μη επικαιροποιημένες δι'. The 'Chosen risks' column contains a list of risks in English, including 'Cybersecurity Risk', 'Ο κίνδυνος διαρροής δεδο', and 'IT GENERAL RISKS'. On the right side of the interface, there is a dropdown menu titled 'Account' with the following options: Change password, Log out, Presentation, Erd, User manual, Email support, and See Profile.