EPRM
Enterprise Protection
Risk Management

Understanding Admin Tools & Grid Functions

EPRM v3.63, March 2022

EPRM User Support: eprmhelp@alionscience.com
1.800.754.4204

Introduction

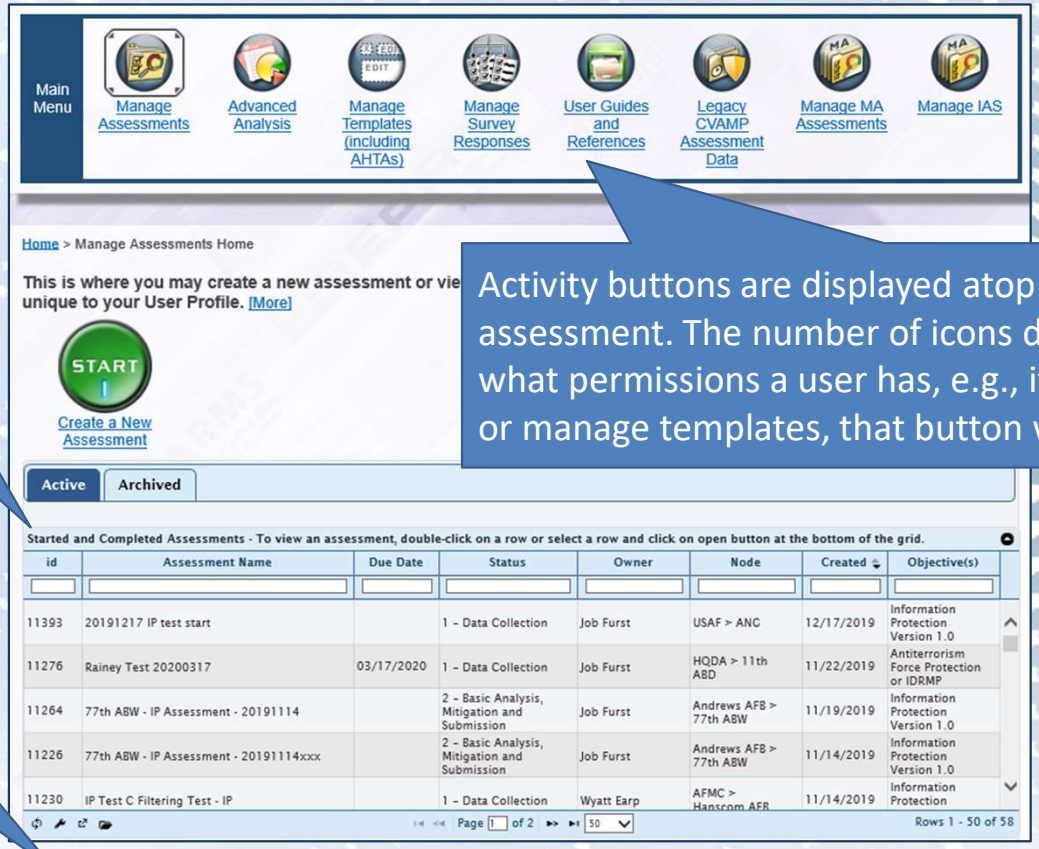
This guide is intended to describe the functions and features of the EPRM tool with regard to generic operation of the tool. It does not describe objective (i.e., ATFP, OPSEC, etc.) specific functionality. It applies to any user's capability to operate the EPRM tool.

Assessment Home Page Grid Orientation

EPRM uses a grid format to display information on the homepage, the asset, threat, and benchmark pages, and in the analytical portion of the site.

The Assessment Home page grid is segmented; the top half (shown here) displays open and completed assessments.

The bottom half (not pictured) displays upcoming assessments and open action items.



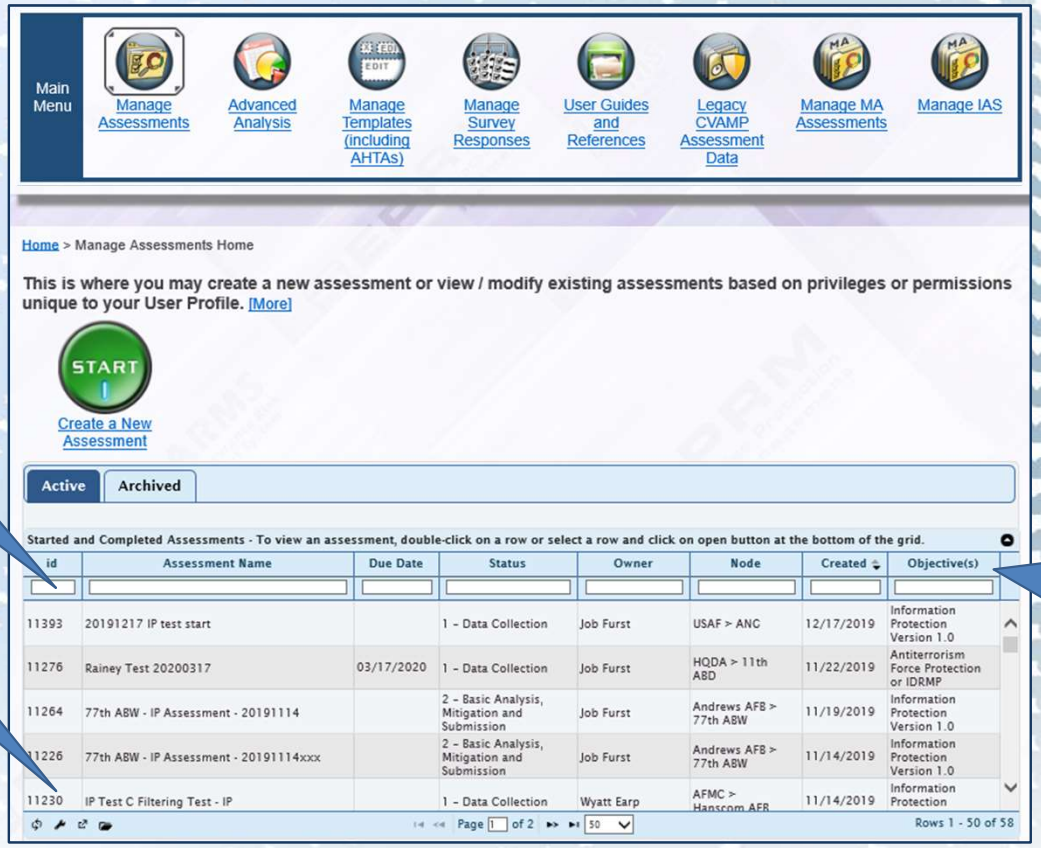
Activity buttons are displayed atop each page of the assessment. The number of icons displayed is dependent on what permissions a user has, e.g., if the user doesn't create or manage templates, that button will not appear.

Assessment Home Page Grid Orientation *(cont'd)*

Most EPRM grid functions/features are common to all of the grid pages. For example, even though the column headers change for each page, the sorting functions are the same for every column header.

Typing a search term in the filter box below a column heading, filters the grid for that term.

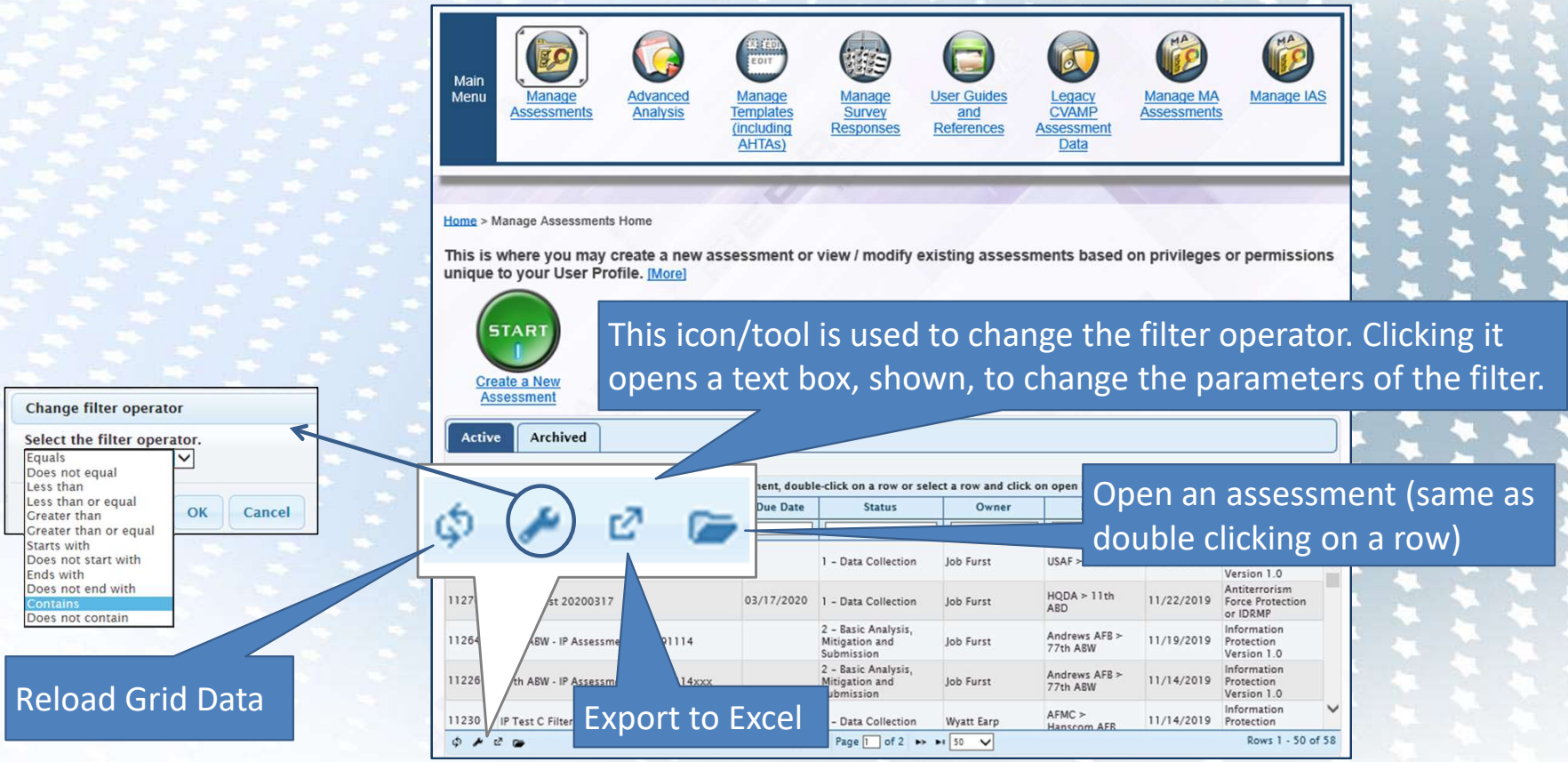
Double clicking on a highlighted row will open the selected assessment.



Clicking a column header will sort the grid according to the convention for the selected column, e.g., oldest to newest, or newest to oldest.

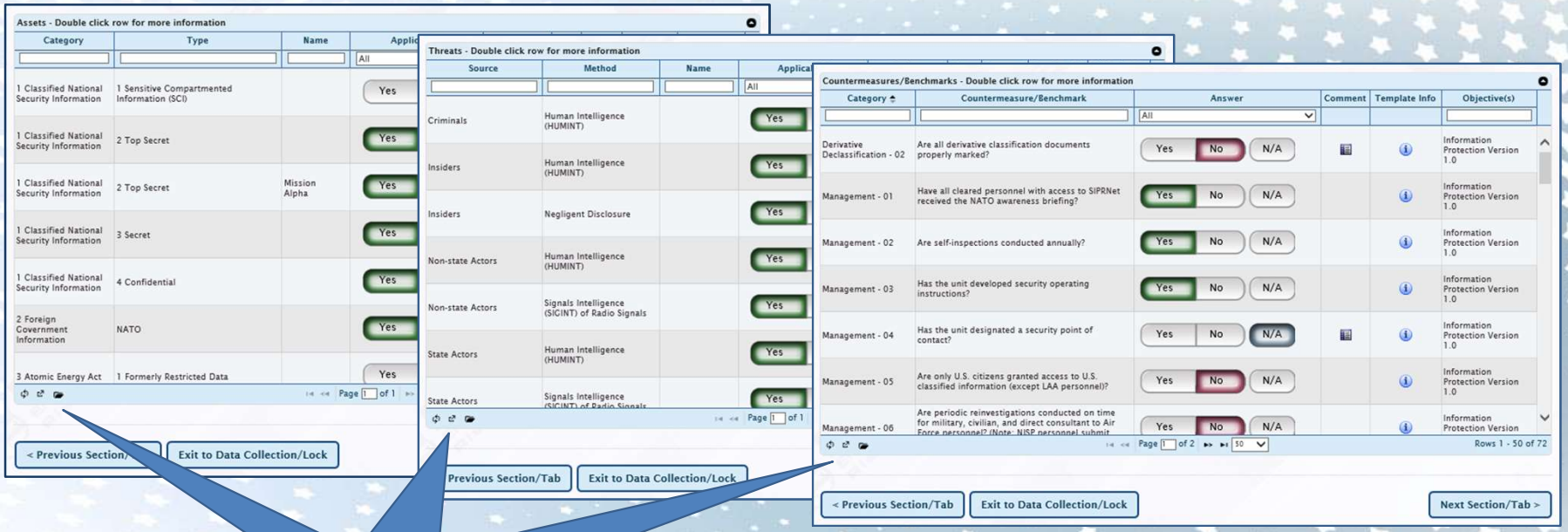
Homepage Grid Orientation *(continued)*

Each grid page has a set of icons in the lower left of the grid. On the homepage, there are four icons that perform the actions shown below.



Subsequent Page Grid Orientation

Unlike the homepage, there are three icons on the asset, threat and benchmark/countermeasure grid pages. While the icons are the same as on the home page, they perform slightly different functions.



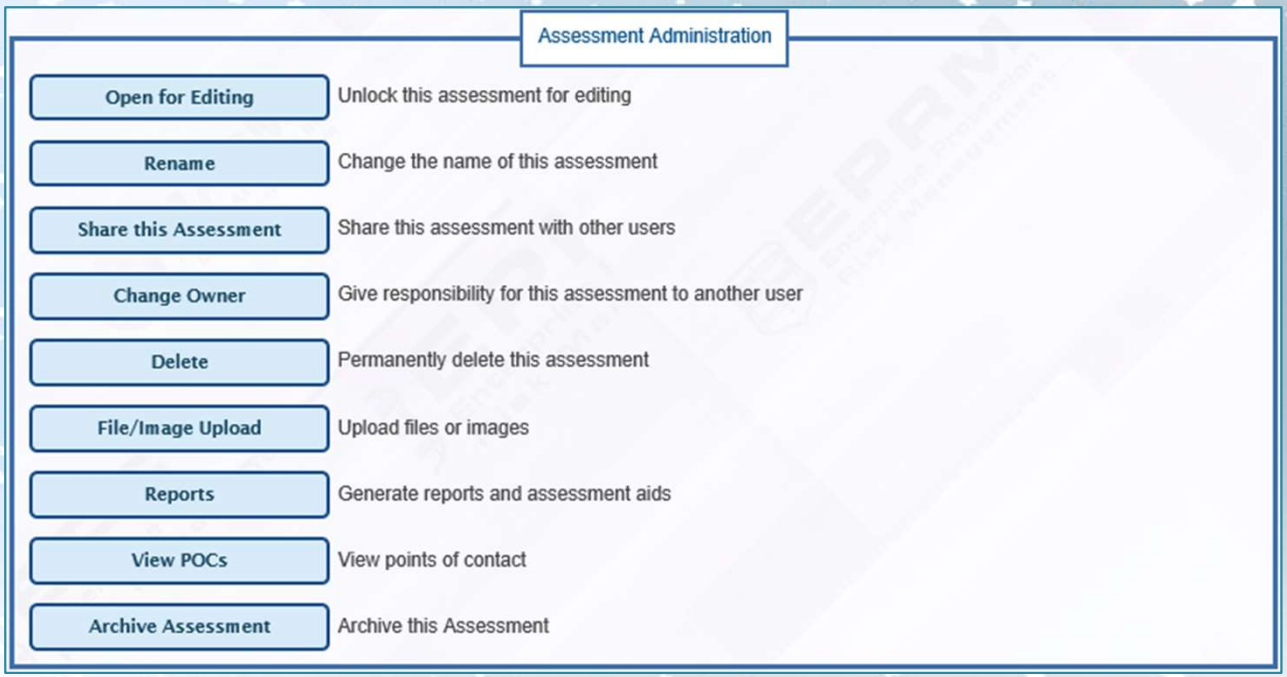
Reload Grid (same)

Export to Excel (same)

Here, the “open” icon/tool is used to open a text box that provides additional information on the particular item, including the guidance reference. The same as double clicking the item.

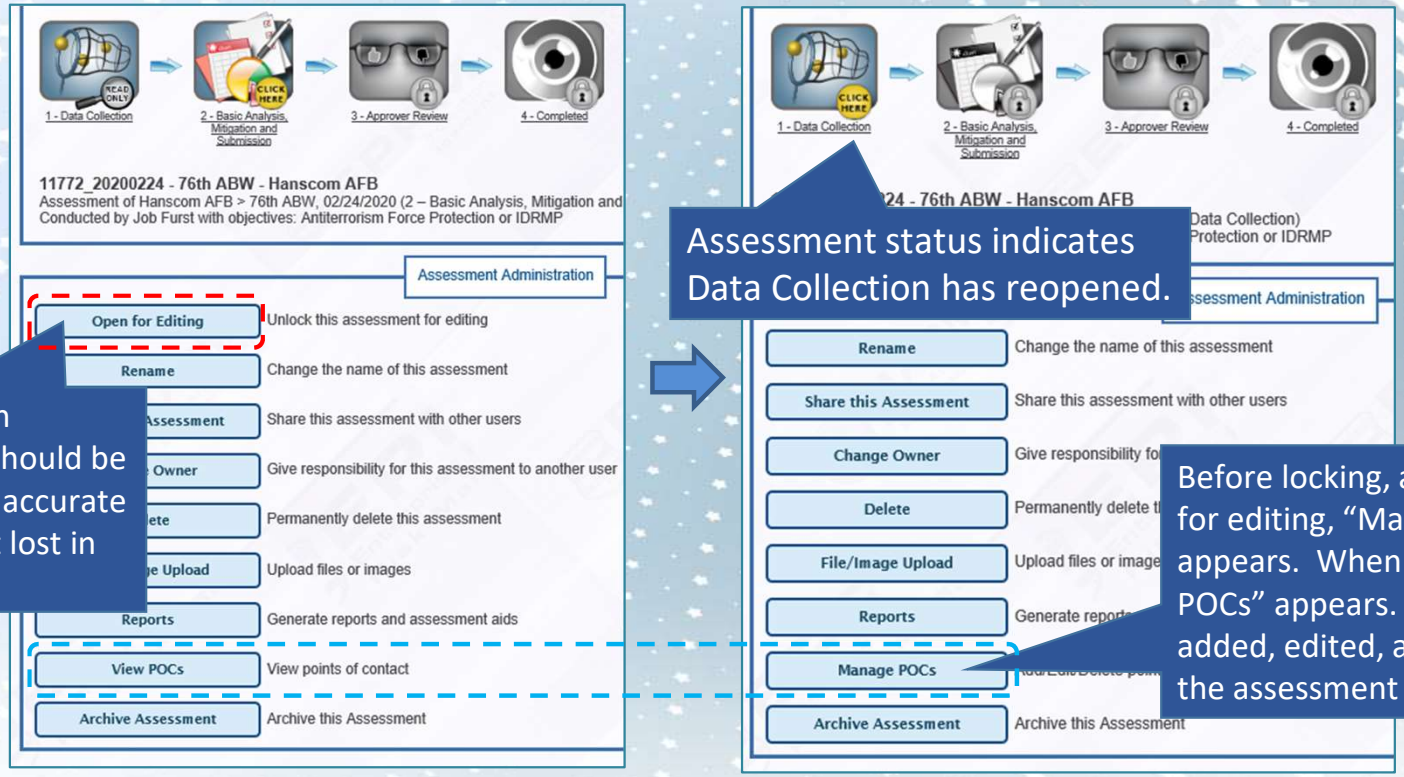
Administrative Tools

Assessment administration functions are displayed on the lower half of an assessment or template's home screen. The nine tools listed below are not integral to the conduct of an assessment but are useful for managing administrative aspects of an assessment. The following pages will describe each of them.



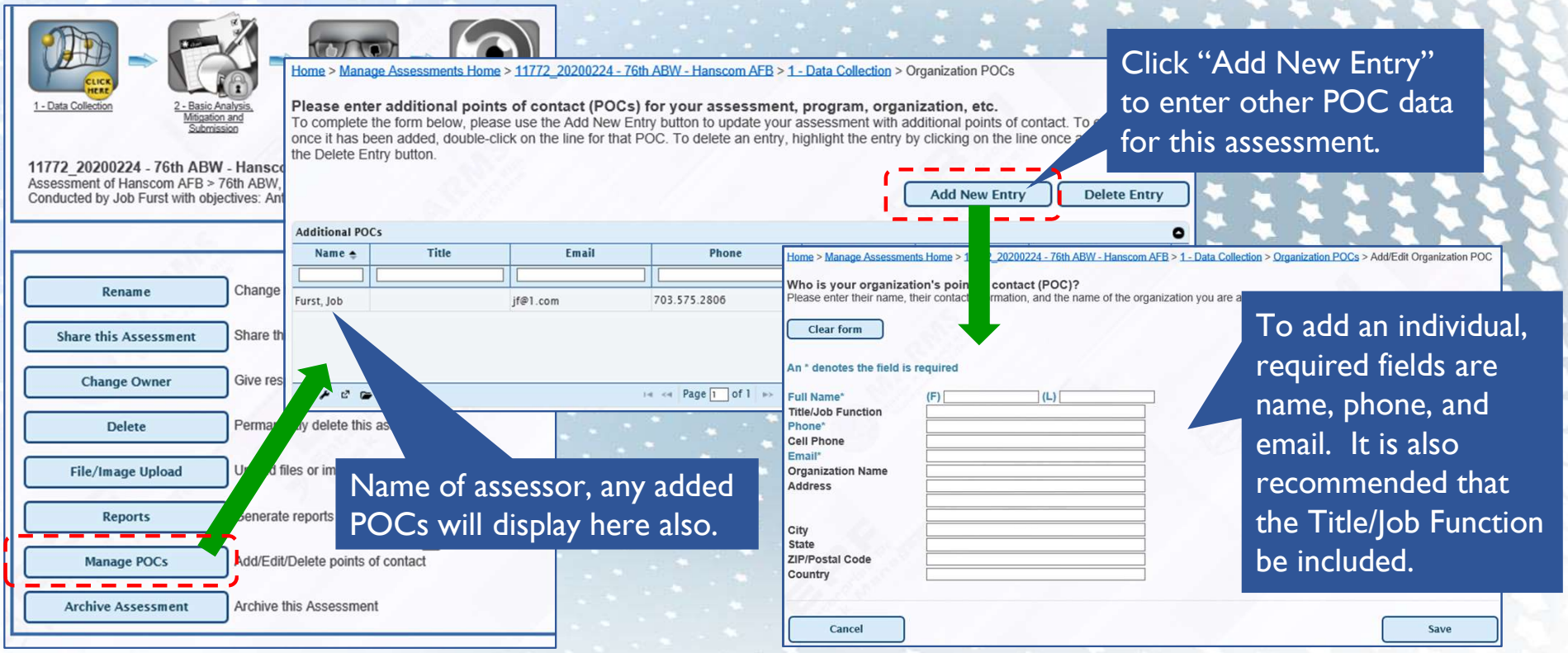
Administrative Tools: Open for Editing

This feature allows users to return back to an assessment, which had previously been marked as "**Read Only**", to make edits to the assessment.



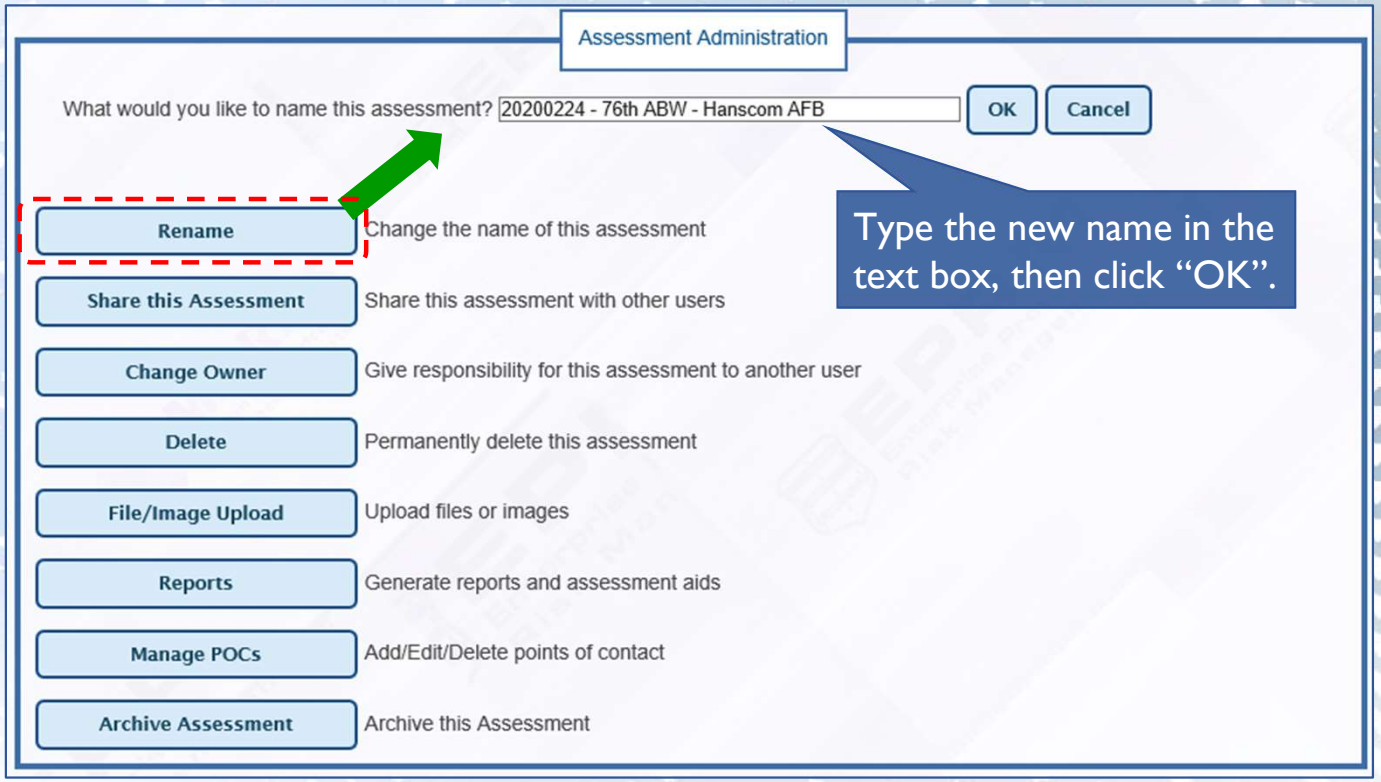
Administrative Tools: Manage POCs

This feature allows users to add points of contact to the assessment file. Initially, only the owner of the assessment can be found in the POC list. However, users may wish to add a relevant POC, e.g, fire marshal, unit security manager, et al.



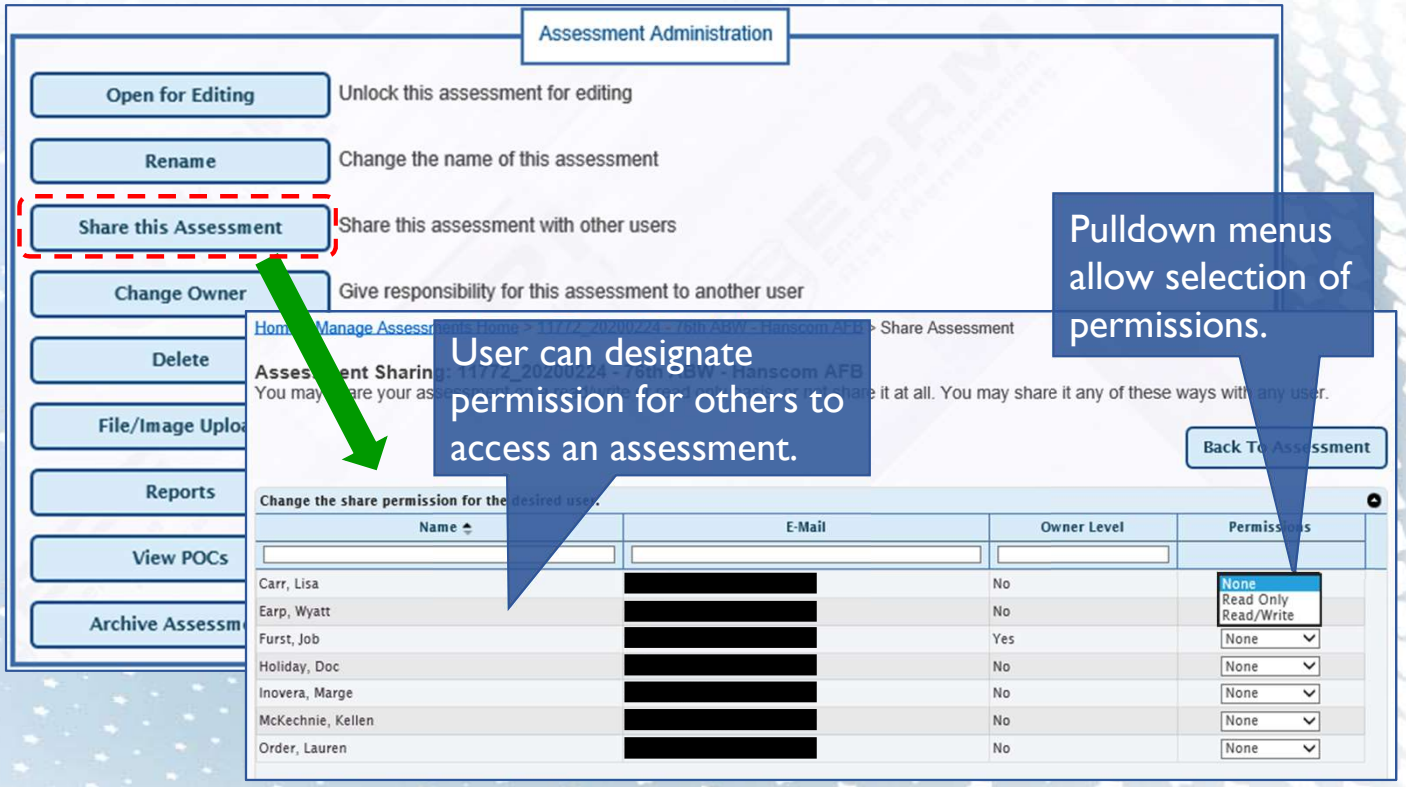
Common Administration: Rename

The "Rename" feature allows users to change the name of an assessment. Click Rename, enter the new name in the box provided, then click "OK" to save the change.



Administrative Tools: Share this Assessment

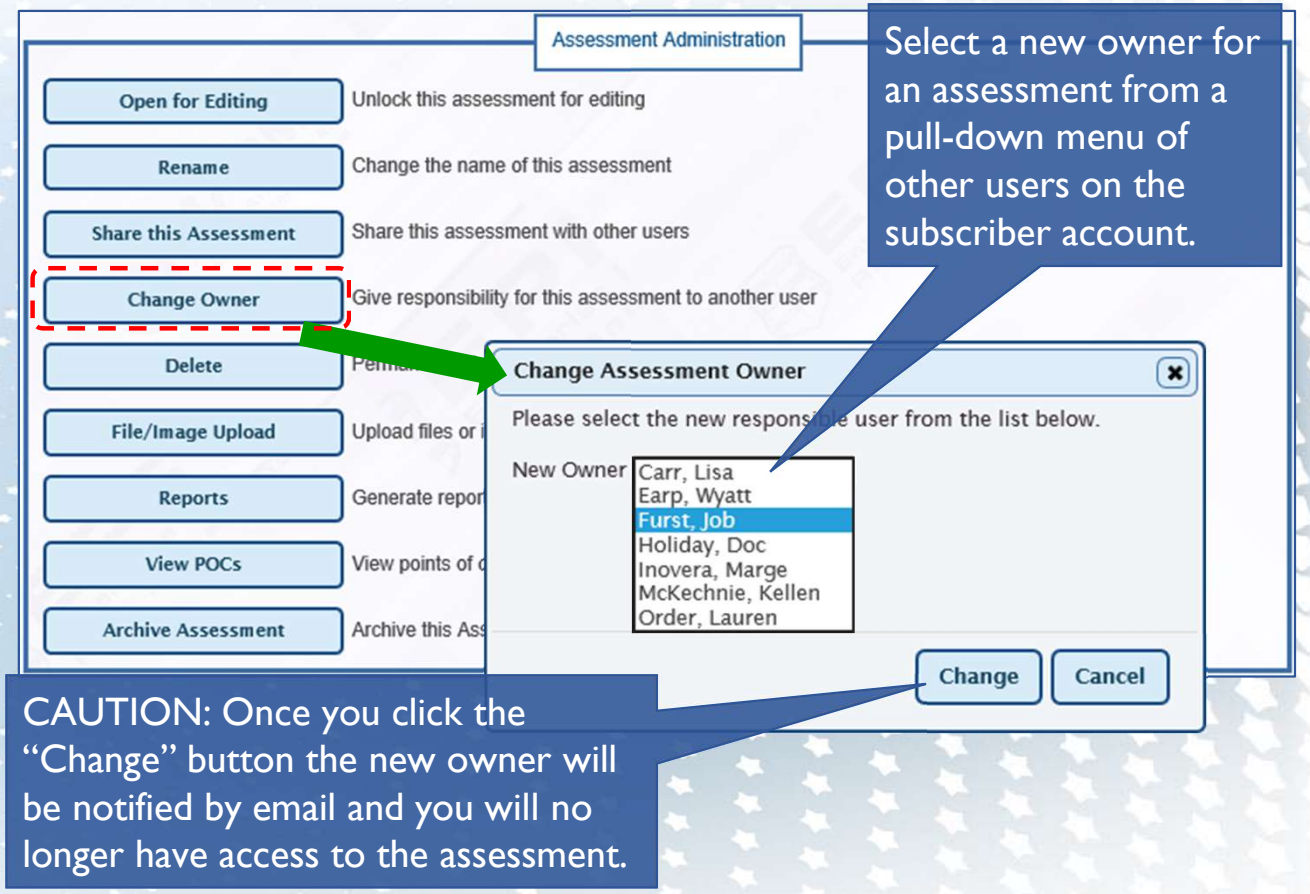
Selecting "Share This Assessment" allows users to give other MARMS users access to an assessment. Allow others to read, edit, and/or conduct analysis depending on the privileges selected.



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

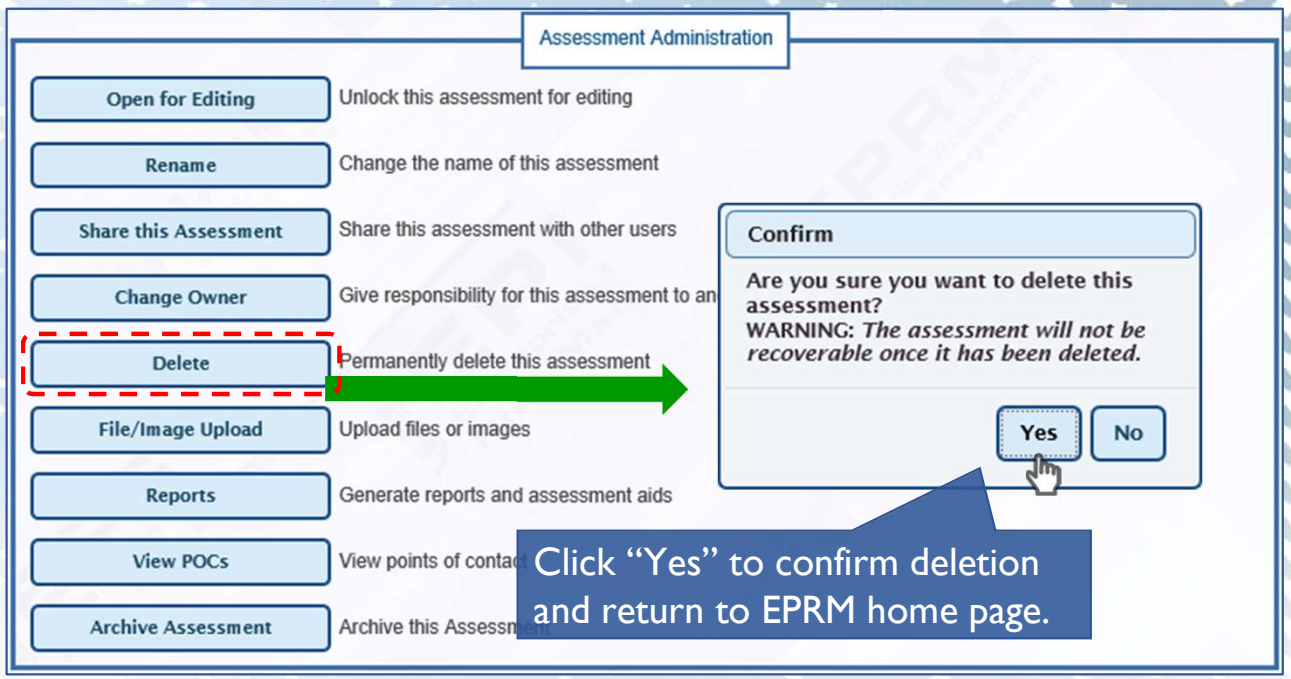
Administrative Tools: Change Owner

The "Change Owner" feature allows the current assessment owner to transfer ownership to any EPRM user in that subscriber account. Once changed, the original owner no longer has any access to the assessment.



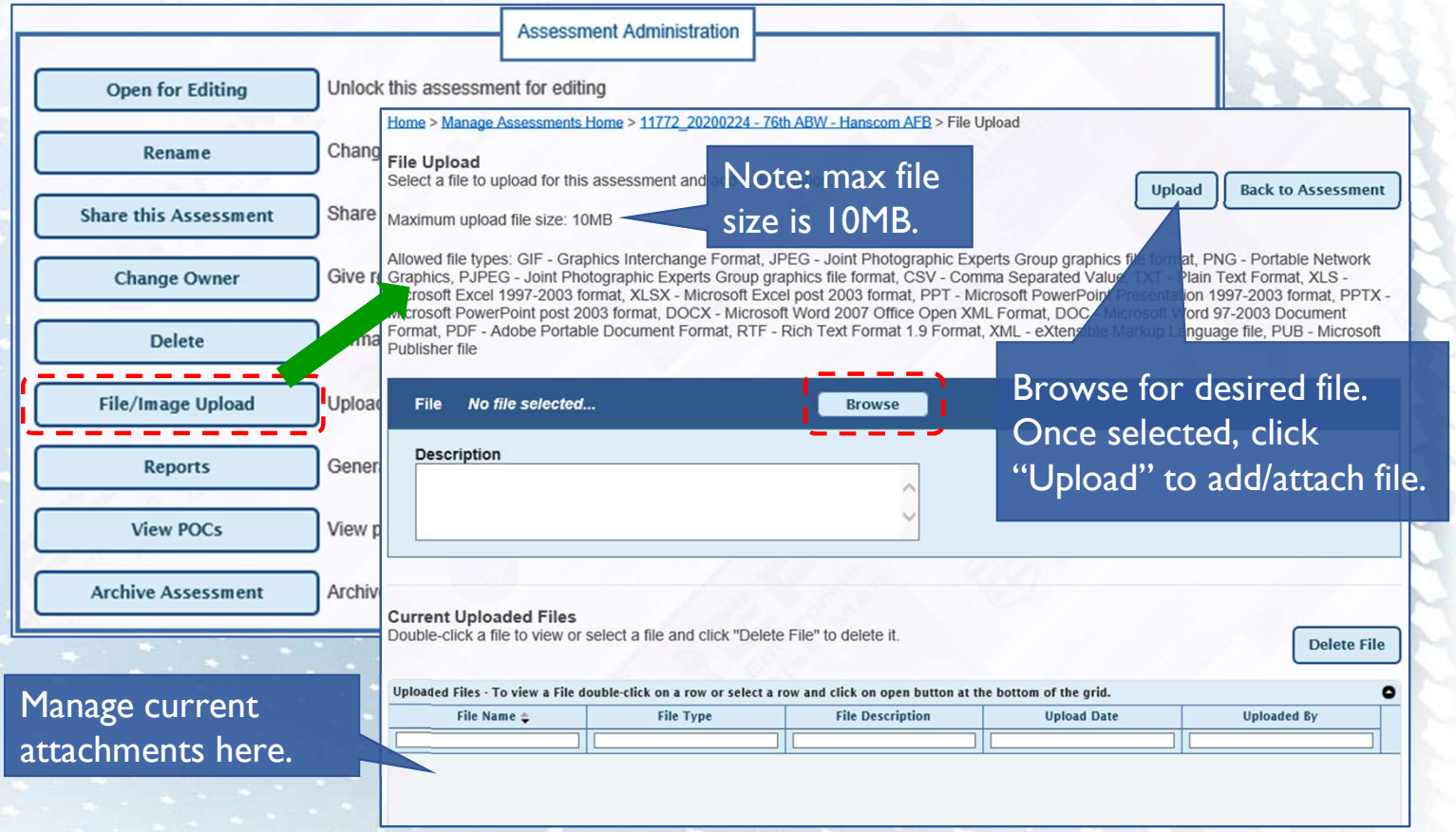
Administrative Tools: Delete [an Assessment]

Selecting the "Delete" feature allows permanent deletion of an assessment. Once the assessment has been deleted it will not be recoverable. Click "Delete." A pop-up box will appear to confirm deletion of the assessment. Click "Yes," the assessment will be deleted; you will be returned to the EPRM home page.



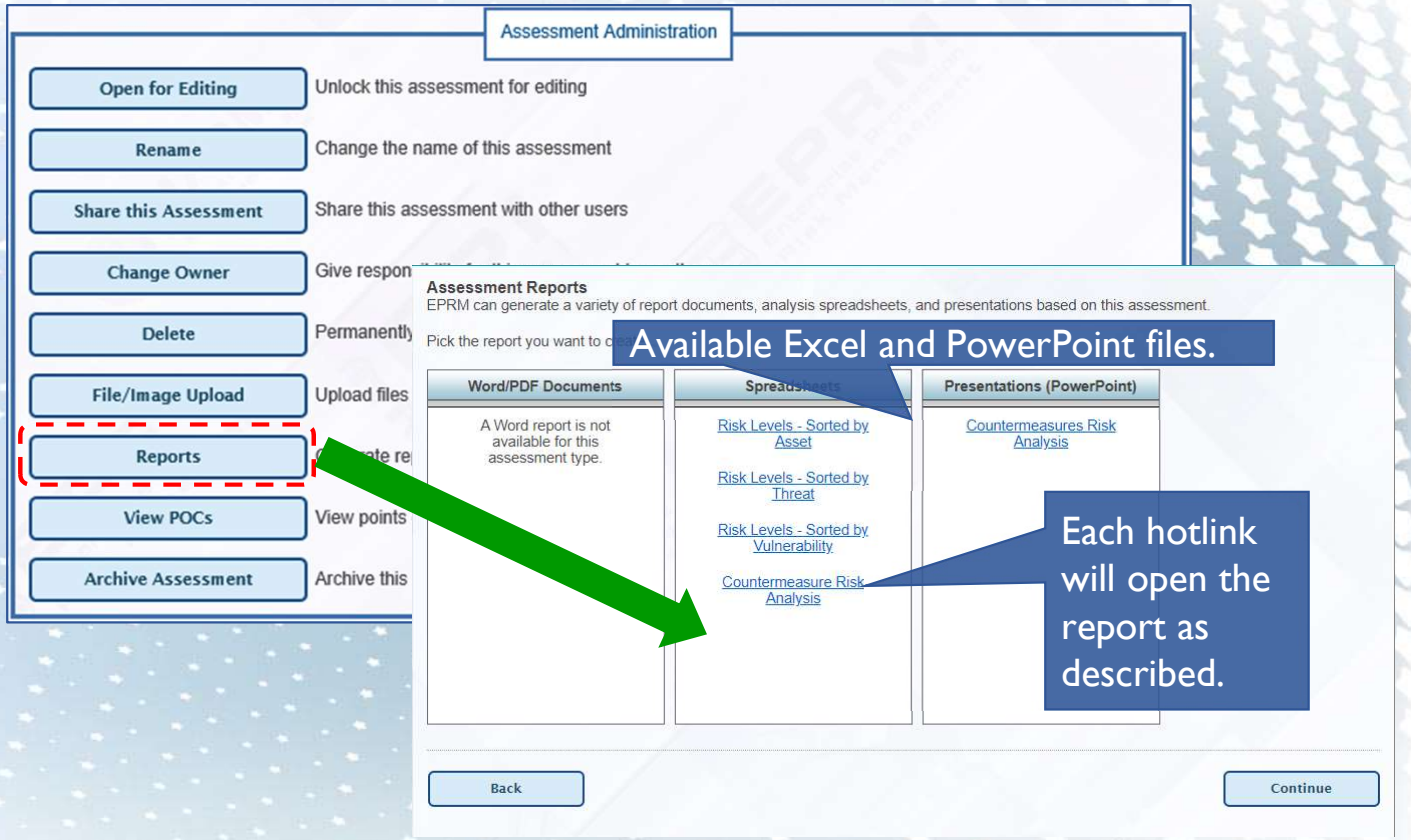
Assessment Common Admin: File Upload

The "File/Image Upload" feature allows users to attach supporting documents and pictures to an assessment. Click "File/Image Upload" to open an upload page that allows file upload and attached file management.



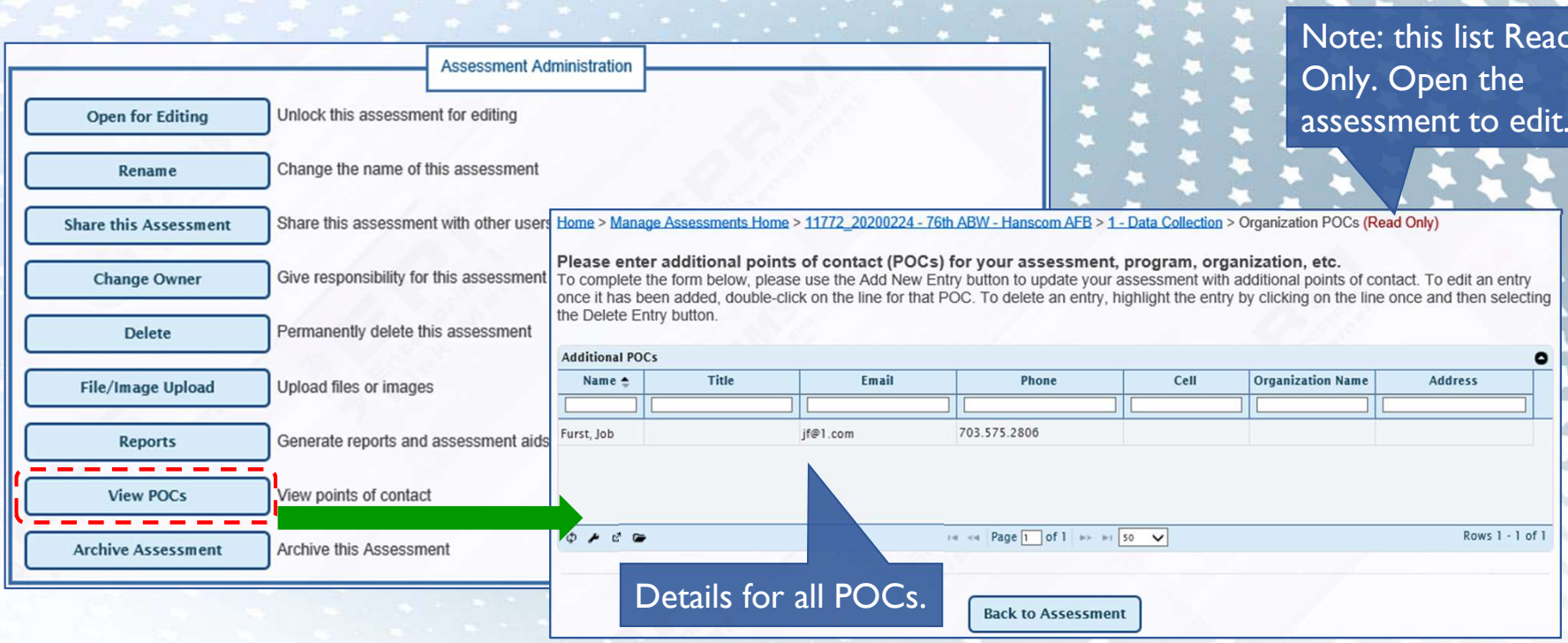
Administrative Tools: Reports

The "Reports" feature allows you to generate reports of the assessment information in Excel, Word, or PowerPoint. Click "Reports" to open a listing of available reports.



Administrative Tools: View POCs

"View POCs" is similar to the "Manage POCs" feature discussed above, but here it is ***Read Only***. Selecting "View POCs" allows users to view the point of contact information associated with an assessment, but no editing or additions can be made.



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@alionscience.com or call 1-800-754-4204. 0700-1700 Eastern time
- **Resources**:
  - On SIPR, check the User Guides and References section.
  - On NIPR, User guides, videos & other materials are available on the EPRMHelp page: http://eprmhelp.countermeasures.com