# Aujas Duplicate Findings Prevention

Archer use cases often use questionnaire for various types of assessments. Questionnaires create findings and these periodic assessments tend to create duplicate or repeated findings. As assessment periods progress and new assessments are performed, these duplicates build up and create additional work for stakeholders.

The Aujas offering uses a combination of techniques to prevent the Questionnaire from asking questions that would have created a duplicate finding that is already open. If on the other hand the finding is marked as closed (or fixed), the subsequent questionnaire will ask the related assessment question again.  This offering has been designed to address a specific questionnaire – the Application Assessment but can be applied to all questionnaires through configuration services.

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## Release history

Last updated: February 2019

## Overview

### Key features and benefits

With the app-pack, you will be able to:

* Use a questionnaire in periodic assessments wherein specific questions with open findings would be greyed out to prevent them from being answered
* The app-pack can be replicated to any combination of target applications and questionnaires

### Prerequisites

| Components | Recommended Software |
| --- | --- |
| ODA License | Uses existing applications and questionnaires. No On-Demand Applications are needed. |
| Operating System | Windows Server 2012 R2 |
| Database Server | Microsoft SQL Server 2014 (64-bit) |
| Services Server | Java Run time Environment (JRE) 8 (64-bit) |
| Archer | Archer 6.3 and later |
| Use Cases | IT Risk Management |

### Compatible use cases and applications

#### Related applications

| Application | Use Case | Primary Purpose(s) of the Relationship |
| --- | --- | --- |
| Applications Application | Archer IT Risk  Management | * This is the out of the box Applications application modified to support a copy of findings and associated statuses. |
| Application Assessment | Archer IT Risk  Management | * The built in Application Assessment questionnaire has been modified to incorporate flags for each question and DDE to enable or disable each question based on any open finings for that specific application and question from prior assessments. |
| Finding | Archer Issues  Management | * Issue management solution is out of the box and includes a single status field used to mark the finding as open or close.  The status field is used by the data feed to sync the respective finding status in Applications application and subsequently used to prime the Assessment questionnaire. |

### Additional resources

The following additional resources are available for this application:

* Demo: <https://www.youtube.com/watch?v=Tod-wsHwhLg>

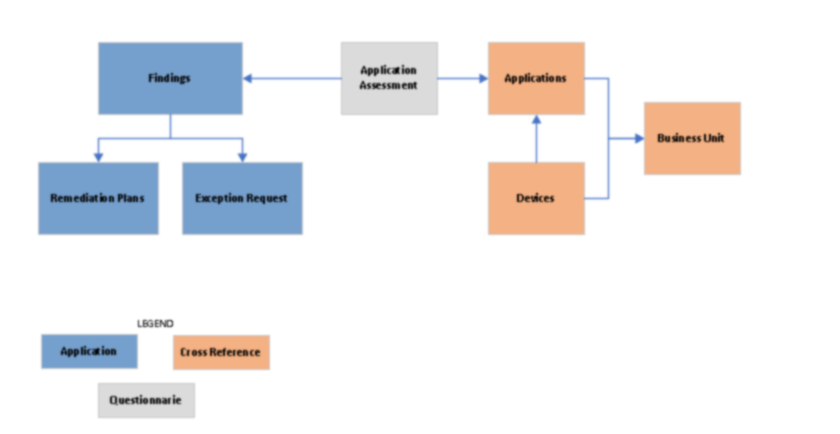
## Duplicate Findings Preventer components

### Architecture diagram

In this app-pack, the Application Assessment questionnaire targets the Applications application. Using the approach, the questionnaire disables any questions that have open findings. This application is converted to a leveled application and the underlying second layer is used to store a copy of all findings related to the application along with the status.

The core Application Assessment questionnaire is modified to receive findings (using data-feed) associated with the target application and it uses flags and built in DDEs to enable or disable questions that have open findings for that application from a previous assessment.

The Archer Issues management use case out of the box includes a single ‘Status’ field used to mark the finding as open or closed.  The status field is used by the data feed to sync the respective finding status in Applications application and subsequently used to prime the Assessment questionnaire.



### Applications

| Application | Description |
| --- | --- |
| Applications Application | The Application Assessment questionnaire targets the Applications application. Using our approach, the questionnaire disables the questions that have open findings. This application is changed to a level application and the underlying layer is used to store a copy of all findings related to the application. |
| Application Assessment Questionnaire | The core Application Assessment questionnaire is modified to receive findings associated with the target application and it uses flags and built in DDEs to enable or disable questions that have open findings for that application from a previous assessment. |
| Findings Application | The Archer Issues management use case contains the Findings application which includes a single status field used to mark the finding as open or closed.  The status field is used by the data feed to sync the respective finding status in Applications application and subsequently used to prime the Assessment questionnaire. |

### Personas and access roles

There are no specific workflow modifications or Access roles for this offering. The out of the box workflow and access roles are used and can be customized without any potential impact to the app-pack.

**Note:** Record permissions should be configured as per your requirement.

## Installing Aujas Duplicate Findings Prevention App-Pack

### Installation overview

#### Task 1: Prepare for the installation

1. Ensure that your Archer system meets the following requirements:
   * Archer version 6.3.
2. To obtain package, contact Aujas.
3. Read and understand the "Packaging Data" section of the Archer Help.

#### Task 2: Install the package

Installing package requires that you import the package file, map the objects in the package to objects in the target instance, and then install the package. See [Installing the Application Package](#InstallAppPackage) for complete information.

#### Task 3: Setup data feeds

You must import and schedule each use case data feed that you want to use. See [Setting Up Data Feeds](#X5a20867c6f25a751dd1393f9f49d9f6b2999473) for complete information.

#### Task 4: Test the installation

Test the application according to your company standards and procedures to ensure that the use case works with your existing processes.

### Installing the package

#### Task 1: Backup your database

There is no undo function for a package installation. Packaging is a powerful feature that can make significant changes to an instance. Archer strongly recommends backing up the instance database before installing a package. This process enables a full restoration if necessary.

An alternate method for undoing a package installation is to create a package of the affected objects in the target instance before installing the new package. This package provides a snapshot of the instance before the new package is installed, which can be used to help undo the changes made by the package installation. New objects created by the package installation must be manually deleted.

#### Task 2: Import the package

1. Go to the Install Packages page.
   1. From the menu bar, click Admin menu.
   2. Under Application Builder, click Install Packages.
2. In the Available Packages section, click Import.
3. Click Add New, then locate and select the package file that you want to import.
4. Click OK. The package file is displayed in the Available Packages section and is ready for installation.

#### Task 3: Map objects in the package

This step is not required as it applies only if you are upgrading to a later version.

#### Task 4: Install the package

All objects from the source instance are installed in the target instance unless the object can not be found or is flagged to not be installed in the target instance. A list of conditions that may cause objects not to be installed is provided in the Log Messages section. A log entry is displayed in the Package Installation Log section.

1. Go to the Install Packages page.
   1. From the menu bar, click Admin menu.
   2. Under Application Builder, click Install Packages.
2. In the Available Packages section, locate the package file that you want to install, and click Install.
3. In the Configuration section, select the components of the package that you want to install.
   * To select all components, select the top-level checkbox.
   * To install only specific global reports in an already installed application, select the checkbox associated with each report that you want to install.

**Note:** Items in the package that do not match an existing item in the target instance are selected by default.

1. In the Configuration section, under Install Method, select an option for each selected component. To use the same Install Method for all selected components, select a method from the top-level drop-down list.

**Note:** If you have any existing components that you do not want to modify, select Create New Only. You may have to modify those components after installing the package to use the changes made by the package.

1. In the Configuration section, under Install Option, select an option for each selected component. To use the same Install Option for all selected components, select an option from the top-level drop-down list.

**Note:** If you have any custom fields or formatting in a component that you do not want to lose, select Do not Override Layout. You may have to modify the layout after installing the package to use the changes made by the package.

1. To deactivate target fields and data-driven events that are not in the package, in the Post-Install Actions section, select the Deactivate target fields and data-driven events that are not in the package checkbox. To rename the deactivated target fields and data-driven events with a user-defined prefix, select the Apply a prefix to all deactivated objects checkbox, and enter a prefix. This can help you identify any fields or data-driven events that you may want to review for cleanup post-install.
2. Click Install.
3. Click OK.

#### Task 5: Review the package installation log

1. Go to the Package Installation Log tab of the Install Packages page.
   1. From the menu bar, click Admin menu.
   2. Under Application Builder, click Install Packages.
   3. Click the Package Installation Log tab.
2. Click the package that you want to view.
3. In the Package Installation Log page, in the Object Details section, click View All Warnings.

**Note:** If you are creating and updating changes in Application and Application Assessment, ignore any permission warnings. Inherited record permissions have been set to inactive in this package and users must update the permissions as per their requirement.

## Configure the App-Pack

### Task 1: Add text field to the findings layout

1. Go to the Application Builder and Click on Manage Applications.
2. Use the Funnel beside name and Filter Name for “Findings”.
3. Click on Findings.
4. Go to the Fields and add Text Field “Questionnaire ID”.
5. Go to the Options and check the Calculated Field option.
6. Use Calculation Builder and copy below formula in the Formula Section

* RIGHT([Name],9)

1. Click on Validate at the top.
2. Click Save.

### Task 2: Add value list field to the findings layout

1. Go to the Application Builder and Click on Manage Applications.
2. Use the Funnel beside name and Filter Name for “Findings”.
3. Click on Findings.
4. Go to the Fields and add new Value List Field “HLP - Flag for Finding” with Values 0 and 1.
5. Go to the Options and check the Calculated Field option.
6. Use Calculation Builder and copy below formula in the Formula Section

IF(AND([Questionarie ID]= "ARA-00279",[Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID]= "ARA-00280",[Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID]= "ARA-00281",[Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID]= "ARA-00282",[Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID]= "ARA-00283",[Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID]= "ARA-00285",[Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID]= "ARA-00286",[Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID]= "ARA-00289",[Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID]= "ARA-00290",[Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID]= "ARA-00291",[Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID]= "ARA-00292",[Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID]= "ARA-00293",[Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00391", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00392", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00393", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00394", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00395", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00396", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00397", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00399", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00400", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00401", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00402", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00403", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00440", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

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IF(AND([Questionarie ID] = "ARA-00377", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

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IF(AND([Questionarie ID] = "ARA-00380", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

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IF(AND([Questionarie ID] = "ARA-00348", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00349", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

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IF(AND([Questionarie ID] = "ARA-00384", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00465", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00408", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00409", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00410", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

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IF(AND([Questionarie ID] = "ARA-00414", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00333", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00334", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00335", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00336", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00339", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00441", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00442", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00443", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00415", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00416", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00418", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

IF(AND([Questionarie ID] = "ARA-00419", [Overall Status] <>VALUEOF([Overall Status],"Closed")),VALUEOF([HLP - Flag for Finding],"1"),

VALUEOF ([HLP - Flag for Finding],"0")))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))

1. Click on Validate at the top.
2. Click Save.

### Task 3: Add text field to the findings layout

1. Go to the Application Builder and Click on Manage Applications.
2. Use the Funnel beside name and Filter Name for “Findings”.
3. Click on Findings.
4. Go to the Fields and add Text Field “HLP - Finding ID”.
5. Go to the Options and check the Calculated Field option.
6. Use Calculation Builder and copy below formula in the Formula Section

* CONCATENATE("FND","-",[Finding ID])

1. Click on Validate at the top.
2. Click Save.

### Task 4: Add text field to the findings layout

1. Go to the Application Builder and Click on Manage Applications.
2. Use the Funnel beside name and Filter Name for “Findings”.
3. Click on Findings.
4. Go to the Fields and add Text Field “Concatenation Key”.
5. Go to the Options and check the Calculated Field option.
6. Use Calculation Builder and copy below formula in the Formula Section.

* CONCATENATE([Questionarie ID],"-",REF([Applications],[Application Name],[Applications]))

1. Click on Validate at the top.
2. Click Save.

### Task 5: Verify source formula in the findings layout

1. Go to the Application Builder and Click on Manage Applications.
2. Use the Funnel beside name and Filter Name for “Findings”.
3. Click on Findings.
4. Go to the Fields and Use the Funnel beside and search for Source.
5. Go to the Options and add the below nested loop in the Calculation.

* IF(REF([Application Assessment],[Open Findings])>0,VALUEOF([Source],"Risk"))

1. Verify the calculation should have below loop.
2. Click on Validate at the top.
3. Click Save.

### Task 6: Create report under findings application

1. Go to the menu bar, click Admin menu.
2. Under Management Reporting, click Master Report Listing.
3. Click Add New and Select Findings from the Available Applications.
4. Remove all the Fields from the right panel except Finding ID.
5. Select below fields from the left panel to the right panel
   * Questionnaire ID
   * HLP – Flag for Finding
   * HLP – Finding ID
   * Concatenation Key
6. Add New relationship to Application and Select Application Name.
7. Provide the Filter in the Report When Last Updated date is Current Day and Application Assessment does not contain No Selection. Use operator “Current” and does not contains and Value Should be “Day” and “No Selection”.  Click on Search at the top and Save as New Report.
8. Provide the Name for the Report “DFM - Create and Update Records to Application with Finding Flags”.
9. Under Report Type Select Permission as “Global”.
10. Select Refresh Rate “Every 5 Minutes”.
11. Click Save.

## Setting Up Data Feeds

Import the data feeds in the following order:

### DFM 1 - Update Application Assessment Records with Findings Flags

#### Task 1: Import a data feed

1. Go to the Manage Data Feeds page.
   1. From the menu bar, click Admin menu.
   2. Under Integration, click Data Feeds.
2. In the Manage Data Feeds section, click Import.
3. Locate and select the .dfx5 file for the data feed.
4. From the General tab in the General Information section, in the Status field, select Active.
5. Click the Transport tab. Complete the fields in the Transport Configuration section as follows:

* In the URL field, type: YourServerName/VirtualDirectoryName/ws/search.asmx

1. In the User Name and Password fields, type the username and password of a Platform user that has API access and access to all of the records on the Platform instance (from which the data feed is coming).
2. In the Instance field, type the name of the Platform instance from which the data feed is coming (this is the instance name as you enter it on the Login window).
3. Verify that key field values are not missing from the data feed setup window.
4. Click Save.

#### Task 2: Schedule a data feed

**Important:** A data feed must be active and valid to successfully run. As you schedule your data feed, the Data Feed Manager validates the information. If any information is invalid, an error message is displayed. You can save the data feed and correct the errors later; but the data feed does not process until you make corrections.

1. Go to the Schedule tab of the data feed that you want to modify.
   1. From the menu bar, click Admin menu.
   2. Under Integration, click Data Feeds.
   3. Select the data feed.
   4. Click the Schedule tab.
2. Go to the Recurrences section and complete frequency, start and stop times, and time zone.
3. (Optional) To override the data feed schedule and immediately run your data feed, in the Run Data Feed Now section.
4. Click Start.
5. Click Save.

### DFM 2 - Create and Update Records to Application with Findings Flags

#### Task 1: Import a data feed

1. Go to the Manage Data Feeds page.
   1. From the menu bar, click Admin menu.
   2. Under Integration, click Data Feeds.
2. In the Manage Data Feeds section, click Import.
3. Locate and select the .dfx5 file for the data feed.
4. From the General tab in the General Information section, in the Status field, select Active.
5. Click the Transport tab. Complete the fields in the Transport Configuration section as follows:

* In the URL field, type: YourServerName/VirtualDirectoryName/ws/search.asmx

1. In the User Name and Password fields, type the username and password of a Platform user that has API access and access to all of the records on the Platform instance (from which the data feed is coming).
2. In the Instance field, type the name of the Platform instance from which the data feed is coming (this is the instance name as you enter it on the Login window).
3. Verify that key field values are not missing from the data feed setup window.
4. Click Save.

#### Task 2: Mapping of Data feed

1. Go to the Manage Data Feeds.
2. Click on the data feed which is imported in Task 1.
3. Update the data feed with new report ID which you created in “Chapter 4 [Release history](#X0725b2a2f13ba2d9a528d3f6c5b568efb8294a7) ” in the Transport Tab

* Report Name–  DFM - Create and Update Records to Application with Finding Flags

1. Go to the Data Map and map the field as per below table

* **Note:** To get the Schema, you need some sample data in the Finding Application. (Perform Chapter 5 after Importing this feed and keep the Feed inactive)

| Source Fields | Target Fields | Remark | Key Field |
| --- | --- | --- | --- |
| Concatenation Key | Key | Under the Application Issue Reference(s) | For Application Issue Reference – Key is Key field that needs to be defined under Key Field Definitions |
| Finding ID |  |  |  |
| Questionnaire ID | Question ID | Under the Application Issue Reference(s) |  |
| HLP - Finding ID | HLP – Finding ID | HLP – Finding ID (Under the Application Issue Reference(s), there is a finding Cross Reference) | For Finding HLP – Finding ID is Key field that needs to be defined under Key Field Definitions |
| HLP – Flag for Finding | HLP – Flag for Finding | Remove Add Know and Select Replace data to list-based fields in Field Population (Under the Application Key Reference(s)) |  |
| Application Name | Application Name | Target Application | For Applications Application Name is Key field that needs to be defined under Key Field Definitions |

#### Task 3: Schedule a data feed

**Important:** A data feed must be active and valid to successfully run. As you schedule your data feed, the Data Feed Manager validates the information. If any information is invalid, an error message is displayed. You can save the data feed and correct the errors later; but the data feed does not process until you make corrections.

1. Go to the Schedule tab of the data feed that you want to modify.
   1. From the menu bar, click Admin menu.
   2. Under Integration, click Data Feeds.
   3. Select the data feed.
   4. Click the Schedule tab.
   5. Select Frequency as Minutely for Every 3 Minutes
2. Go to the Recurrences section and complete frequency, start and stop times, and time zone.
3. (Optional) To override the data feed schedule and immediately run your data feed, in the Run Data Feed Now section, click Start.
4. Click Save.

## Using Duplicate Findings Preventer

### Task 1: Create the application record

1. Go to the Workspace page and click on IT Asset Catalog.
2. Go to Application and click on it.
3. Click New Record on the Application.
4. Provide all mandatory fields at the Level 1.
5. Click Save.

### Task 2: Create the application assessment record

1. Go to the Workspace page and click on IT Asset Catalog.
2. Go to Application and Click on it.
3. Click on Application Record.
4. Click on Edit and Go to Risk Management Tab.
5. Go to the Application Assessment Field and Click on Add New button on the right-hand side of the Application Assessment field.
6. Click on Save.
7. Wait for 5 minutes to run the data feed and update flag details on Assessment Record / Run the Data feed manually to update information on Application Assessment.
8. Click on edit and answer the questions Under General Information.
9. Update the Submitter status from “In Process” to “Submitted”.
10. Update the Reviewer Status from “Awaiting Review” to “Approved”. After the assessment is approved the failed questions will lead to findings. If at this point another assessment is started the questions that have open findings will be greyed out to prevent duplicate open findings.

### Task 3: Create remediation plan for a finding

1. Go to the Workspace page and click on Issue Management.
2. Go to Findings and click on it.
3. Click on Finding record with having status “Open”.
4. Go to Response Tab and Select Response as “Remediate Risk”.
5. Click Save.
6. Go to the Remediation Plan section on the Finding Record.
7. Click on Add New and provide all the required field details in the Remediation plan.
8. Update the Remediation Plan status from “Not Started” to “Closed”.
9. Wait for 10 -15 minutes to update the details of all Findings to the Application Level.  After the closure of the findings, subsequent assessment for the same application will allow the particular question to be answered.
10. Perform the Step Task 2 again and few questions will not be able to editable because Finding / issue is open for that Questionnaire Task 2: Document audit staff contact information.