



EPRM
Enterprise Protection
Risk Management

Getting Started & How to Complete a DIDR Survey

EPRM, August 2024

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Introduction

The survey function is a core capability of the EPRM tool. It uses a process model to walk an assessor through the steps of completing a survey. The following pages will present the process in a way that will guide a user through completing a DoDIN Inspections Data Repository (DIDR) survey. Administrative functions are discussed in the second half of this guide.

User Home Screen

When the user logs into their account, the home screen will appear like the image below. It includes a header that identifies the user's account, activity buttons, and navigation buttons. For DIDR survey users, the "Manage Survey Responses" button will be their primary workspace.

The screenshot displays the EPRM (Enterprise Protection Risk Management) User Home Screen. The header is green and contains the EPRM logo, the text "A part of the MARMS federation.", and a red dashed box highlighting four icons: Home, User Profile, New Password, and Log Out. To the right of these icons, the user's name "Peter Built" is displayed, along with the version "Version: based on 3.39.0.5 rev. 431" and the last login time "Last Login: 11/18/2020 12:39:02". Below the header, the main content area has a light blue background and contains the text "Welcome to EPRM" and "User Support Training". A callout points to this header area, stating: "This header indicates the account." Below this, a paragraph explains that EPRM is a resource to complete the Risk Assessment process. Another callout points to the "Manage Survey Responses" button in the main menu, stating: "Main menu activity buttons; the number will vary based on user roles." The main menu consists of five buttons: "Manage Assessments", "Advanced Analysis", "Manage Survey Responses" (highlighted with a red dashed box), "Survey Analysis", and "User Guides and References". A callout points to these buttons, stating: "Navigation buttons allow users to jump to specific functions. (e.g. Home, Modify User Profile, Change Password, Log Out.). Number of buttons will vary based on user permissions." At the bottom of the screen, there is a checkbox labeled "Enable Accessibility Color".

Header: EPRM TEST SITE, EPRM Enterprise Protection Risk Management, A part of the MARMS federation., Peter Built, Version: based on 3.39.0.5 rev. 431, Last Login: 11/18/2020 12:39:02, Want to make EPRM better? Send us your feedback!

Main Content: Welcome to EPRM, User Support Training, This is your resource to complete the Risk Assessment process. EPRM will help you understand risk analysis by assisting you in identifying your assets and what protection measures your organization has in place. EPRM automates the assessment process by guiding you step by step through identifying Assets, Threats, what your organization is doing now and what it can do better. You can assign tasks and create reports to truly understand and explain your Risk.

Main Menu Activity Buttons: Manage Assessments, Advanced Analysis, Manage Survey Responses, Survey Analysis, User Guides and References.

Navigation Buttons: Home, Modify User Profile, Change Password, Log Out.

Footer: Enable Accessibility Color

Manage Survey Responses Home Screen

After clicking the “Manage Survey Responses” button users are brought to the Manage Surveys Home page.

The activity buttons from the Home page now appear at the top of the screen throughout the EPRM tool.

Users can begin a new DIDR survey by clicking the green “Start” button or double-click a row in the grid to continue work on an existing survey.

Current location indicated, here.

Click on a column heading to sort ascending/descending order. Or use the text box below the heading to filter by search term.

The screenshot shows the 'Manage Survey Responses' interface. At the top, a navigation bar includes a 'Main Menu' and four icons: 'Manage Assessments', 'Advanced Analysis', 'Manage Survey Responses' (highlighted with a callout), and 'View References and Materials'. Below the navigation bar, a breadcrumb trail reads 'Home > Manage Surveys Home'. A message states: 'This is where you may create a new survey or view / modify existing surveys based on your User Profile. [More]'. A green 'START' button is circled with a red dashed line and labeled 'Start a New Survey'. Below this is a table titled 'Existing Surveys - To open, double-click on a row or select a row and click on open button at the bottom of the grid.' The table has columns: id, Survey Name, Due Date, Status, Owner, Node, Created, and Objective(s). Two rows are visible, both with status 'Locked' and owner 'Marge Inovera'. A callout points to the 'START' button and the table, stating: 'Previously conducted surveys are stored here. Double click a survey to access it.' The bottom right of the table shows 'Rows 1 - 2 of 2'.

id	Survey Name	Due Date	Status	Owner	Node	Created	Objective(s)
3082	20190826-127th SDN-AFS		Locked	Marge Inovera	88th ABW > 127th Squadron	08/29/2019	Assessment Focus Statement
3083	20190815-88th ABW-AFS		Locked	Marge Inovera	AFMC > 88th ABW	08/29/2019	Assessment Focus Statement

Creating A New Survey

After clicking the “Start” button on the Manage Surveys home page, a new window will open; several data fields require input. Those fields denoted by an asterisk (*) must be completed. A more detailed look at the New Survey screen is on the following page.

Home > Manage Surveys Home

This is where you may create a new survey or view / modify existing surveys based on privileges or permissions unique to your User Profile. [More](#)

START

[Start a New Survey](#)

Existing Surveys - To open, double-click on a row or select a row and click on open button at the bottom of the grid.

id	Survey Name	Due Date	Status	Owner	Node	Created	Objective(s)
3082	20190826-127th SDN-AFS		Locked	Marge Inovera	88th ABW > 127th Squadron	08/29/2019	Assessment Focus Statement
3083	20190815-88th ABW-AFS		Locked	Marge Inovera	AFMC > 88th ABW	08/29/2019	Assessment Focus Statement

Page 1 of 1 50 Rows 1 - 2 of 2



Home > Manage Surveys Home > New Survey

Let's get started with the Survey.
We'll begin by creating a new survey.

An * denotes the field is required

Enter a short descriptive name for the survey.

Survey Name*

Select the node you will be assessing from the hierarchy below. Use the (+) functionality to expand the tree until you find the correct node. You have the privilege to select any node in plain text. If you do not see the node available contact your administrator or the Help Desk to have it added.

Node legend:
Nodes in plain text are available to you in your survey creation.
Nodes in ~~gray strikethrough~~ are expired.
Nodes on a **dark background** are not available to you.

Search Nodes

Node (select one in plain text)*

- User Support Training
 - 2-USAF
 - AFMC
 - 88th ABW
 - 88th ABW
 - Hanscom AFB
 - AFSOC
 - ANG

Select your survey objectives.

Objectives (select at least one)*

☒ DODIN Inspections Data Repository, Version 5

Due Date [Clear Due Date](#)

[Back](#) [Continue](#)

Current location indicated, here.

Creating a New Survey (continued):

1. Name the audit survey. It is recommended to include a date (YYYYMMDD), name of command entity being surveyed (Ex: 88 Air Base Wing), and location (Ex: Wright-Patterson AFB) in the name for file management purposes.
2. Select the node where the audit survey will be conducted. This allows the survey to be viewed by your organization and is essential for higher level analysis and the control of unit information.
3. Check the survey type ('Objective'), i.e., DODIN Inspections Data Repository, Version 5.
4. Click on Due Date field to bring up a calendar and select a due date, if desired.
5. Click **"Continue"**.

Home > Manage Surveys Home > New Survey

Let's get started with the Survey.
We'll begin by creating a new survey.

An * denotes the field is required

Enter a short descriptive name for the survey.

1 **Survey Name*** 20210208 - 88th ABW - WPAFB

Select the node you will be assessing from the hierarchy below. Use the (+) functionality to expand the hierarchy. If you have the privilege to select any node in plain text. If you do not see the node available in the hierarchy, you can add it.

Node legend:
Nodes in plain text are available to you in your survey creation.
Nodes in ~~gray strikethrough~~ are expired.
Nodes on a **dark background** are not available to you.

2 **Search Nodes**

Node (select one in plain text)*

- User Support Training
 - 2-USAF
 - AFMC
 - 78th ABW
 - 88th ABW
 - Hanscom AFB
 - AFSOC
 - ANG

Select your survey objectives.

3 **Objectives (select at least one)***

- ☒ DODIN Inspections Data Repository, Version 5

4 **Due Date** **Clear Due Date**

5 **Continue**

Due Date field is optional.

Creating a New Survey (continued):

The survey has been created, when this page appears. The page is divided into two sections. The Survey Administration section will be discussed later in this guide. Click the “Data Collection” button to expand the Survey Workflow (displayed on the next page).

System assigns a 4-digit ID to each new survey.

Click “Data Collection” to enter the Survey Workflow.

The screenshot shows a web interface for survey management. At the top, there's a 'Survey Workflow' tab. Below it, a breadcrumb trail reads 'Home > Manage Surveys Home > 3381_20210208 - 88th ABW - WPAFB'. A message states: 'This is your survey process. We'll guide you through it step by step. Use the links below to guide you through the steps to understand your security posture and your next steps to reduce your vulnerability and risk.' Below this, a purple banner says 'Your Survey has been created. Please use the workflow to continue.' A red dashed box highlights a 'CLICK HERE' button with a globe icon, labeled '1 - Data Collection'. Below the banner, the survey details are listed: '3381_20210208 - 88th ABW - WPAFB', 'Survey of 88th ABW, 02/08/2021 (1 - Data Collection)', and 'Conducted by Peter Built with objectives: DODIN Inspections Data Repository, Version 5'. The bottom section is titled 'Survey Administration' and contains a list of actions: 'Rename' (Change the name of this survey), 'Share this Survey' (Share this survey with other users), 'Change Owner' (Give responsibility for this survey to another user), 'Delete' (Permanently delete this survey), 'File/Image Upload' (Upload files or images), 'Export to Excel' (Export to Excel for Offline Processing), 'Upload Responses' (Upload Responses from Excel), 'PM Forms' (Repository for PM forms and accompanying eMASS/DITPR artifacts), and 'Manage POCs' (Add/Edit/Delete points of contact).

This banner confirms the survey was created. Note: the RA can create the audit survey in EPRM independent from the PKI survey checklist being completed.

Survey Administration discussed on pages 11-18.

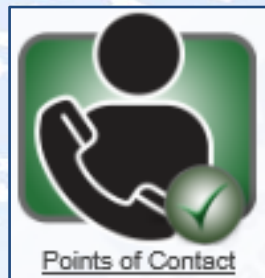
The Survey Process:

The Data Collection phase is divided into multiple technology areas. Each technology area can be answered in sequence or at random, but all required fields in each area must be completed before the survey can be finished and locked. When complete each technology area's icon will be indicated with a green check mark medallion. Once all technology areas are complete the Finish and Lock icon will become accessible with a 'Click Here' medallion.



The Survey Process: Points of Contact

It is important to differentiate the Points of Contact section within the survey versus the Manage POCs administrative function described later. Within the survey, points of contact should be those with roles completing the Command Cyber Readiness Inspection (CCRI).



DODIN Inspection Scoping Workbook, Version 4.1

--COMMAND/ORGANIZATION/TECHNOLOGY POINTS of CONTACT-- ⓘ

Points of Contact Information*

Cmd / Org / Admin Role	CIV / MIL / CTR	Full Name	Rank/Grade	Official Title	Commercial	DSN	NIPR EMAIL	SIPR EMAIL	CND Function
Information System Security Manager (ISSM)	CTR	Ronnie Whittington							

Add New Record

Cmd / Org / Admin Role: --Select--

CIV / MIL / CTR:

Full Name:

Rank/Grade:

Official Title:

Commercial:

DSN:

NIPR EMAIL:

SIPR EMAIL:

CND Function:

View 1 - 1 of 1

The Survey Process (continued):

Click the “Finish and Lock” icon to lock the survey and return to the Survey Workflow/Administration screen. Notice the Data Collection icon now carries the “Read Only” badge. If any answers need to be changed, click the “Open for Editing” button, below in the Survey Administration section.



Administration Functions

Survey Administration functions are displayed on the lower half of a survey's home screen. We will take a deeper look at these functions on the following pages. Most functions will operate the same no matter if the survey is open or locked. Two functions, indicated below, will appear differently depending on whether the survey is open or locked.

Survey: Open

Home > Manage Surveys Home > 3381_20210208 - 88th ABW - WPAFB

This is your survey process. We'll guide you through it step by step.
Use the links below to guide you through the steps to understand your security posture and your next steps to reduce your vulnerability and risk.

 **CLICK HERE**
1 - Data Collection

3381_20210208 - 88th ABW - WPAFB
Survey of 88th ABW, 02/08/2021 (1 - Data Collection)
Conducted by Peter Built with objectives: DODIN Inspections Data Repository, Version 5


Survey Administration

- Rename** Change the name of this survey
- Share this Survey** Share this survey with other users
- Change Owner** Give responsibility for this survey to another user
- Delete** Permanently delete this survey
- File/Image Upload** Upload files or images
- Export to Excel** Export to Excel for Offline Processing
- Upload Responses** Upload Responses from Excel
- Reports** Generate reports and survey aids
- PM Forms** Repository for PM forms and accompanying eMASS/DITPR artifacts
- Manage POCs** Add/Edit/Delete points of contact

Survey: Locked

Home > Manage Surveys Home > 3381_20210208 - 88th ABW - WPAFB

This is your survey process. We'll guide you through it step by step.
Use the links below to guide you through the steps to understand your security posture and your next steps to reduce your vulnerability and risk.

 **CLICK HERE**
1 - Data Collection

3381_20210208 - 88th ABW - WPAFB
Survey of 88th ABW, 02/08/2021 (Locked)
Conducted by Peter Built with objectives: DODIN Inspections Data Repository, Version 5

Survey Administration

- Open for Editing** Unlock this survey for editing
- Rename** Change the name of this survey
- Share this Survey** Share this survey with other users
- Change Owner** Give responsibility for this survey to another user
- Delete** Permanently delete this survey
- File/Image Upload** Upload files or images
- Export to Excel** Export to Excel for Offline Processing
- Upload Responses** Upload Responses from Excel
- Reports** Generate reports and survey aids
- PM Forms** Repository for PM forms and accompanying eMASS/DITPR artifacts
- View POCs** View points of contact

This button does not appear until the survey is locked.

Changes to POCs can only be made when the survey is open. The POC roster changes to "read only" when the survey is locked.

Administration: Rename

The **Rename** feature allows users to change the name of a survey. Click **Rename**, enter the new name in the box provided, then click **OK** to save the change.

The screenshot displays the 'Survey Administration' interface. At the top, a tab labeled 'Survey Administration' is active. Below it, a text input field asks 'What would you like to name this Survey?' with the current name '20210208 - 88th ABW - WPAFB' and 'OK' and 'Cancel' buttons. A list of actions is shown below, with 'Rename' highlighted by a red dashed box. A blue callout box points to the text input field with the text: 'Type the new name in the text box, then click "OK".'

Survey Administration	
What would you like to name this Survey?	20210208 - 88th ABW - WPAFB
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	
<input type="button" value="Open for Editing"/>	Unlock this survey for editing
<input type="button" value="Rename"/>	Change the name of this survey
<input type="button" value="Share this Survey"/>	Share this survey with other users
<input type="button" value="Change Owner"/>	Give responsibility for this survey to another user
<input type="button" value="Delete"/>	Permanently delete this survey
<input type="button" value="File/Image Upload"/>	Upload files or images
<input type="button" value="Export to Excel"/>	Export to Excel for Offline Processing
<input type="button" value="Upload Responses"/>	Upload Responses from Excel
<input type="button" value="Reports"/>	Generate reports and survey aids
<input type="button" value="PM Forms"/>	Repository for PM forms and accompanying eMASS/DITPR artifacts
<input type="button" value="View POCs"/>	View points of contact

Administration: Share

Share This Survey allows users to give other users within their objective hierarchy access to the survey; allows others to read, and/or edit depending on the privileges selected.

Survey Administration

Open for Editing

Unlock this survey for editing

Rename

Change the name of this survey

Share this Survey

Share this survey with other users

Change Owner

Give responsibility for this survey to another user

Delete

Permanently delete this survey

File/Image Upload

Upload files or images

Export to Excel

Export to Excel for Offline Processing

Upload Responses

Upload Responses from Excel

Reports

Generate reports and survey aids

PM Forms

Repository for PM forms and accompanying eMASS/DITPR artifacts

View POCs

View points of contact

[Home](#) > [3381_20210208 - 88th ABW - WPAFB](#) > Share Survey

Survey Sharing: 3381_20210208 - 88th ABW - WPAFB
 You may share your survey on a read/write or read only basis, or not share it at all. You may share it any of these ways with any user.

[Back To Survey](#)

Change the share permission for the desired user.

Name	E-Mail	Owner Level	Permissions
Built, Peter	pb@1.com	Yes	None
Carr, Lisa	lcarr@1.com	No	None
Earp, Wyatt	we@1.com	No	None
Furst, Job	jf@1.com	No	None
Holiday, Doc	dh@1.com	No	None
Inovera, Marge	minovera@1.com	No	None
Order, Lauren	lorder@1.com	No	None
Steele, Rusty	rs@1.com	No	None Read Only Read/Write

Read Only privileges allow another user to view only.

Read/Write privileges allow another user to view and edit.

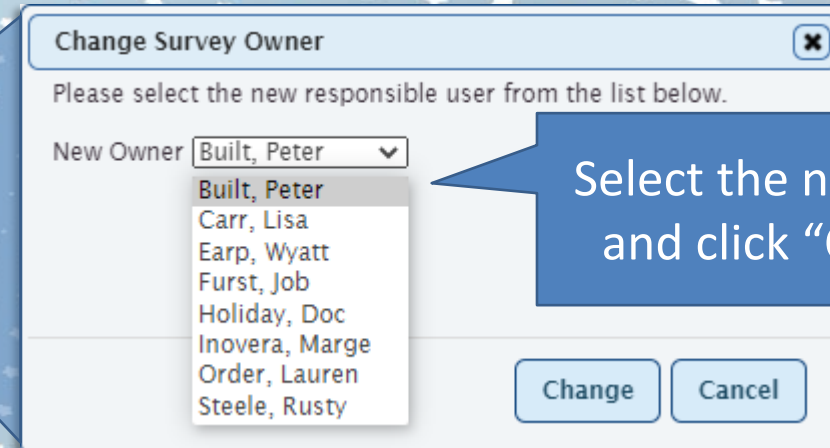
Administration: Change Owner

Change Owner allows the current owner to transfer ownership of the survey to any user within their objective hierarchy. Once changed, the original owner no longer has any access to the survey.



The image shows a 'Survey Administration' panel with a list of actions. The 'Change Owner' button is highlighted with a red dashed border. A blue arrow points from this button to a 'Change Survey Owner' dialog box on the right.

Survey Administration	
Open for Editing	Unlock this survey for editing
Rename	Change the name of this survey
Share this Survey	Share this survey with other users
Change Owner	Give responsibility for this survey to another user
Delete	Permanently delete this survey
File/Image Upload	Upload files or images
Export to Excel	Export to Excel for Offline Processing
Upload Responses	Upload Responses from Excel
Reports	Generate reports and survey aids
PM Forms	Repository for PM forms and accompanying eMASS/DITPR artifacts
View POCs	View points of contact



The 'Change Survey Owner' dialog box is shown. It contains a dropdown menu for 'New Owner' with a list of users. A blue callout bubble points to the dropdown menu with the text 'Select the new owner and click "Change"'. The 'Change' and 'Cancel' buttons are at the bottom right.

Change Survey Owner [X]

Please select the new responsible user from the list below.

New Owner: Built, Peter

- Built, Peter
- Carr, Lisa
- Earp, Wyatt
- Furst, Job
- Holiday, Doc
- Inovera, Marge
- Order, Lauren
- Steele, Rusty

[Change] [Cancel]

Select the new owner and click "Change".

Administration: Delete

Delete causes permanent deletion of a survey. Once the survey has been deleted it will not be recoverable. Click “Delete”, a pop-up box will appear to confirm deletion of the survey. Clicking “Yes” deletes the survey and returns to the EPRM home page.

The screenshot shows the 'Survey Administration' interface. It features a list of actions on the left, each with a button and a description. The 'Delete' button, which says 'Delete' and 'Permanently delete this survey', is highlighted with a red dashed rectangular border. Other buttons include 'Open for Editing', 'Rename', 'Share this Survey', 'Change Owner', 'File/Image Upload', 'Export to Excel', 'Upload Responses', 'Reports', 'PM Forms', and 'View POCs'.

Survey Administration	
Open for Editing	Unlock this survey for editing
Rename	Change the name of this survey
Share this Survey	Share this survey with other users
Change Owner	Give responsibility for this survey to another user
Delete	Permanently delete this survey
File/Image Upload	Upload files or images
Export to Excel	Export to Excel for Offline Processing
Upload Responses	Upload Responses from Excel
Reports	Generate reports and survey aids
PM Forms	Repository for PM forms and accompanying eMASS/DITPR artifacts
View POCs	View points of contact

A blue-bordered dialog box titled 'Confirm' is shown. It contains the text: 'Are you sure you want to delete this survey?' followed by a warning: 'WARNING: The survey will not be recoverable once it has been deleted.' At the bottom right, there are two buttons: 'Yes' and 'No'.

Confirm

Are you sure you want to delete this survey?
WARNING: The survey will not be recoverable once it has been deleted.

Yes No

This is an affirmative confirmation that the assessment cannot be recovered; DO NOT delete if in doubt.

Administration: File/Image Upload

File/Image Upload allows users to attach supporting documents and images to the survey. Click “File/Image Upload”, browse for the desired file and click “Upload”. Remove uploaded files, below, with the “Delete File” button.

Survey Administration

Open for Editing

Unlock this survey for editing

Rename

Change the name of this survey

Share this Survey

Share this survey with other users

Change Owner

Give responsibility for this survey to another user

Delete

Permanently delete this survey

File/Image Upload

Upload files or images

Export to Excel

Export to Excel for Offline Processing

Upload Responses

Upload Responses from Excel

Reports

Generate reports and survey aids

PM Forms

Repository for PM forms and accompanying eMASS/DITPR artifacts

View POCs

View points of contact

Home > 3224 20201020 - 88th ABW - WPAFB > File Upload

File Upload

Select a file to upload for this survey and add a description.

Maximum upload file size: 10MB

Allowed file types: GIF - Graphics Interchange Format, JPEG - Joint Photographic Experts Group graphics file format, PNG - Portable Network Graphics, PJPEG - Joint Photographic Experts Group graphics file format, CSV - Comma Separated Value, TXT - Text, XLS - Microsoft Excel 97-2003 format, XLSX - Microsoft Excel 2007 format, PPT - Microsoft PowerPoint Presentation, PPTX - Microsoft PowerPoint 2007 format, DOC - Microsoft Word 97-2003 format, DOCX - Microsoft Word 2007 Office Open XML Format, RTF - Rich Text Format 1.9 Format, XML - eXtensible Markup Language, ZIP - Microsoft Windows ZIP archive format

Upload

Back to Survey

Browse

Description

Current Uploaded Files

Double-click a file to view or select a file and click "Delete File" to delete it.

Delete File

Uploaded Files - To view a File double-click on a row or select a row and click on open button at the bottom of the grid.

File Name	File Type	File Description	Upload Date	Uploaded By

Uploaded files will appear here.

Page 1 of 0

50

No records to view

Administration: Export to Excel

Export to Excel enables users to select individual sections of the DIDR survey for completion offline in an Excel document. This capability allows for the completion and upload of data intensive DIDR sections separately.

Survey Administration

- Open for Editing** - Unlock this survey for editing
- Rename** - Change the name of this survey
- Share this Survey** - Share this survey with other users
- Change Owner** - Give responsibility for this survey to another user
- Delete** - Permanently delete this survey
- File/Image Upload** - Upload files or images
- Export to Excel** - Export to Excel for Offline Processing
- Upload Responses** - Upload Responses from Excel
- Reports** - Generate reports and survey aids
- PM Forms** - Repository for PM forms and accompanying eMASS/DITPR artifacts
- View POCs** - View points of contact

Select Survey Sections

Please select the applicable sections that require adds/changes for your organization

NOTE: If your Survey export fails to upload after completing the selected sections, please try reducing the number of sections selected for export and offline completion. If error continues after doing so, please contact user support at raleigh.a.onks.ctr@mail.smil.mil for further assistance.

- ☐ Organizational Information
- ☐ Points of Contact
- ☐ Technologies Present
- ☐ Domain Name Addresses (DNA)
- ☐ CND Directive
- ☒ Traditional Security
- ☐ CDS
- ☐ Network Infrastructure
- ☐ Mobile Technology - Mobility
- ☐ HBSS (COA 1)
- ☐ HBSS (COA 2)
- ☐ HBSS (COA 2.1)
- ☐ REL Network
- ☒ DNS
- ☒ Exchange Servers
- ☐ Web Servers
- ☐ Database Servers
- ☐ Workstation OS
- ☐ VVoIP
- ☒ Cloud/Virtual Environments
- ☐ PM Systems (COA 1)
- ☐ PM Systems (COA 2)
- ☐ PM Systems (COA 2.1)
- ☐ PKI
- ☐ PM Form Template

Export **Cancel**

Select DIDR survey sections for completion and click "Export".

Survey-OfflineExport (0).xlsx - Excel

EPRM TEST SITE		
Question	Answer	
--DOMAIN NAME SERVICE (DNS)--		
Unclassified DNS Information		
Unclassified Internal DNS	DNS OS Version:	2.6
Unclassified External DNS	DNS OS Version:	
Unclassified Internal DNS	DNS Version:	5.57
Unclassified External DNS	DNS Version:	
Unclassified Internal DNS	Who is the DNS managed by?	AWS
Unclassified External DNS	Who is the DNS managed by?	
Unclassified Internal DNS	Where is the DNS physically located?	Arlington, VA
Unclassified External DNS	Where is the DNS physically located?	
Classified (SECRET) DNS Information		
Classified (SECRET) Internal DNS	DNS OS Version:	7.8
Classified (SECRET) External DNS	DNS OS Version:	
Classified (SECRET) Internal DNS	DNS Version:	7.98
Classified (SECRET) External DNS	DNS Version:	
Classified (SECRET) Internal DNS	Who is the DNS managed by?	AWS
Classified (SECRET) External DNS	Who is the DNS managed by?	
Classified (SECRET) Internal DNS	Where is the DNS physically located?	Arlington, VA
Classified (SECRET) External DNS	Where is the DNS physically located?	
DNS Device Information if managed by Inspected Organization (Include PAW)		

Administration: Upload Responses

Upload Responses is a complementary function to the 'Export to Excel' function discussed on the previous page. After the individual survey sections have been completed in their respective Excel exports, use this page to upload the results into the DIDR Survey.

Survey Administration

- Open for Editing** (dashed box): Unlock this survey for editing
- Rename**: Change the name of this survey
- Share this Survey**: Share this survey with other users
- Change Owner**: Give responsibility for this survey to another user
- Delete**: Permanently delete this survey
- File/Image Upload**: Upload files or images
- Export to Excel**: Export to Excel for Offline Processing
- Upload Responses** (red dashed box): Upload Responses from Excel
- Reports**: Generate reports and survey aids
- PM Forms**: Repository for PM forms and accompanying eMASS/DITPR artifacts
- View POCs**: View points of contact

Survey Upload Responses

Home > Manage Surveys Home > 3381 20210208 - 88th ABW - WPAFB > Survey Upload Responses

Click the "Browse" button to find your file. When ready to upload the file, click the "Upload" button. The upload process may take a while.

Upload File: No file selected... **Browse** **Upload** **Back**

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Open

This PC > DIDR Survey Exports

Name	Date modified	Type	Size
Survey-OfflineExport CDS.xlsx	2/10/2021 12:17 PM	Microsoft Excel W...	209 KB
Survey-OfflineExport HBSS.xlsx	2/10/2021 12:18 PM	Microsoft Excel W...	444 KB
Survey-OfflineExport PM Systems.xlsx	2/10/2021 12:19 PM	Microsoft Excel W...	490 KB

File name: Survey-OfflineExport HBSS.xlsx All files (*.*)

Open **Cancel**

Administration: Reports

The **Reports** button allows users to generate a comprehensive DIDR Survey Report. The report product is currently in development but will be available soon.

The screenshot displays the 'Survey Administration' interface. On the left, a list of actions is shown, with the 'Reports' button highlighted by a red dashed box. A callout window on the right shows the 'Survey Reports' page, which includes a breadcrumb trail, a description of report types, and two columns for selecting report formats: 'Survey Reports (Word)' and 'Survey Reports (Spreadsheet)'. A large red 'COMING SOON' stamp is overlaid on the report selection area. The 'Reports' button in the left sidebar has the description 'Generate reports and survey aids'.

Survey Reports (Word)	Survey Reports (Spreadsheet)

Back Continue

Administration: PM Forms

The **PM Forms** feature is a repository for Program Managed (PM) systems identification forms. The capability to add or delete entries is only available while the survey is open for editing.

If these buttons do not appear, open the survey for editing.

Survey Administration

Rename

Change the name of this survey

Share this Survey

Share this survey with other users

Change Owner

Give responsibility for this survey to another user

Delete

Permanently delete this survey

File/Image Upload

Upload files or images

Export to Excel

Export to Excel for Offline Processing

Upload Responses

Upload Responses from Excel

Reports

Generate reports and survey aids

PM Forms

Repository for PM forms and accompanying eMASS/DITPR artifacts

Manage POCs

Add/Edit/Delete points of contact

[Home](#) > [Manage Surveys Home](#) > [3381 20210208 - 88th ABW - WPAFB](#) > Add/Edit PM Forms

Please enter additional PM Form Templates for your survey

To complete the form below, please use the Add New Entry button to update your survey with added, double-click on the line for that PM. To delete an entry, highlight the entry by clicking on the line once and then select the Delete Entry button.

Add New Entry

Delete Entry

PM Forms List

id	PM FullName	PM Acronym	DITPR ID Number
129	Intrepid Messaging Systems	IMS	972458712258

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Rows 1 - 1 of 1

Return to Survey

Administration: Manage POCs

Manage POCs can be used to add contact information for the individuals taking part in completing the DIDR Survey. Reminder: this function changes to “View POCs” once the survey is locked. Changes to POC information can only be made while the survey is open.

Survey Administration

- Rename** Change the name of this survey
- Share this Survey** Share this survey with other users
- Change Owner** Give responsibility for this survey to another user
- Delete** Permanently delete this survey
- File/Image Upload** Upload files or images
- Reports** Generate reports and survey aids
- Manage POCs** Add/Edit/Delete points of contact

Additional POCs

Please enter additional points of contact. To complete the form below, please enter the Name, Title, Email, Phone, Cell, Organization Name, and Address. Once an entry has been added, double-click on the entry to edit it or click the Delete Entry button.

Select “Add New Entry” to enter additional POC data for this assessment.

Additional POCs

Name	Title	Email	Phone	Cell	Organization Name	Address
Innovaera, Marge		minovera@l.com	703.680.7755			

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Back to Survey

Name of survey owner and any added POCs will display here.

Final Note: User Assistance

For additional user assistance, please utilize the following references and POCs:

- **Accessing system:** (SIPRNET) <https://eprm.csd.disa.smil.mil>
- **Help:** For assistance and for any questions, please email EPRMhelp@hii-tsd.com or call 1-800-754-4204. 0700-1700 Eastern time
- **Resources:** in addition to the SIPR hosted guides, User guides, videos & other materials are available on the EPRMHelp page and on EPRM in the resources section.
<http://eprmhelp.countermeasures.com>