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Understanding Admin Tools & Grid Functions

EPRM v3.64, March 2024

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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.

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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.

The screenshot shows the EPRM Assessment Home Page. At the top, there is a navigation bar with icons for Main Menu, Manage Assessments, Advanced Analysis, Manage Templates (including AHTAs), Manage Survey Responses, User Guides and References, Legacy CVAMP Assessment Data, Manage MA Assessments, and Manage IAS. Below this is a banner with the text "Home > Manage Assessments Home" and a green button labeled "START" with "Create a New Assessment" underneath. A large blue callout box points to this area with the text: "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." The main content area is titled "Started and Completed Assessments - To view an assessment, double-click on a row or select a row and click on open button at the bottom of the grid." It contains a table with columns: id, Assessment Name, Due Date, Status, Owner, Node, Created, and Objective(s). The table lists five rows of assessment data. At the bottom of the table, there are navigation links for first, previous, next, last, and page selection, along with a note "Rows 1 - 50 of 58".

Started and Completed Assessments - To view an assessment, double-click on a row or select a row and click on open button at the bottom of the grid.							
id	Assessment Name	Due Date	Status	Owner	Node	Created	Objective(s)
11393	20191217 IP test start		1 - Data Collection	Job Furst	USAF > ANC	12/17/2019	Information Protection Version 1.0
11276	Rainey Test 20200317	03/17/2020	1 - Data Collection	Job Furst	HQDA > 11th ABD	11/22/2019	Antiterrorism Force Protection or IDRMP
11264	77th ABW - IP Assessment - 20191114		2 - Basic Analysis, Mitigation and Submission	Job Furst	Andrews AFB > 77th ABW	11/19/2019	Information Protection Version 1.0
11226	77th ABW - IP Assessment - 20191114xxx		2 - Basic Analysis, Mitigation and Submission	Job Furst	Andrews AFB > 77th ABW	11/14/2019	Information Protection Version 1.0
11230	IP Test C Filtering Test - IP		1 - Data Collection	Wyatt Earp	AFMC > Hanscom AFR	11/14/2019	Information Protection

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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.

The screenshot shows the 'Manage Assessments' section of the EPRM system. At the top, there's a main menu bar with icons for Manage Assessments, Advanced Analysis, Manage Templates (including AHTAs), Manage Survey Responses, User Guides and References, Legacy CVAMP Assessment Data, Manage MA Assessments, and Manage IAS. Below the menu, a breadcrumb navigation shows 'Home > Manage Assessments Home'. A large green button labeled 'START' with the text 'Create a New Assessment' is prominently displayed. The main area contains a grid titled 'Started and Completed Assessments'. The grid has columns for 'id', 'Assessment Name', 'Due Date', 'Status', 'Owner', 'Node', 'Created', and 'Objective(s)'. The first row of data is as follows:

id	Assessment Name	Due Date	Status	Owner	Node	Created	Objective(s)
11393	20191217 IP test start		1 - Data Collection	Job Furst	USAF > ANC	12/17/2019	Information Protection Version 1.0

Subsequent rows show more assessments, such as 'Rainey Test 20200317', '77th ABW - IP Assessment - 20191114', and 'IP Test C Filtering Test - IP'. The bottom of the grid includes a toolbar with icons for search, refresh, and export, and a page navigation bar indicating 'Page 1 of 2' and 'Rows 1 - 50 of 58'.

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.

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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.

The screenshot shows the 'Manage Assessments Home' page. At the top, there is a main menu with icons for 'Manage Assessments', 'Advanced Analysis', 'Manage Templates (including AHTAs)', 'Manage Survey Responses', 'User Guides and References', 'Legacy CVAMP Assessment Data', 'Manage MA Assessments', and 'Manage IAS'. Below the menu, a breadcrumb navigation shows 'Home > Manage Assessments Home'. A message states: 'This is where you may create a new assessment or view / modify existing assessments based on privileges or permissions unique to your User Profile. [More]'. A large green button labeled 'START' with a play icon and the text 'Create a New Assessment' is centered. Below the button, there are two tabs: 'Active' and 'Archived'. To the right of the tabs is a search bar with placeholder text 'Search for an assessment, double-click on a row or select a row and click on open'. Below the search bar is a grid of assessment entries. Each entry includes columns for 'Due Date', 'Status', and 'Owner'. The first entry shows '1 - Data Collection' for 'Job Furst' under 'USAF >'. The second entry shows '2 - Basic Analysis, Mitigation and Submission' for 'Job Furst' under 'Andrews AFB > 77th ABW'. The third entry shows '2 - Basic Analysis, Mitigation and Submission' for 'Job Furst' under 'Andrews AFB > 77th ABW'. The fourth entry shows '- Data Collection' for 'Wyatt Earp' under 'AFMC > Hanscom AFB'. A blue callout box points to the filter operator icon (a wrench) in the grid toolbar, stating: 'This icon/tool is used to change the filter operator. Clicking it opens a text box, shown, to change the parameters of the filter.' Another blue callout box points to the 'Export to Excel' icon in the grid toolbar, stating: 'Open an assessment (same as double clicking on a row)'. A third blue callout box points to the 'Reload Grid Data' icon in the grid toolbar. A fourth blue callout box points to the 'Change filter operator' dialog box, which lists operators like 'Contains' and 'Does not contain'.

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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.

Assets - Double click row for more information

Category	Type	Name	Appli
1 Classified National Security Information	1 Sensitive Compartmented Information (SCI)		All
1 Classified National Security Information	2 Top Secret		Yes
1 Classified National Security Information	2 Top Secret	Mission Alpha	Yes
1 Classified National Security Information	3 Secret		Yes
1 Classified National Security Information	4 Confidential		Yes
2 Foreign Government Information	NATO		Yes
3 Atomic Energy Act	1 Formerly Restricted Data		Yes

Threats - Double click row for more information

Source	Method	Name	Appli
Criminals	Human Intelligence (HUMINT)		All
Insiders	Human Intelligence (HUMINT)		Yes
Insiders	Negligent Disclosure		Yes
Non-state Actors	Human Intelligence (HUMINT)		Yes
Non-state Actors	Signals Intelligence (SIGINT) of Radio Signals		Yes
State Actors	Human Intelligence (HUMINT)		Yes
State Actors	Signals Intelligence (SIGINT) of Radio Signals		Yes

Countermeasures/Benchmarks - Double click row for more information

Category	Countermeasure/Benchmark	Answer	Comment	Template Info	Objective(s)
Derivative Declassification - 02	Are all derivative classification documents properly marked?	Yes No N/A	Information Protection Version 1.0		
Management - 01	Have all cleared personnel with access to SIPRNet received the NATO awareness briefing?	Yes No N/A	Information Protection Version 1.0		
Management - 02	Are self-inspections conducted annually?	Yes No N/A	Information Protection Version 1.0		
Management - 03	Has the unit developed security operating instructions?	Yes No N/A	Information Protection Version 1.0		
Management - 04	Has the unit designated a security point of contact?	Yes No N/A	Information Protection Version 1.0		
Management - 05	Are only U.S. citizens granted access to U.S. classified information (except LAA personnel)?	Yes No N/A	Information Protection Version 1.0		
Management - 06	Are periodic reinvestigations conducted on time for military, civilian, and direct consultant to Air Force personnel? (Note: NISP personnel submit	Yes No N/A	Information Protection Version 1.0		

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.

Reload Grid (same)

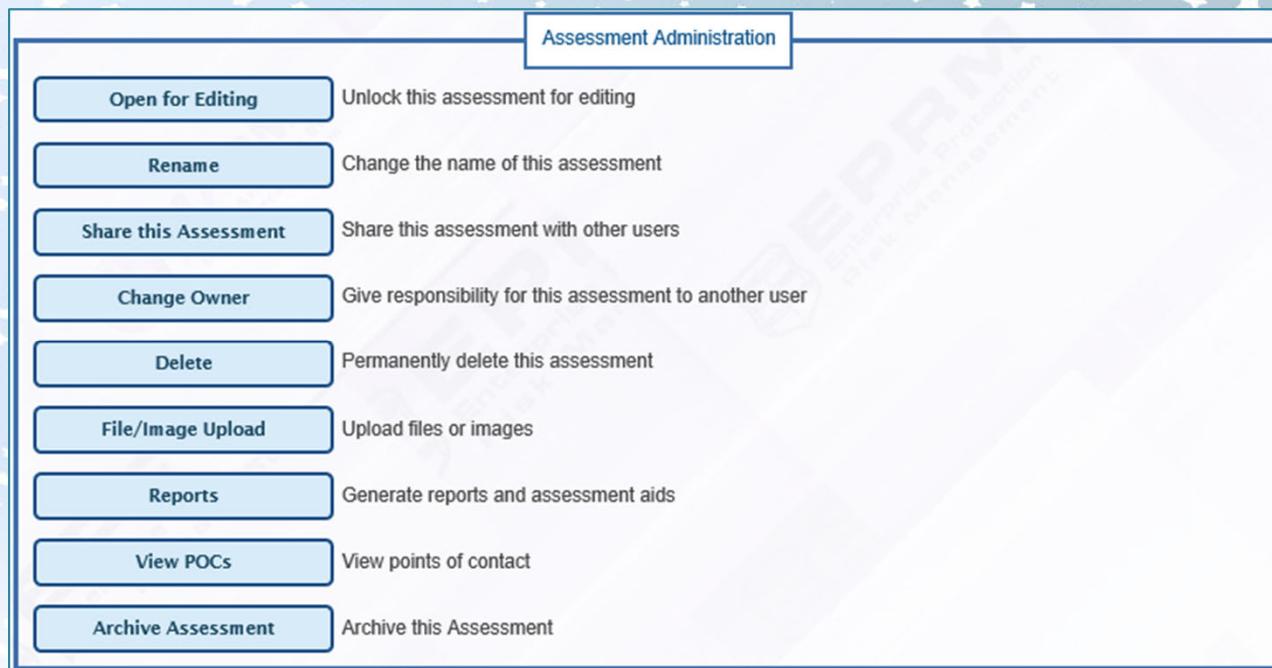
Export to Excel (same)

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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.

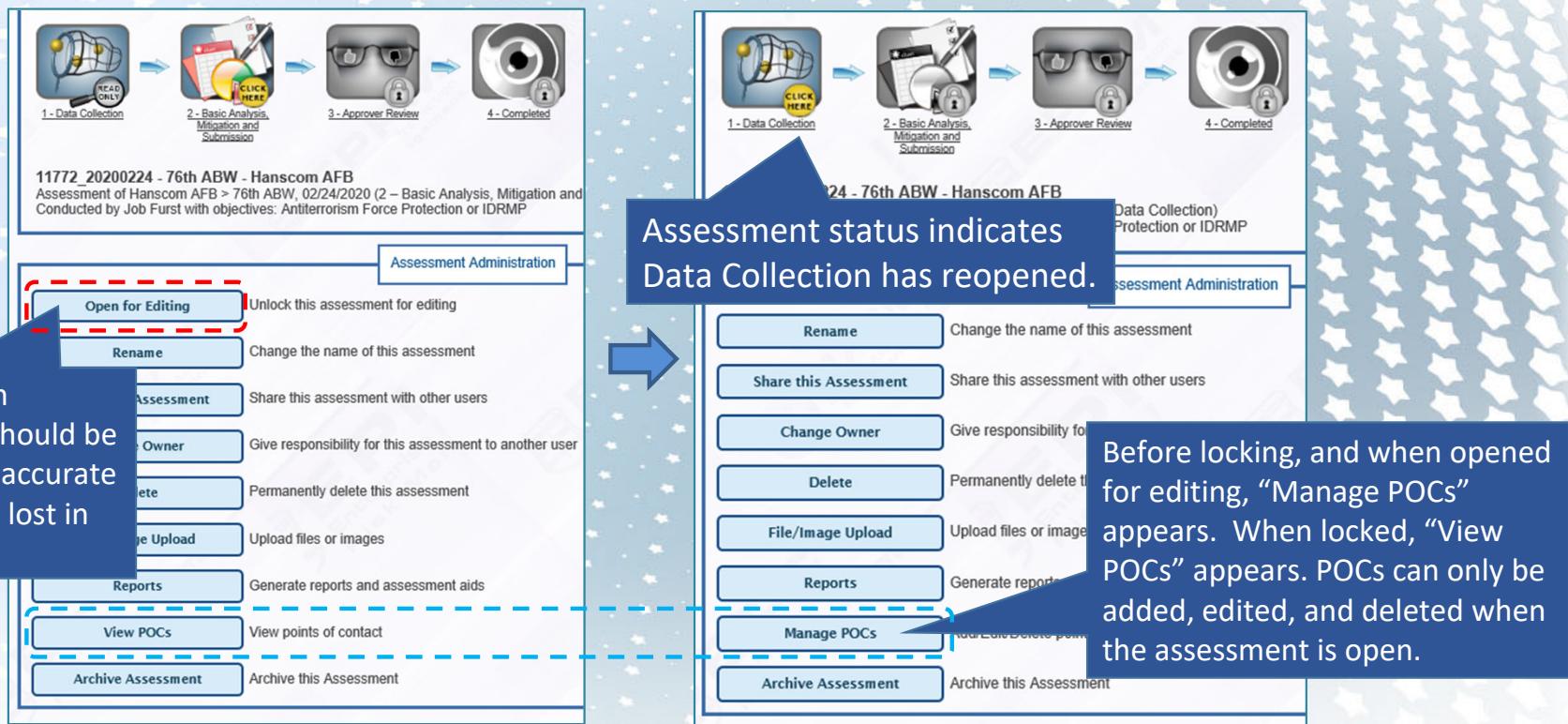


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Administrative Tools: Open for Editing

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



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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.

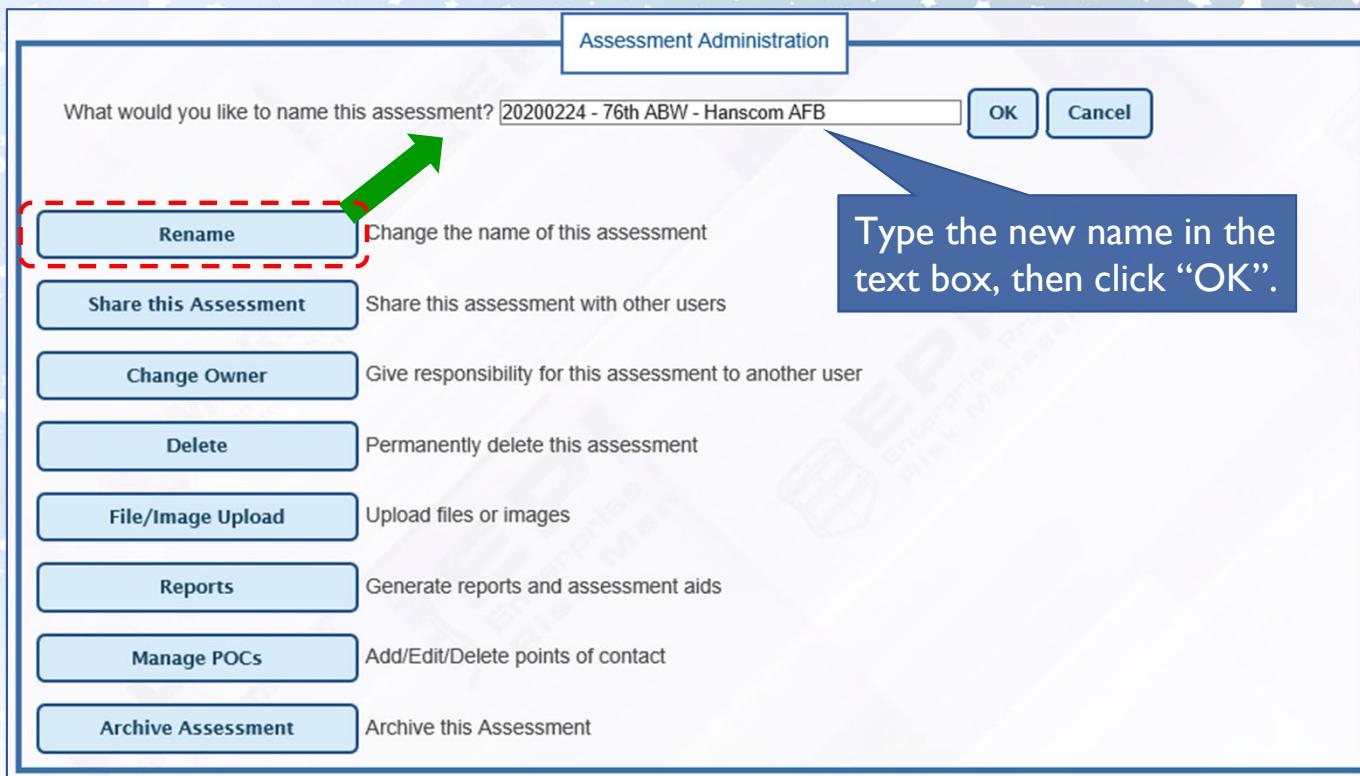
The screenshot illustrates the administrative tools for managing Points of Contact (POCs) in an assessment. On the left, a sidebar lists various assessment management functions: Rename, Share this Assessment, Change Owner, Delete, File/Image Upload, Reports, Manage POCs (which is highlighted with a red dashed box), and Archive Assessment. A large green arrow points from the 'Manage POCs' button to a callout box containing the text: "Name of assessor, any added POCs will display here also." The main content area shows the 'Organization POCs' page, which displays a table with one entry: Furst, Job, jf@1.com, 703.575.2806. Above the table, a message encourages users to use the 'Add New Entry' button to enter other POC data. A blue callout box contains the instruction: "Click ‘Add New Entry’ to enter other POC data for this assessment." To the right, a detailed view of the 'Add/Edit Organization POC' form is shown, featuring fields for Full Name*, Title/Job Function, Phone*, Cell Phone, Email*, Organization Name, Address, City, State, ZIP/Postal Code, and Country. A red dashed box highlights the 'Add New Entry' button on the main page, and a green arrow points from this button to the 'Add/Edit Organization POC' form. Another blue callout box provides guidance on what information is required: "To add an individual, required fields are name, phone, and email. It is also recommended that the Title/Job Function be included."

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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.



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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.

The screenshot shows the 'Assessment Administration' page with a sidebar of options: Open for Editing, Rename, Share this Assessment, Change Owner, Delete, File/Image Upload, Reports, View POCs, and Archive Assessment. The 'Share this Assessment' option is highlighted with a red dashed box and a green arrow pointing to it. A blue callout box states: 'User can designate permission for others to access an assessment.' To the right, another blue callout box says: 'Pulldown menus allow selection of permissions.' Below the sidebar is a table titled 'Change the share permission for the desired user'. The table has columns for Name, E-Mail, Owner Level, and Permissions. The permissions column includes dropdown menus for 'None', 'Read Only', and 'Read/Write'. The table lists several users with their names redacted.

Name	E-Mail	Owner Level	Permissions
Carr, Lisa		No	None Read Only Read/Write
Earp, Wyatt		No	None
Furst, Job		Yes	None
Holiday, Doc		No	None
Inovera, Marge		No	None
McKechnie, Kellen		No	None
Order, Lauren		No	None

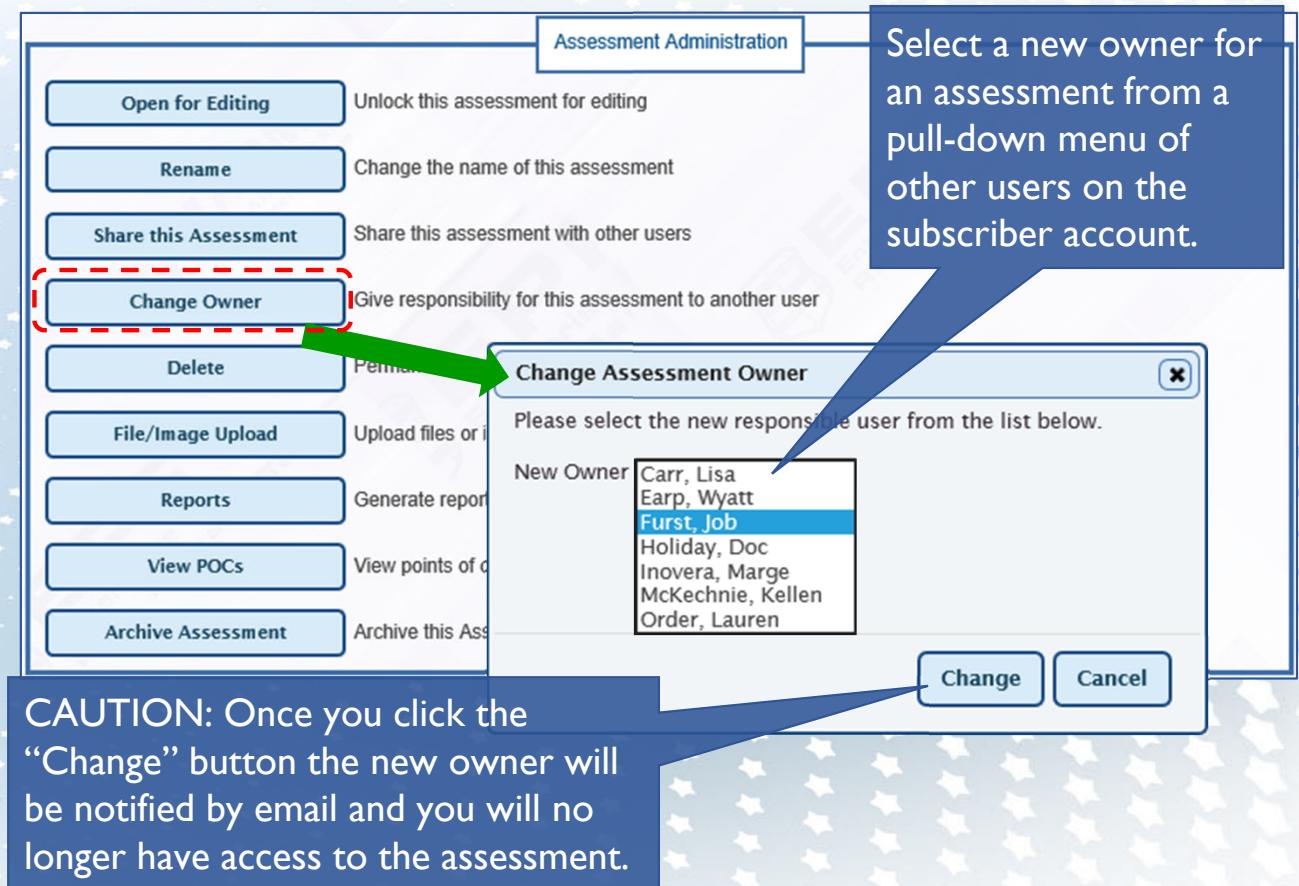
Read Only privileges allow another user to view the assessment.
Read/Write privileges allow another user to view and edit the assessment.

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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.

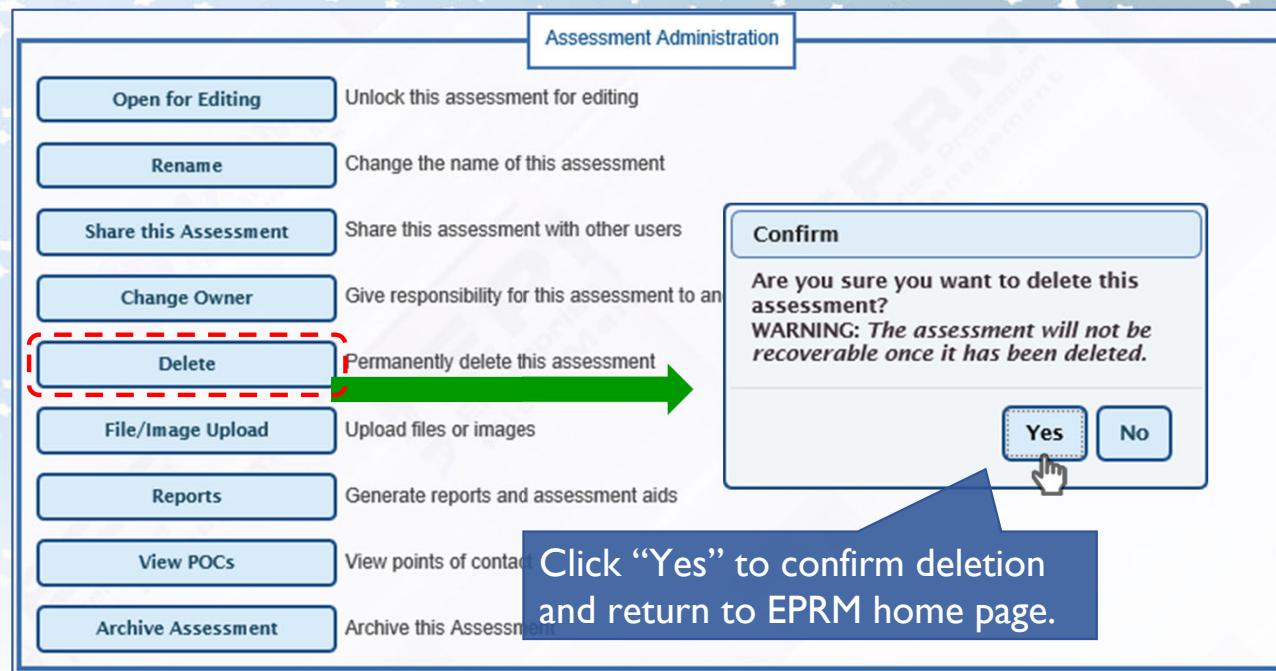


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Administrative Tools: Delete [an Assessment]

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.



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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.

The screenshot shows the 'Assessment Administration' page with various options like Open for Editing, Rename, Share this Assessment, Change Owner, Delete, File/Image Upload, Reports, View POCs, and Archive Assessment. A green arrow points from the 'File/Image Upload' button to the main content area. The content area shows the 'File Upload' section with a note about the 10MB file size limit. A blue box highlights the 'Note: max file size is 10MB.' A red dashed box encloses the 'File' input field and the 'Browse' button. Another blue box contains instructions: 'Browse for desired file. Once selected, click "Upload" to add/attach file.' A blue arrow points from the 'Manage current attachments here.' callout to the 'Current Uploaded Files' grid at the bottom. The grid has columns for File Name, File Type, File Description, Upload Date, and Uploaded By. A 'Delete File' button is visible in the top right corner of the grid area.

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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.

The screenshot shows the 'Assessment Administration' screen. On the left, there is a vertical list of buttons:

- Open for Editing
- Rename
- Share this Assessment
- Change Owner
- Delete
- File/Image Upload
- Reports** (highlighted with a red dashed box)
- View POCs
- Archive Assessment

To the right of these buttons is a section titled "Assessment Reports" with the following text:
EPRM can generate a variety of report documents, analysis spreadsheets, and presentations based on this assessment.
Pick the report you want to create:

Available Excel and PowerPoint files.

Word/PDF Documents	Spreadsheets	Presentations (PowerPoint)
A Word report is not available for this assessment type.	Risk Levels - Sorted by Asset Risk Levels - Sorted by Threat Risk Levels - Sorted by Vulnerability Countermeasure Risk Analysis	Countermeasures Risk Analysis

A large green arrow points from the "Reports" button on the left towards the "Available Excel and PowerPoint files" section on the right. A blue callout box contains the text: "Each hotspot will open the report as described."

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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.

Assessment Administration

Open for Editing Unlock this assessment for editing

Rename Change the name of this assessment

Share this Assessment Share this assessment with other users

Change Owner Give responsibility for this assessment

Delete Permanently delete this assessment

File/Image Upload Upload files or images

Reports Generate reports and assessment aids

View POCs View points of contact

Archive Assessment Archive this Assessment

Note: this list Read Only. Open the assessment to edit.

Home > Manage Assessments Home > 11772_20200224 - 76th ABW - Hanscom AFB > 1- Data Collection > Organization POCs (Read Only)

Please enter additional points of contact (POCs) for your assessment, program, organization, etc.
To complete the form below, please use the Add New Entry button to update your assessment with additional points of contact. To edit an entry once it has been added, double-click on the line for that POC. To delete an entry, highlight the entry by clicking on the line once and then selecting the Delete Entry button.

Additional POCs

Name	Title	Email	Phone	Cell	Organization Name	Address
Furst, Job		jf@1.com	703.575.2806			

Details for all POCs.

Back to Assessment

Rows 1 - 1 of 1

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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@hiit-sd.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>



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