



Ariana – QuickStart

ARIANA

v24

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ARIANA

ARIANA Tools Box

Introduction

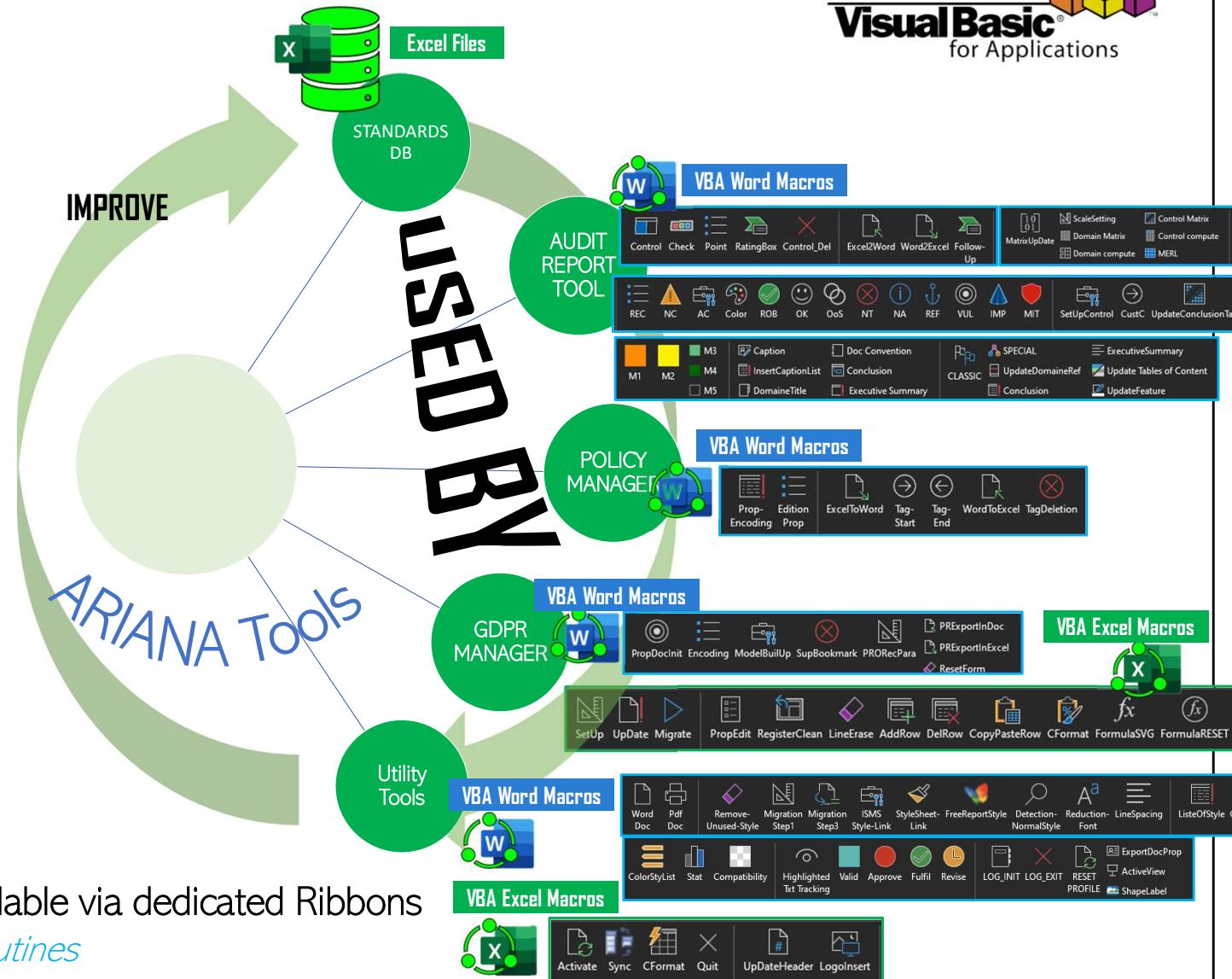
ARIANA Overview



- Excel Files Database including several Standard and Regulation Frameworks
- VBA Macros and Excel/Word Templates to produce
 - Audit Report
 - Compliant Documentation
 - Compliance Roadmap (*Recommendations and Corrective actions*)
 - Utility tools (Mainly Styles Management)

The Excel Files are used to provide data for audit and compliant documentation (Policy, Procedure, Processing Record etc.)

Results of audits and customized documents are used to improve Audit Framework and Compliant Documentation



ARIANA IS BASED ON VBA Macros available via dedicated Ribbons

More than 200 Routines

Quality Management	Reference 5ADPUV24/USG_Q006	Editor M. Aubigny	Distribution ITR-PACKAGE 24	Notes General presentation of the tools box	
ARIANA Guide Overview	Classification INTERNAL	Version State 4.1 Final	Date 24/06/2022		



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ARIANA

ARIANA Installation

Configuration and setting

CONFIGURATION OF ARIANA TOOLS BOX IN YOUR LAPTOP

WHERE TO FIND THE TOOLS ?

The tools are available in package folder stored in git repository:

ITR-PACKAGEvXX

XX is the current version of the official package (hereafter version 24.0)

HOW TO CONFIGURE THE TOOLS ?

1. Copy ITR-PACKAGE Content on your Laptop

Copy the ITR-PACKAGEvXX\Template folder content in the following Folder:

"C:\ Users \YOUR NAME \ AppData \ Roaming\ Microsoft\Templates"

2. For Excel Tools

Copy ARIANA-T.xlam include in the sub folder "SetUp" of the ITR-PACKAGE\Templates in the following Folder:

"C:\ Users\ YOUR NAME \ AppData \ Roaming \ Microsoft \ AddIns"

ITR-PACKAGE CONFIGURATION (not all folders are available in public release)

Name	Date modified	Type	Size
Document Themes	18/03/2022 13:49	File folder	
ITR_DB	18/03/2022 13:49	File folder	
ITR_HR	18/03/2022 13:49	File folder	
ITR_MOD	18/03/2022 13:49	File folder	
ITR_POL	07/10/2021 21:46	File folder	
ITR_QM	23/03/2022 10:09	File folder	
SetUp	18/03/2022 13:49	File folder	
Normal.dotm	16/03/2022 14:10	Microsoft Word M...	33 531 KB

For Major version such as "v24" it is recommended to overwrite the previous version of the package installed on your laptop as every files included in the package have been review and set to be compliant with the VBA tools.

Older versions of file could be not compatible with the new tools.

For Minor version such as "v21.1" or "v21.2" you need to synchronize only the updated files. These versions include only bug fix and minor changes.

Quality Management

Reference
5ADPUV24/USG_Q006

Editor
M. Aubigny

Distribution
ITR-PACKAGE 24

Notes

How to install the tool

ARIANA Guide
Configuration

Classification
INTERNAL

Version 4.1
State Final

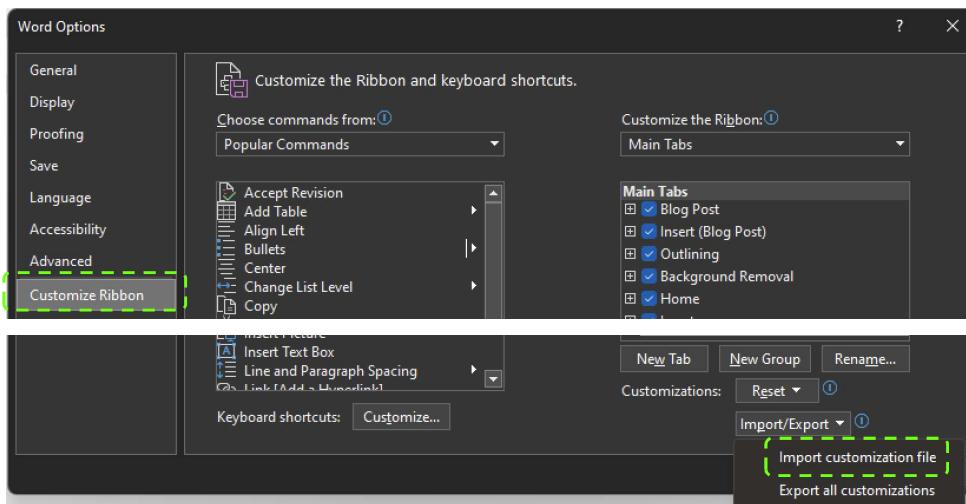
Date
24/06/2022



ENABLING ARIANA MENUS IN YOUR LAPTOP

Enabling Word ARIANA-Tools Ribbon

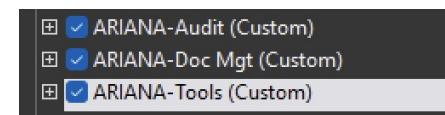
- Open Microsoft Word Program
- Open the Word Menu “File -> Options” and go to the menu “Customize Ribbon”. Choose on bottom of the menu Import customization file.



- Choose in the folder “SetUp” of the ITR-PACKAGEvxx\Templates\

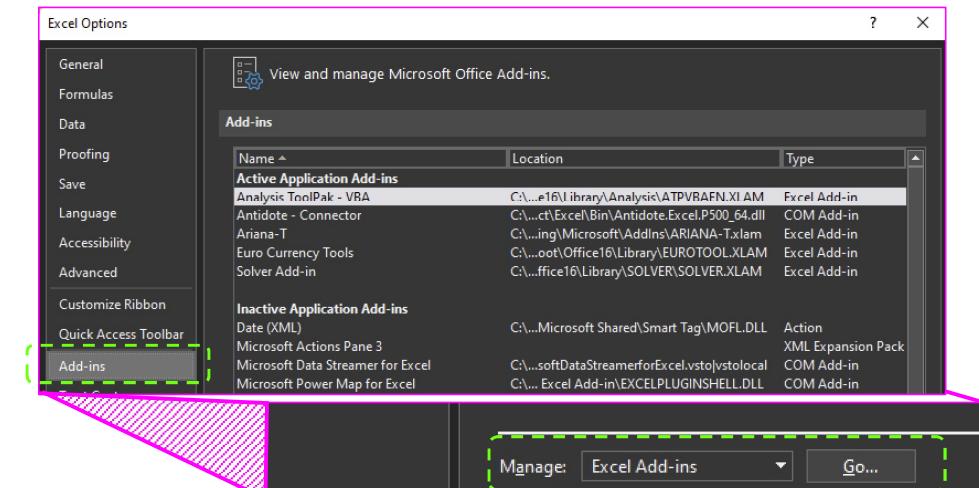


- After importation the Custom Ribbons on right will be installed. And the Word menu will look as below.

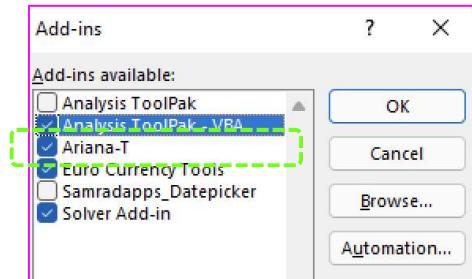


Enabling Excel ARIANA-Tools Ribbon

- Open Microsoft Excel Program
- Open the Excel Menu “File Options” and go to the menu “Add-ins”. Choose on bottom of the menu Manage “Excel Add-ins” and click on the button “Go”



- Enable Ariana-T by checking the box and close the menus by clicking on “OK” button.



Quality Management

**ARIANA Guide
Set-up**

Reference
5ADPUV24/USG_Q006

Editor
M. Aubigny

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ITR-PACKAGE 24

Notes
How to set up the Menu in Excel and Word

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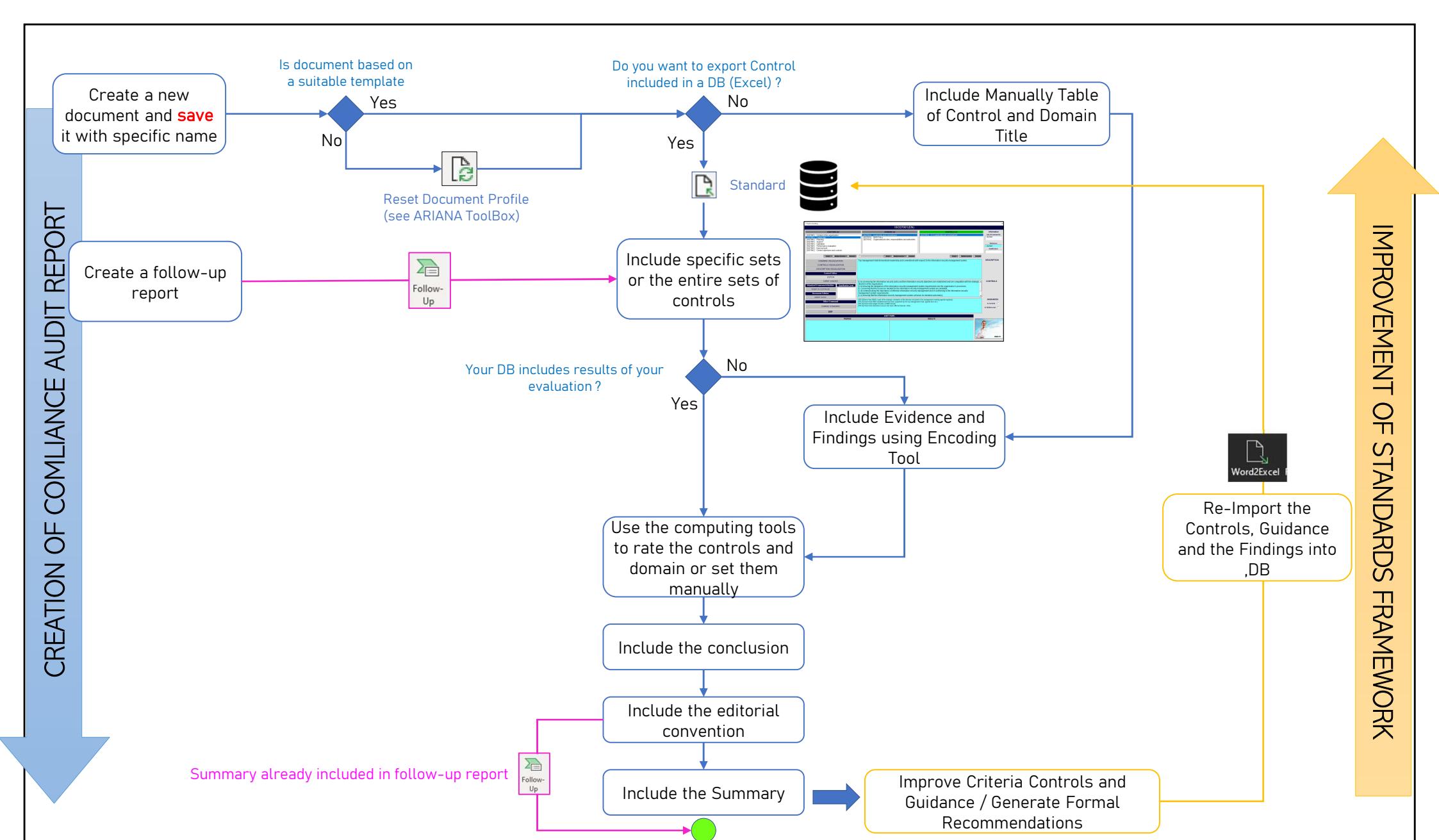


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ARIANA

ARIANA-AUDIT Tool

Create your audit report from scratch



Quality Management

ARIANA Guide
Methodology to create a report

Reference
5ADPUV24/USG_Q006

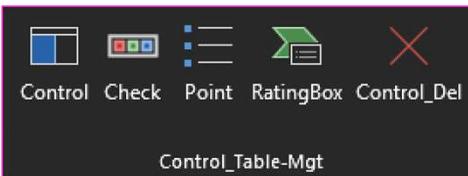
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Notes

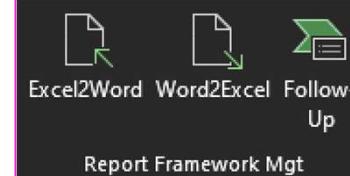
This document describes the methodology to create and fulfill a report





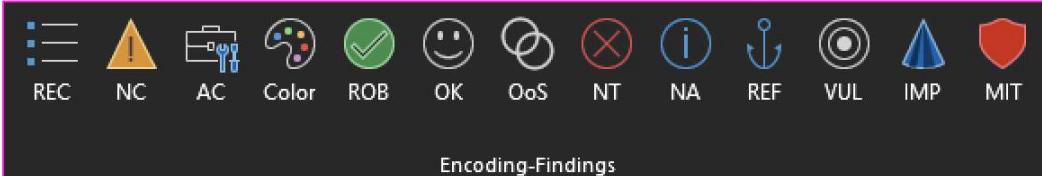
Build a report from scratch

This set of button allows creating your own table of controls with as many points as you wish.



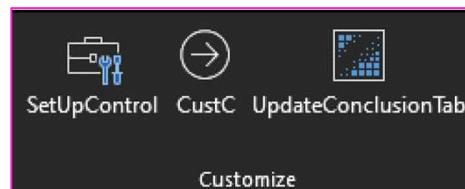
Import or export standard

This set of button allows importing standard controls from Excel DB in the report or reimporting controls from the report into a standard Excel DB, or to create a follow-up report based on previous report.



Encode your findings

This set of button allows encoding the findings in the standardised form usable by computing functionalities of controls and domains rating: the findings can be recommendations, corrective actions, non-conformities, vulnerabilities, impacts, mitigation measures or generic results as OK, Out of Scope, Not Tested, Not applicable.



Build your own type of finding

This set of button allows creating inserting your own type of findings in a report (with symbol or plain text drop down list)



Rate the maturity

This set of button allows including in a report some symbolic information regarding the level of maturity. (see below)

Quality Management

ARIANA Guide
Audit Report Menu Sets

Reference
5ADPUV24/USG_Q006

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Notes

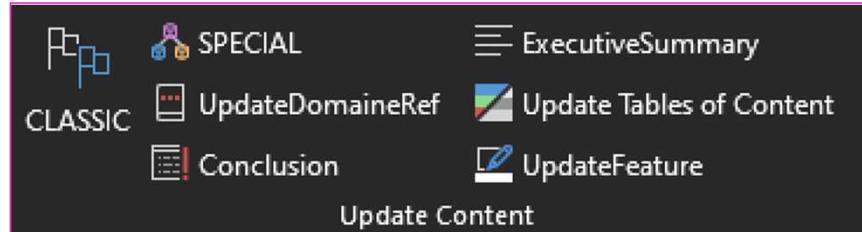
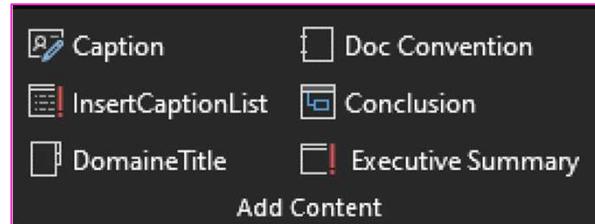
This document describes the different sets of buttons of the audit report menu

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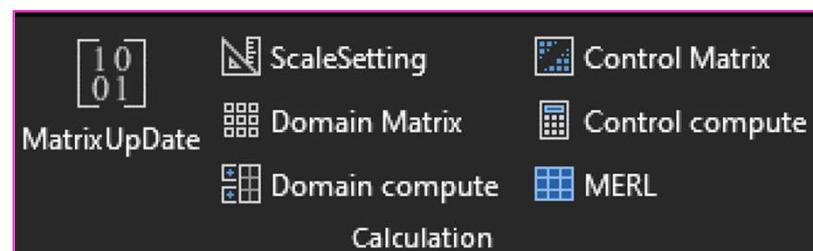


Add Specific Content

This set of button allows including in a report content such as specific captions (even in table), List of Caption (with specific title), Domain title (with rating box), editorial convention of the report, Conclusion and Executive Summary

Update Your Specific Content

This set of button allows updating the specific content such as Conclusion (entirely or partly), Reference for domain title, Executive Summary, Table of content or features (fields all section, header/footer of the document)



Set the automatic calculation criteria and rating features of the report

This set of button allows to set the criteria for controls and domains rating, criteria of calculation of security level at domain level and global level.

Quality Management

ARIANA Guide
Audit Report Menu Sets

Reference
5ADPUV24/USG_Q006

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M. Aubigny

Distribution
ITR-PACKAGE 24

Notes

This document describes the different sets of buttons of the audit report menu

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 **Control table:** This allows adding an empty control table

Checks	c1:Enter your text	OUT
	c2:Enter your text	OUT
	c3:Enter your text	OUT

 **Check:** This allows adding a new check for Simple-Normal-Maturity Table

 **Three Steps Check:** This allows adding a new check for Complex Table

Checks	□	Doc.	Imp.	Val.
	□	☒	☒	☒
	☒	□	□	□

 **Rating Box:** This allows inserting in the top-right cell of a control box a Rating Box

 **Check Deletion:** This allows deleting a check in a control box

Title-of-the-control

Description	□
Checks	c1:Enter your text c2:Enter your text c3:Enter your text
Evidence	□
Findings	□

Classification	Coding
Well implemented Appropriate Categorised To improve Not satisfied Dissatisfied Not tested Not applicable Out of scope	Not rated DUT

 **Add recommendation:** This allows adding recommendation model (to be completed).

REC..1 → ●● → Do...(imperative-tense)¶

 **Add nonconformity:** This allows adding a nonconformity (to be completed).

NC..1 → Minor → 4.1.# → The information system or its management is not...

 **Add corrective action:** This allows adding a corrective action model (to be completed).

AC..1 → ●● → 18/05/2020 → Do...(imperative-tense)¶

 **Change the color :** This allows changing the color of the symbol including in the scale box for “additional investigation” and “option” cases.

 **Add Robustness point:** This allows adding robustness model (to be completed)

RP..2 → ★★ → The system presents....(present-tense)¤

 **Add OK result :** This allows adding “OK” result (specific format for computing)

 **Add Out of Scope result :** This allows adding “Out of Scope” mention (specific format for computing)

 **Add Not Tested result :** This allows adding “Not Tested” mention (specific format for computing)

 **Add Not Applicable result :** This allows adding “Not Applicable” mention (specific format for computing)

 **Add/Update Cross Reference:** This allows adding/upating cross reference to recommendation, action etc. (specific format) See REC. 1[●●●]REC. 2[●●]AC. 1[●●]INC. 1[Minor].

 **Add Vulnerability:** This allows adding vulnerability model result (to be completed)

VUL..2 → 🚨 → The system presents the following vulnerability:....(present-tense)

 **Add Impact:** This allows adding impact model result (to be completed) in line with vulnerability

IMP..2 → ▼▼▼ → [ooo]→ If the identified vulnerability was exploited, the impact

 **Add Impact:** This allows adding mitigation measure to counter the vulnerability (to be completed)

MIT..2 → ●●● → [ooo] → To mitigate the identified vulnerability and avc

Quality Management

Reference
5ADPUV24/USG_Q006

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ITR-PACKAGE 24

Notes

This document describes the additional function of edition and style management included in ARIANA



Excel To Word: This function allows launching the standardization interface of ARIANA to build your own audit framework from standards in Excel DB, encode results audit, generate a Word report with the expected level of information etc.



Word to Excel: This function allows to retrieve information from a standardized report to build a customized DB ARIANA. The tool allow exporting the description of the control and checks but also the security actions encoded.



Follow-up: This allows creating a report from a former one including a table of recommendations follow-up



Add Caption: This allows adding automatically caption into a table (the function allows creating new caption type and encoding title)



Add Specific Table of Content: This allows adding table of content linked with a specific type of caption (with table of content title)



Add the domain title: This allows adding a title of domain with reference to chapter and rating box



Add the documentation editorial convention: This allows adding convention info regarding title, table, scale etc.



Add a conclusion: Conclusion including summary table and list of controls, recommendations, domains etc. To be added after the assessment of results.



Add the executive summary: There is 2 type of Executive summary and for each an extended version. To be added after conclusion



Update Classic conclusion: This allows updating the most common tables including in the conclusion. You can select which type of table will be updated.



Update Specific conclusion: This allows updating the specific tables included in the conclusion. You can select which type of table will be updated.



Update Domain Title: This allows updating the number included into bracket [] in the domain title (to be in line with the chapter numbering)



Update the entire conclusion: This allows updating all the summary tables included in the Conclusion



Update Executive Summary: This allows updating the Executive Summary



Update Table of Content: This allows updating the Table of Content (in particular by removing the useless information included in the title of domain)



Update feature: This allows updating the header and footer and parameters in all section through the document

Quality Management

ARIANA Guide
ARIANA-Audit Ribbon Command

Reference
5ADPUV24/USG_Q006

Editor
M. Aubigny

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Notes
This document describes the commands used during the encoding of empty ARIANA audit report

Classification
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Create New Findings: This button allows creating a new type of findings (see below)



Add New Findings: This button allows adding the new type of findings (see below)



Update the conclusion table linked to new findings: This button allows updating the result table linked to the new findings in the conclusion



Update Convention Matrix: This allows updating the convention matrix of computation according to new computation rules



Naming Convention: This allows choosing the naming convention to use for domains and global rating



Domain & Global Matrix: This allows setting automatic computation rules for domains and global assessment



Domain & Global Computation: This allows launching the automatic computation process for domains and global assessment (depending controls assessment)



Control Matrix: This allows setting automatic computation rules for controls (depending of recommendations, nonconformity etc. assessment)



Control Computation: This allows launching the automatic computation process for controls

Quality Management

ARIANA Guide
ARIANA-Audit Ribbon Command

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5ADPUV24/USG_Q006

Editor
M. Aubigny

Distribution
ITR-PACKAGE 24

Notes

This document describes the commands used during the encoding of empty ARIANA audit report

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State Final

Date
24/06/2022

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Excel2Word

ARIANA INTERFACE IN WORD

ISO27001(EN)																		
CHAPTERS list			DOMAINS list			CONTROLS list												
<input type="checkbox"/> Search <input type="checkbox"/> Multiple selection <input type="checkbox"/> Extended REF9999 C00 EDITORIAL C001 Content of the organization C002 Understanding the organization and its context C003 Scope of the information security management system C004 Information security management system C005 Leadership and commitment			<input type="checkbox"/> Search <input type="checkbox"/> Multiple selection <input type="checkbox"/> Extended REF9999 D00 Explanation of editorial convention D001 Content of the organization D002 Understanding the organization and its context D003 Scope of the information security management system D004 Information security management system D005 Leadership and commitment			<input type="checkbox"/> Search <input type="checkbox"/> Multiple selection <input type="checkbox"/> Extended REF9999 B00 Editorial Convention B001 Content of the organization B002 Understanding the organization and its context B003 Scope of the information security management system B004 Information security management system B005 Leadership and commitment												
DESCRIPTION <input type="checkbox"/> Search <input type="checkbox"/> Multiple selection <input type="checkbox"/> Extended This cell contains a short description of the control																		
CHECKS S6 This cell contains the description of one or several technical or organizational checks to perform to test if the security control is correctly implemented. First topic of the control "§1". Note on 1st Check: §§ 1st check for the 1st topic. Note on 1st Check: §§ 2nd check for 1st topic. Note on 2nd Check: §§ Second topic of the control "§1".																		
GUIDANCES This cell contains either additional information to check the control or useful information on the control itself.																		
AUDIT PANEL																		
EVIDENCES Encode here the evidences of your findings					FINDINGS Encode here the recommendation(s), corrective action(s) or the non-compliance identified during the control check. R1 First recommendation. R2 Second recommendation. Note: You can also encode some note to specify how to implement recommendations or add some important remarks.													
Useful Hints (Hidden)																		
Findings																		
Recommendations																		
Ref ID Qualification																		
Ch4 Content of the organization	Do1 Understanding the organization and its context	Co1 Understanding the organization and its context	4.1 Understanding the organization and its context	Description	Control	Useful Hints (Hidden)	Findings	Recommendations	Ref ID									
CH4 Content of the organization	DO2 Understanding the needs and expectations of interested parties	4.2 Understanding the needs and expectations of interested parties	The organization shall determine a) interested parties that are relevant to the information security management system; and b) the requirements of these interested parties relevant to information security.	S6 Interested parties (such as customers, regulators, shareholders, business partners...) relevant for ISMS are listed. S6 Requirements by all these parties are documented. S6 Requirements include legal, regulatory and contractual obligation if any.	NOTE The requirements of interested parties may include legal and regulatory requirements and contractual obligations.				IS2700 1									
CH4 Content of the organization	DO3 Scope of the information security management system	4.3 Scope of the information security management system	The organization shall determine the boundaries and applicability of the information security management system to establish its scope. When determining this scope, the organization shall consider: a) the external and internal issues referred to in 4.1; b) the requirements referred to in 4.2; and c) interfaces and dependencies between activities performed by the organization and those that are performed by other organizations. The scope shall be available as documented.	S6 Verifying existence (version, date and approval) of a document indicating the scope. Interested parties requirements of 4.1 are indicated as being either in or out of scope. Interfaces and dependences between activities performed by the organization, and those that are performed by other organizations or being out-of-scope are determined.	[ITR-G] Check that documentation exists and is updated.				IS2700 1									
CH4 Content of the organization	DO4 Information security management system	4.4 Information security management system	The organization shall establish, implement, maintain and continually improve an information security management system, in accordance with the requirements of the International Standard ISO/IEC 27001.	S6 The ISMS has been formally established (approval or decision to implement an ISMS). S6 The ISMS requires (minimally) compliance with ISO 27001. S6 The ISMS is maintained and continually improved.	[ITR-G] Check that organization have a legal copy of the standard(s).				IS2700 1									
CH5 Leadership	DO1 Leadership and commitment	5.1 Leadership and commitment	The management shall demonstrate leadership and commitment with respect to the information security management system.	S6 by ensuring the information security policy and the information security objectives are established and are compatible with the strategic direction of the organization; S6 by ensuring the integration of the information security management system requirements into the organization's processes; S6 by ensuring that the resources needed for the information security management system are available; S6 by confirming the importance of effective information security management and of conforming to the information security management system requirements; S6 by ensuring that the information security management system achieves its intended outcome(s); S6 by directing and supporting persons contributing to the effectiveness of the information security management system; S6 by promoting continual improvement of the information security management system; S6 by supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.	[ITR-G] Check that ISMS is part of the strategic orientation of the direction (included in the management meeting agenda regularly). [ITR-G] Check that ISMS establishment has been supported by the top management (mail, agenda items etc.). [ITR-G] Check that budget includes ISMS domain. [ITR-G] Check that dedicated resource has been affected (human, infra).				IS2700 1									
CH5 Leadership	DO2 ISMS Policy	5.2 ISMS Policy	Top management shall establish an information security policy.	S6 that is also appropriate to the purpose of the organization; S6 that includes information security objectives (see 6.2) or provided the framework for setting information security objectives; S6 includes a commitment to satisfy applicable requirements related to information security; and S6 includes a commitment to continual improvement of the information security management system. S6 The information security policy shall: S6 be available as documented information; S6 be communicated within the organization; and S6 be available to interested parties, as appropriate.					IS2700 1									

Quality Management

ARIANA Guide
Excel DB and Word interface

Reference
5ADPUV24/USG_Q006

Editor
M. Aubigny

Distribution
ITR-PACKAGE 24

Notes

This document describes the Excel Content Database and ARIANA Word Standard Interface.

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Excel2Word

RAW ENCODING

CHECKS	SS This cell contains the description of one or several technical or organizational checks to perform to test if the security control is correctly implemented. First topic of the control:\$1 §§ 1st check for the 1st topic. Note on 1st Check: §§ 2nd check for 1st topic. §§ Second topic of the control:\$1
GUIDANCES	This cell contains either additional information to check the control or useful information on the control itself.
SS	This cell contains the description of one or several technical or organizational checks to perform to test if the security control is correctly implemented.
First topic of the control:\$1	
§§ 1st check for the 1st topic.	
Note on 1st Check: Ø	
§§ 2nd check for 1st topic.	
SS Second topic of the control:\$1	
§§ 1st check for the 2nd topic.	
§§ 2nd check for 2nd topic.	
Point 1*\$2	
Point 2*\$2	
Point 2.1*\$3	
Point 2.2*\$3	
S§ Note: Important remarks regarding the control itself.	

RESULT IN WORD DOC

o-Editorial-Convention		REF9999_o.o.o ^v
Description	This cell contains a short description of the control.	Not-rated
Checks	This cell contains the description of one or several technical or organizational checks to perform to test if the security control is correctly implemented.	
	→ First topic of the control:	OUT
	c1:1st check for the 1st topic.	
	c2:2nd check for 1st topic.	
	→ Second topic of the control:	
	c3:1st check for the 2nd topic.	
	c4:2nd check for 2nd topic.	
	→ Point 1	
	→ Point 2	
	→ Point 2.1	
	→ Point 2.2	
Guidance	Note: Important remarks regarding the control itself.	
	This cell contains either additional information to check the control or useful information on the control.	

Add a separate block of description : Type "SS[space]" + Description ("S" shall be the first character in the line)

SS

Add a note linked to a block of description or a block of check : Type the Note without any code at the beginning or at the end (the note is linked with the previous block)

Ø

Add a paragraph with bullet point level 1 to 3 * : Type the Description + "*\$[number between 1 to 3]" (if you add S\$ at the beginning the bullet will be on a separate block)

*\$1 *\$2 *\$3

Add a check: Type "SS[space]" + Description ("S" shall be the first character in the line)

SS

* This encoding can also be used in description and guidance blocks

Quality Management	Reference 5ADPUV24/USG_Q006	Editor M. Aubigny	Distribution ITR-PACKAGE 24	Notes	itrust consulting
ARIANA Guide Raw Encoding of Checks	Classification INTERNAL	Version 4.1 State Final	Date 24/06/2022	This document describes how to encode the criteria and relative description in a control table in the ARIANA tools (Excel Content Database or Word Standard Interface)	Page 16 /67



Excel2Word

RAW ENCODING

AUDIT PANEL

FINDINGS

Encode here the recommendation(s), corrective action(s) or the non-conformity identified during the control check.

R*1 Recommendation (level 2)
R*a Recommendation for additional investigation
A*a Action control
R*o Rec option
A*o Action Option
A*1 Action with deadline
N*M Major Nonconformity
N*m Minor Nonconformity
N*R Remark

∅ Encode here the recommendation(s), corrective action(s) or the non-conformity identified during the control check.

R*1 Recommendation (level 2)
R*a Recommendation for additional investigation
A*a Action control
R*o Rec option
A*o Action Option
A*1 Action with deadline
N*M Major Nonconformity
N*m Minor Nonconformity
N*R Remark
W*1 Point of robustness (level 3)

Note: You can also encode some note to specify how to implement recommendations or add some important remarks.

RESULT IN WORD DOC

▪ o.-Editorial-Convention*	REF9999(o.o.o) Not rated
Description*	This cell contains a short description of the control
Checks*	General introduction of the control. → First topic of the control.
Evidences*	
Findings*	<p>Encode here the recommendation(s), corrective action(s) or the non-conformity identified during the control check.</p> <p>REC.-25 → ● → Recommendation-(level 2) REC.-26 → ○ → Recommendation-for-additional-investigation AC.-13 → ○ → 07/04/2021 → Action-control REC.-27 → ✕ → Rec-option AC.-14 → ✕ → 07/04/2021 → Action-Option AC.-15 → ● → 07/04/2021 → Action-with-deadline NC.-37 → Major → o.o.o → Major-Nonconformity NC.-38 → Minor → o.o.o → Minor-Nonconformity NC.-39 → Rmk → o.o.o → Remark RP.-13 → ★ → Point-of-robustness-(level:1)</p> <p>Note: You can also encode some note to specify how to implement recommendations or add some important remarks.</p>

Add a recommendation: Type “R*” + [Nbr. of ● or “a” (investigation required) or “o” (option)] + [space] + Description of the recommendation (1/paragraph)

R*#/a/o

Add a corrective action: Type “A*” + [Nbr. of ● or “a” (investigation required) or “o” (option)] + [space] + Description of the corrective action (1/paragraph)

A*#/a/o

Add nonconformity: Type “N*” + [“M” or “m” or “R”] + [space] + Description of the point of excellence found (1/paragraph)

N*M/m/R

Add robustness point: Type “W*” + [Nbr. of ★] + [space] + Description of the point of excellence found (1/paragraph)

W#

Quality Management

ARIANA Guide
RAW Encoding of Findings [1]

Reference
5ADPUV24/USG_Q006

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24/06/2022

Notes

This document describes how to encode the recommendations, security actions and point of robustness in a control table in the ARIANA tools (Excel Content Database or Word Standard Interface)

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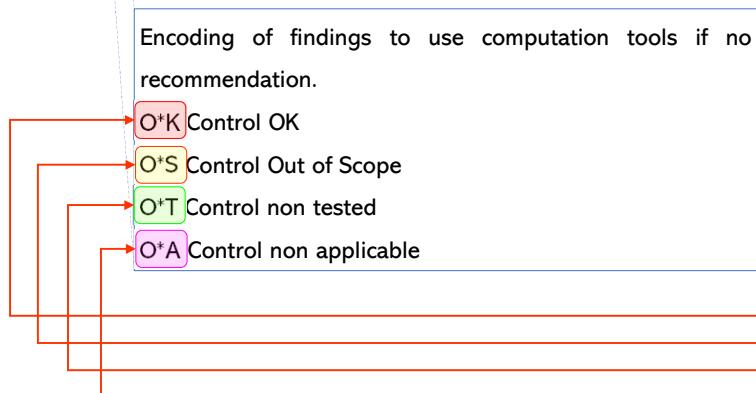
Excel2Word

RAW ENCODING

AUDIT PANEL

FINDINGS

Encoding of findings to use computation tools if no recommendation
 O'K Control OK
 O'S Control Out of Scope
 O'T Control non tested
 O'A Control non applicable



RESULT IN WORD DOC

▪ o.-Editorial-Convention [¤]	REF9999_0.0.0 [¤]
Description [¤]	This-cell-contains-a-short-description-of-the-control [¤]
Checks [¤]	General-Introduction-of-the-control. [¶] •→First-topic-of-the-control. [¤] c1:1st-check-for-the-1st-topic. [¶] Note-on-1st-Check [¤] c2:2nd-check-for-1st-topic. [¤] •→Second-topic-of-the-control: [¤] c3:1st-check-for-the-2nd-topic. [¤] c4:2nd-check-for-2nd-topic. [¶] •→Point-1 [¶] •→Point-2 [¶] •→Point-2.1 [¶] •→Point-2.2 [¤]
Evidences [¤]	Note:-Important-remarks-regarding-the-control-itself. [¤] ¤
Findings [¤]	Encoding-of-findings-to-use-computation-tools-if-no-recommendation. [¶] OK → -Control-OK [¶] Out-of-scope → Control-Out-of-Scope [¶] Not-tested → Control-non-tested [¶] Not-applicable → Control-non-applicable [¤]

Add "OK": Type "O*K" + Comment if needed (1/paragraph).

Add "Out of Scope": Type "O*S" + Comment if needed (1/paragraph)

Add "Non tested": Type "O*T" + Comment if needed (1/paragraph)

Add "Non-Applicable": Type "O*A" + Comment if needed (1/paragraph)



Use only one of this type of encoding per Control Table

Quality Management

ARIANA Guide
RAW Encoding of Findings [2]

Reference
5ADPUV24/USG_Q006Editor
M. AubignyDistribution
ITR-PACKAGE 24

Notes

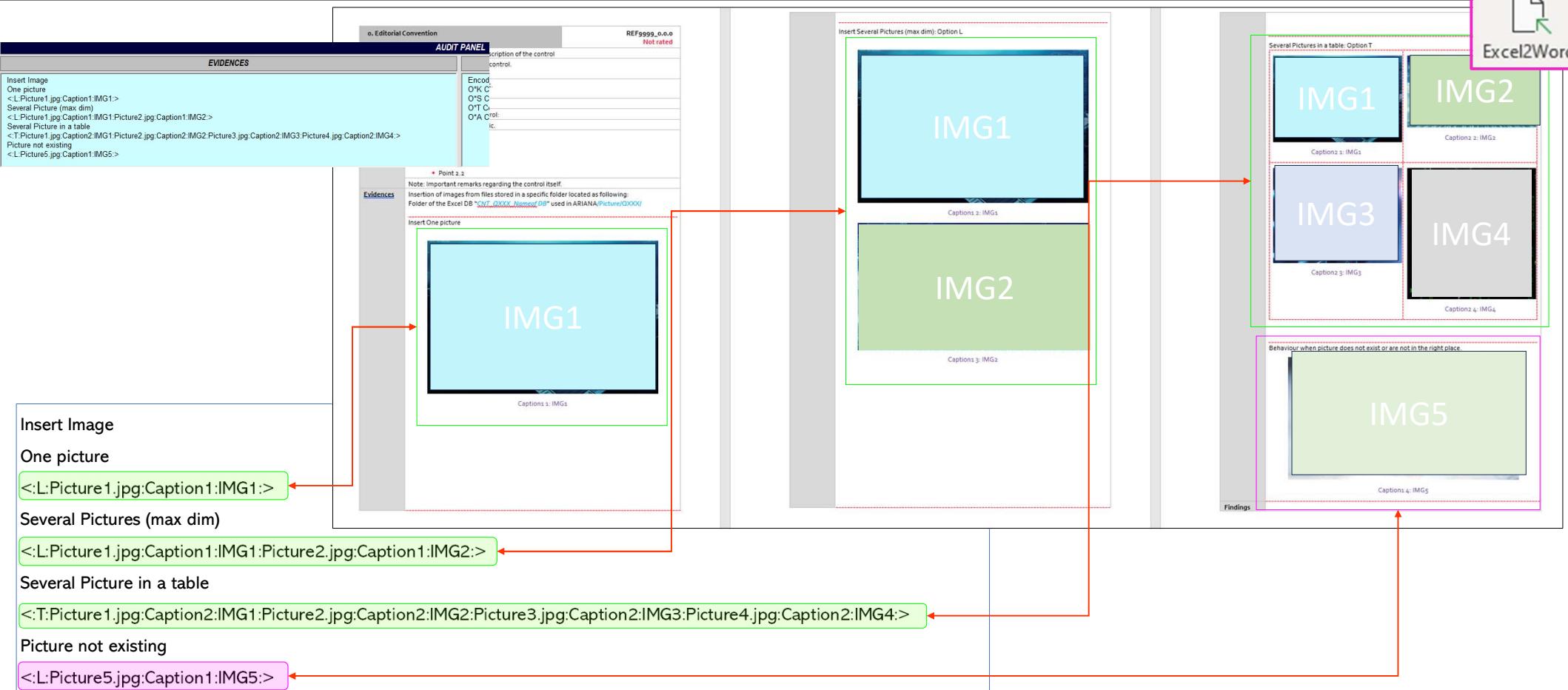
This document describes how to encode results of controls if no recommendation in the ARIANA tools (Excel Content Database or Word Standard Interface)

Classification
INTERNALVersion 4.1
State FinalDate
24/06/2022

itrust
consulting



Excel2Word



Add one picture: Type “<:L:FileName:Caption:Title:>. If the caption does not exist, it is created; if the file name is wrong a fake image is added* in any cell

Add several pictures: Type “<:L(or)T:FileName1:Caption1:Title1:FileName2:Caption2:Title2:>. If you use the “L” option, the figures are underneath each other. If you use the “T” option, the picture are included in a two columns table*. in any cell



* Files in a subfolder named “Picture/QXXX”



Quality Management

ARIANA Guide
RAW Encoding of Image

Reference

5ADPUV24/USG_Q006

Editor

M. Aubigny

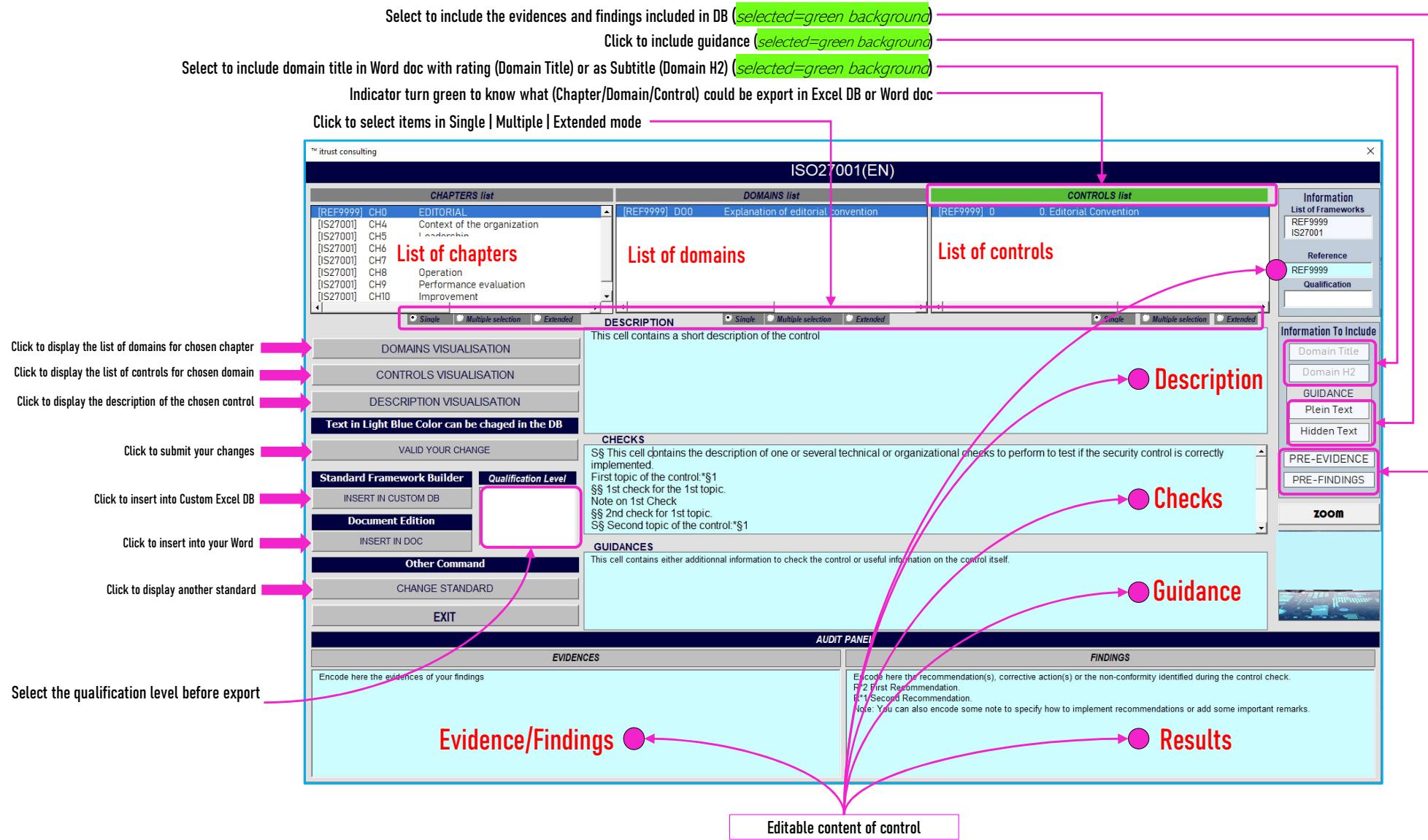
Distribution

ITR-PACKAGE 24

Notes

This document describes how to encode an image in the ARIANA tools (Excel Content Database or Word Standard Interface)

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consulting



Quality Management

ARIANA Guide-6
Main Interface

Reference
5ADPUV24/USG_Q006

Editor
M. Aubigny

Distribution
ITR-PACKAGE 24

Notes

This document describes the edition/export interface of ARIANA tool

Classification
INTERNAL

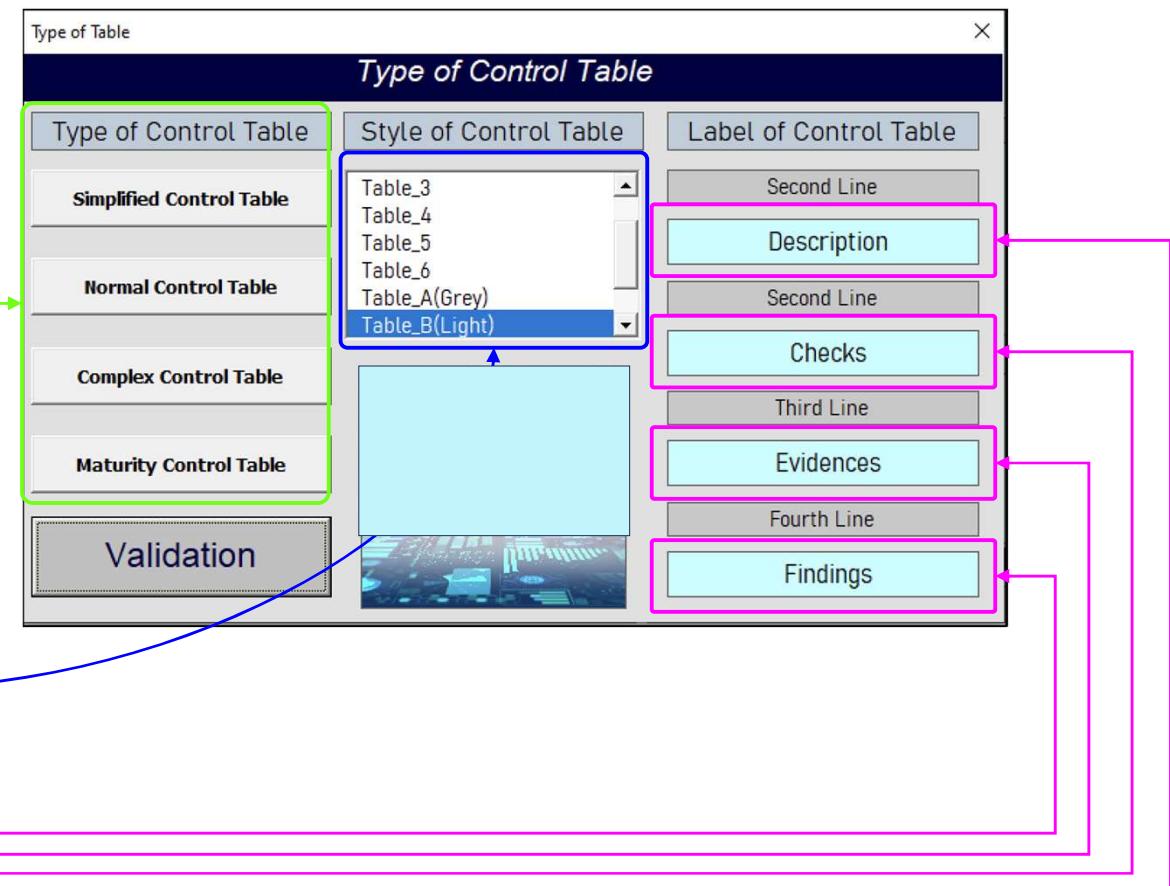
Version 4.1
State Final

Date
24/06/2022



This table is shown when you want to import the data of the DB into a control Table in Word Doc

Click on one of this button to select the type of table you want to use for the Control)
(When selected=green background)



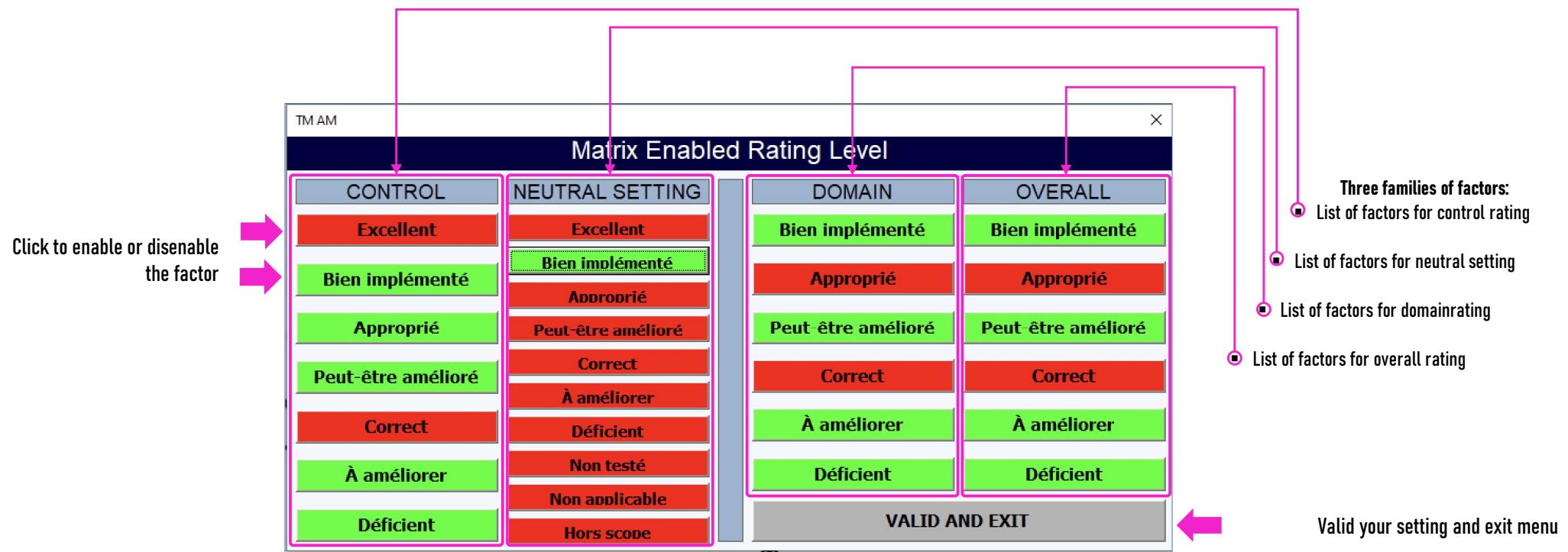
Use this drop-down list to choose the style of Table used when the control is created
(When selected=blue background)

Edit these Textboxes to change the titles in the first column of the Control Table

Quality Management ARIANA Guide Table Control Interface	Reference 5ADPUV24/USG_Q006	Editor M. Aubigny	Distribution ITR-PACKAGE 24	Notes This document describes the interface to set the style and the content of control table	 Page 21 / 67
	Classification INTERNAL	Version 4.1 State Final	Date 24/06/2022		

MERL menu

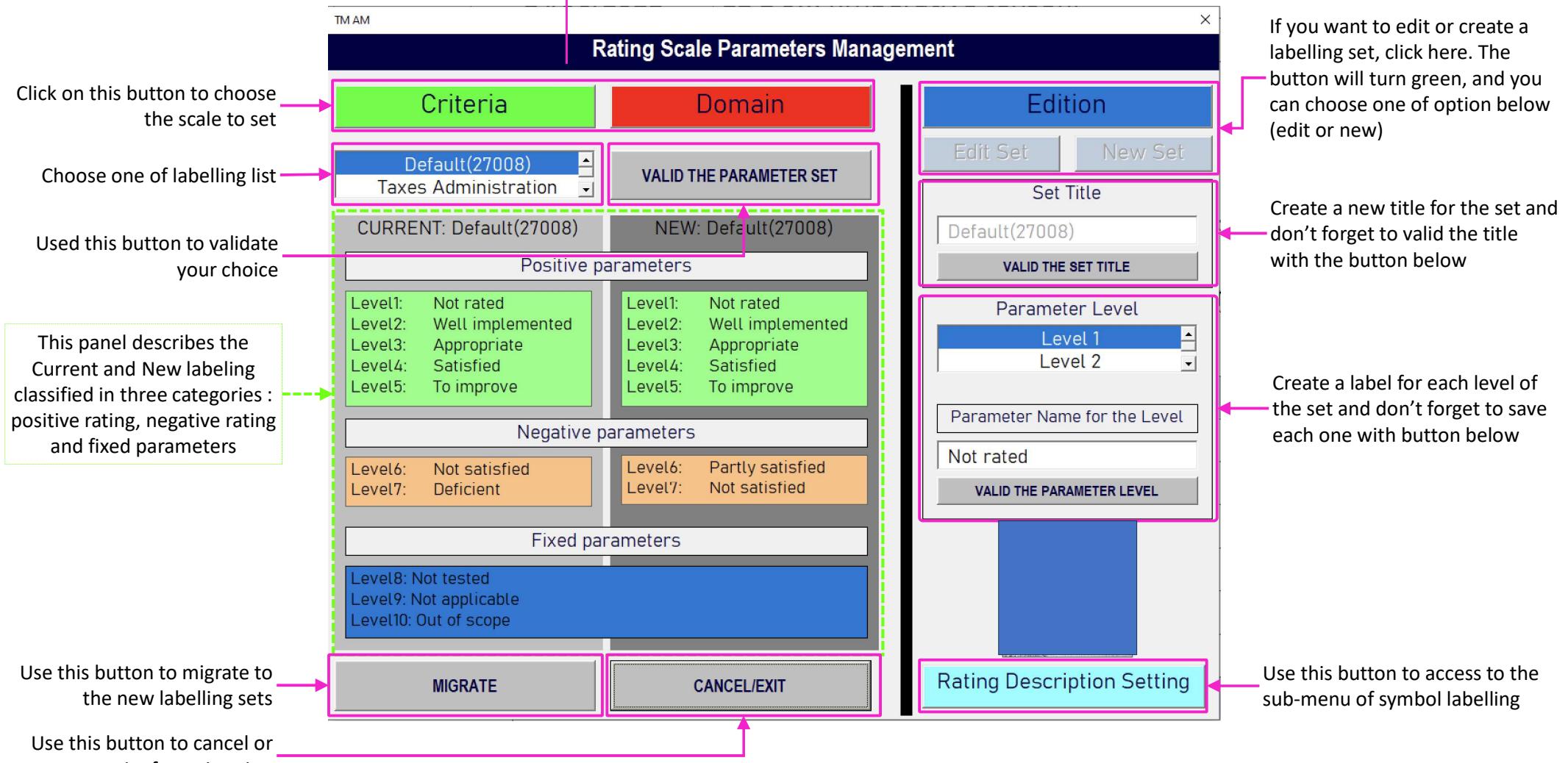
The MERL menu allows to choose which rating criteria will be used to evaluate both the controls, the domains including several controls and the overall system : The criteria is chosen among a list of predefined criteria. The neutral setting allows to fix the level for control considered as "OK" or without any security issue.



Quality Management	Reference 5ADPUV24/USG_Q006	Editor M. Aubigny	Distribution ITR-PACKAGE 24	Notes This document describes the interface to set up the computing factors scales	
ARIANA Guide Rating Parameter Enabling Interface	Classification INTERNAL	Version 4.1 State Final	Date 24/06/2022		

Rating Scale Setting menu

The Rating Scale Setting Menu allows changing the labelling of the different scales used in a report i.e. the labelling of the control rating scale and the domains rating scale and also to access to specific sub-menu to change the labelling of the symbols used in the rating of recommendations, correctives actions and mitigations.



Quality Management

ARIANA Guide
Scale setting

Reference
5ADPUV24/USG_Q006

Editor
M. Aubigny

Distribution
ITR-PACKAGE 24

Notes

This page describe the menu to set the s rating scale used in the audit tool

Classification
INTERNAL

Version 4.1
State Final

Date
24/06/2022

COMPLEX RATING

The complex rating is based on specific results or 5 graduated rating:

- 0) Specific results:
 - OK → rating : Well Implemented
 - Non-Applicable/Out of Scope/Not Tested → rating : respectively Non-Applicable/Out of Scope/Not Tested
- 1) Amount and level of non-conformity (if any)
- 2) Amount and level of recommendations (if any)
- 3) Level of an existing point of robustness (if any)
- 4) Amount of point to check (if any)
- 5) Amount of specific point (if any)

If a relevant result is obtained in one of this 4 levels (by order), the control is rated accordingly otherwise it is considered as "well-implemented"

Choose the rating level to set

Enabling Indicator of the level

Click to enable Easy Computing

Valid the rules of rating for one level

Valid the set of rules and exit menu

Easy Computing

The rating based on easy computing considered the existence of one and only one type of evaluation criteria in control (in the order of the top-down menu below). A single evaluation is linked to such criteria:

For example:

- if there is one NC major the results is automatically "Failed".
- If there one recommendation with one red bullet: the result is "Can be improved".

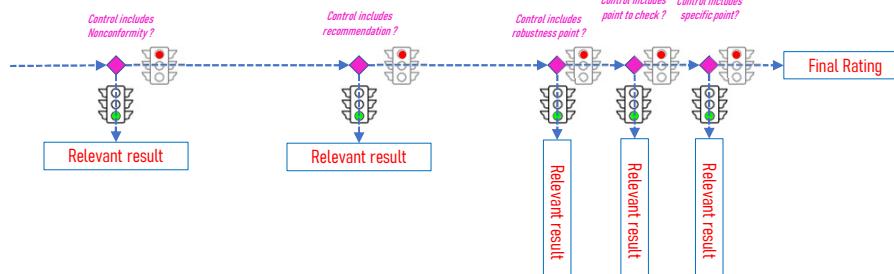
The green color shows that easy computing is enabled

Click to valid the criteria (in blue now)

Choose the rating level (for the criteria)

The validation of the rules set is done by using the valid button

Rating a control : 5 graduated and disconnected steps of evaluation



Quality Management

ARIANA Guide
Control Rating Rules Interface

Reference
5ADPUV24/USG_Q006

Editor
M. Aubigny

Distribution
ITR-PACKAGE 24

Notes

This document describes the interface to set up the computing factors and the rules to compute the control level rating according to evaluation results.



TM AM

Matching Matrix

Choose the rule set to define →

Choose the rating level to set →

MATRIX TYPE	RATING Matrix factors						Increase one of the categories by 60 %
Domain rating Overall system rating	000%	030%	000%	010%	000%	000%	000%
OUTPUTS							
Well implemented Acceptable Can be improved Barely passed To improve Failed							
Enabled							
EASY COMPUTING	Disabled	Enabled	Disabled	Enabled	Disabled	Enabled	Enabled
VALID	Excellent	Well implemented	Acceptable	Can be improved	Barely passed	To improve	Failed
EXIT	% positive ratings of entries shall be upper or equal to						
2 concurrent steps of evaluation: ← →							
Enabling indicator for each factor used to rate the domain or the overall system (*)							
<ul style="list-style-type: none"> ▶ Valid all the rules and exit menu ▶ Valid the rules of rating for the selected level ▶ Enable "Easy computing" mode for all rules sets: <i>the worst rating is chosen for domain rating or for the overall system rating</i> ▶ Enabling indicator for the level (*) 							

Constraint indicator: if orange, the domain or overall security levels could be lower than expected.

The rating is based on a concurrent rating:

- The % and level of defined positive level of controls or domains
- The % and level of defined negative rating of controls or domains.

A relevant result shall be obtained in one of the two sets of rules.

* To enable a level or a factor use the dedicated menu 'MERL' for Matrix Enable Rating Level Enabling indicator for the level

Quality Management

ARIANA Guide
Domaine Rating Rules Interface

Reference
5ADPUV24/USG_Q006

Editor
M. Aubigny

Distribution
ITR-PACKAGE 24

Notes

This document describes the interface to set up the rules of domain and overall system level rating



Insertion Conclusion Menu

BUILD YOUR CONCLUSION

Conclusion BuildUp Menu

Select what you want insert in the conclusion among the different topic included in the list. You can include 8 sections maximum

#§	List of synthesis table
[01]	Security Domain Synthesis TOE vulnerability status
[02]	Security Domain Synthesis TOE vulnerability status
[03]	Security Domain Synthesis TOE vulnerability status
[04]	Security Domain Synthesis TOE vulnerability status
[05]	Security Domain Synthesis TOE vulnerability status
[06]	Security Domain Synthesis TOE vulnerability status
[07]	Security Domain Synthesis TOE vulnerability status
[08]	Security Domain Synthesis TOE vulnerability status

Encoding:
Order the conclusion result paragraphs from 1 to 8 by selecting the synthesis table in the drop-down list on the right.

Full **Partial** **Excel File**

Choice Summary

```
3 CONCLUSION
3.1 Security Domain Synthesis
3.2 TOE vulnerability status
```

INSERT

CANCEL

Synthesis table option:

- Full : Global results and list
- Partial : Global results only
- Excel File: Results included in dedicated Excel File

This text square describe the structure of your conclusion



As the display of this menu requires several computation to identify the available topic, it could take some time. In the same line the insertion of the conclusion content and their updating could also takes some time.

Quality Management

ARIANA Guide
Conclusion Interface

Reference
5ADPUV24/USG_Q006

Editor
M. Aubigny

Distribution
ITR-PACKAGE 24

Notes

This document describes the interface to include a Conclusion in the document

Classification
INTERNAL

Version 4.1
State Final

Date
24/06/2022

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Insertion Executive Summary Menu

To select an option, click on the title : if selected it turns in green

Choose the type of Summary (Classic or with Graphs) →

Select what you want insert in the summary by check the checking box. If the title is on grey the option is not available →

Choose this option to include more details in the Summary such as major recommendation or major results →

Click on the title to include specific detail concerning the topic of the title →

Choose the level of detail regarding the topic by fixing the threshold →

Choose this option to include the robustness point of the implementation ←

Choose one of this option to include the additional recommendations (additional control of specific points) ←

Quality Management

ARIANA Guide
Executive Summary Interface

Reference
5ADPUV24/USG_Q006

Editor
M. Aubigny

Distribution
ITR-PACKAGE 24

Notes

This document describes the interface to include a Executive Summary in the document

Classification
INTERNAL

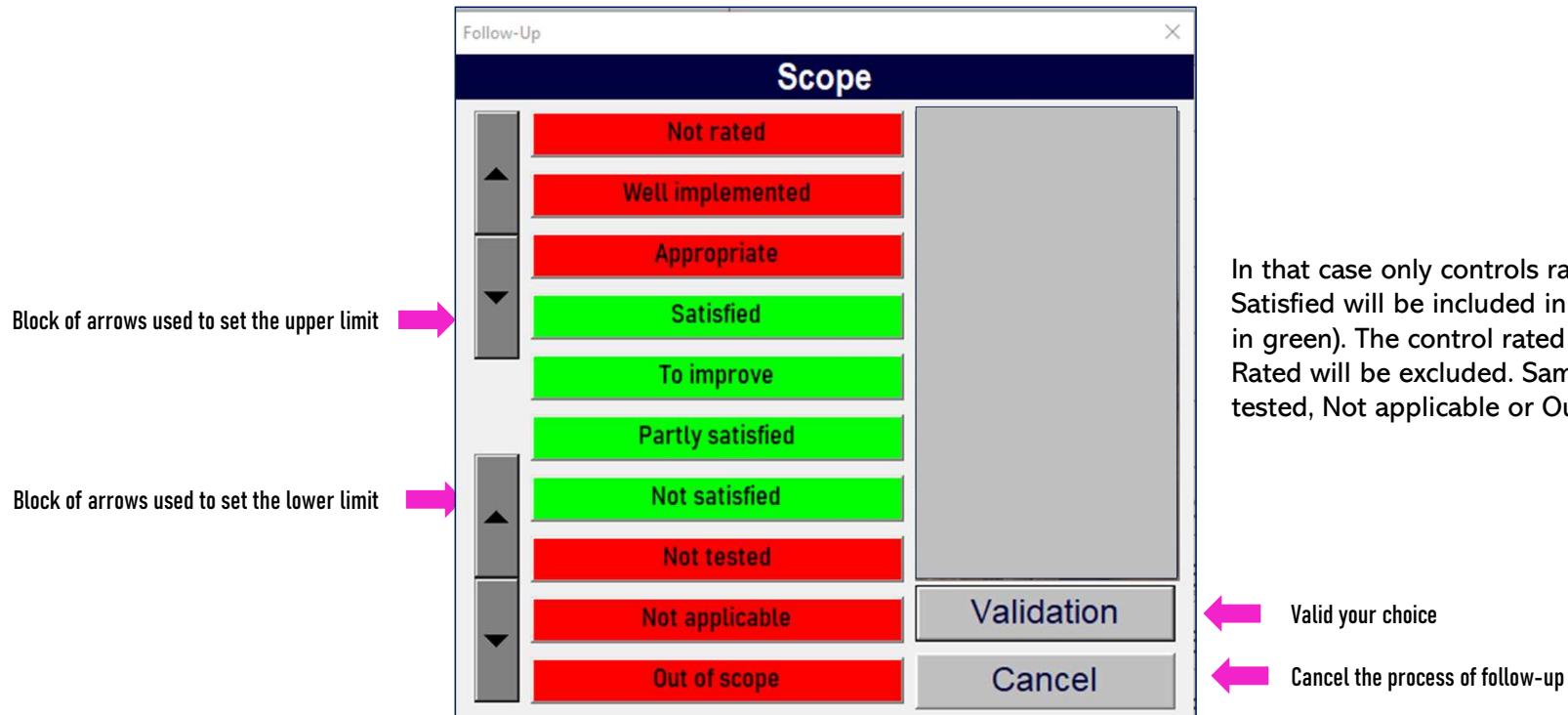
Version 4.1
State Final

Date
24/06/2022



Follow-Up Menu

To define the upper level and lower level of controls to include in the follow-up report use the two blocks of arrows to select in green the portion of the control scale.



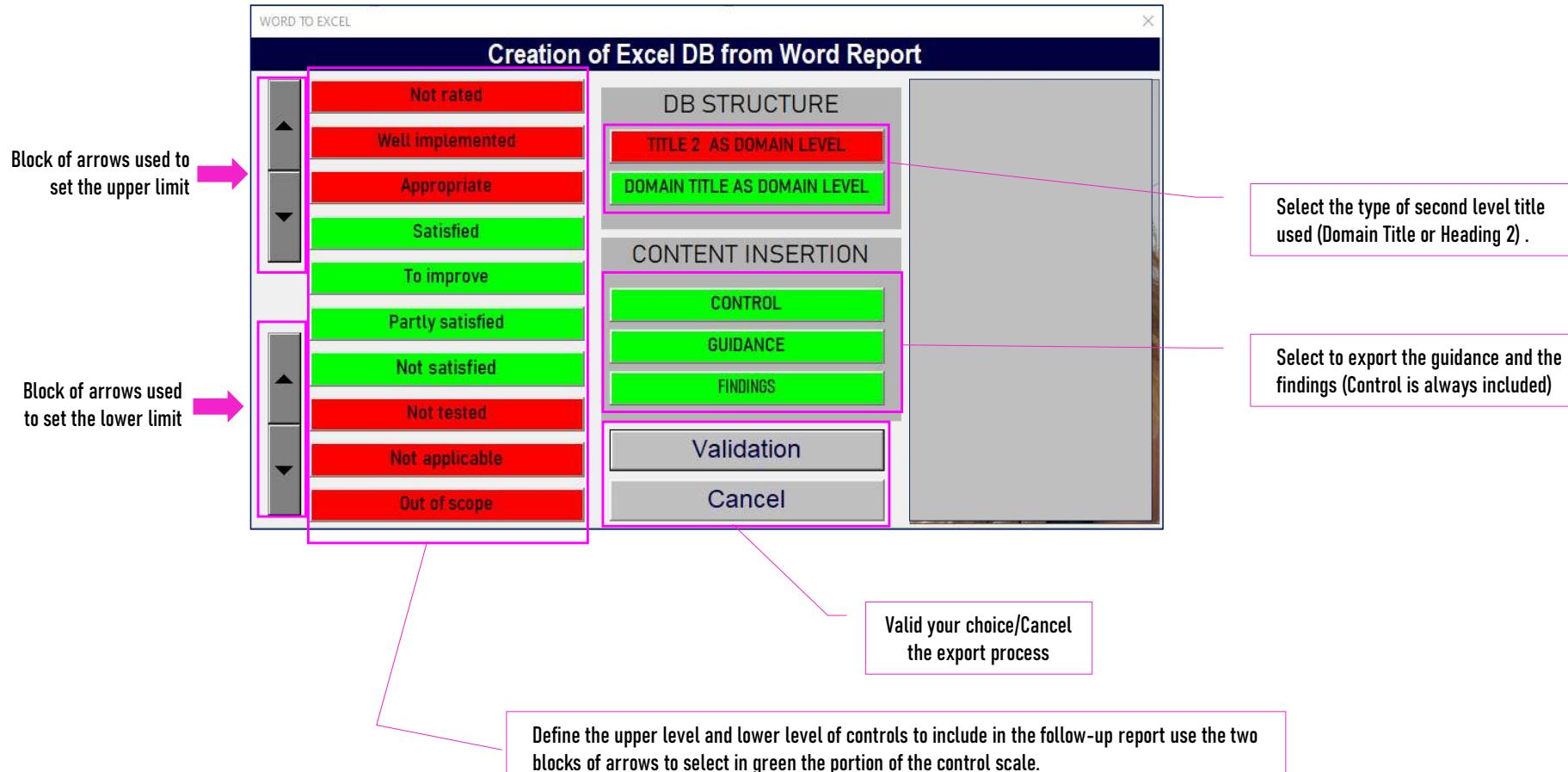
In that case only controls rated from Not Satisfied to Satisfied will be included in the follow-up report (levels in green). The control rated from Appropriate to Not Rated will be excluded. Same for controls rated Not tested, Not applicable or Out of Scope (levels in red)

Export Menu

The Export will be included in an Excel File in the same Folder than the word file with the following name:

CNT_EYYMMDD_EXP-ClientShortName(WordDocNameShorted_vDocFileVersion)_v0.1.xlsx

Information retrieved from the Word Doc



Quality Management

ARIANA Guide
Maturity

Reference
5ADPUV24/USG_Q006

Editor
M. Aubigny

Distribution
ITR-PACKAGE 24

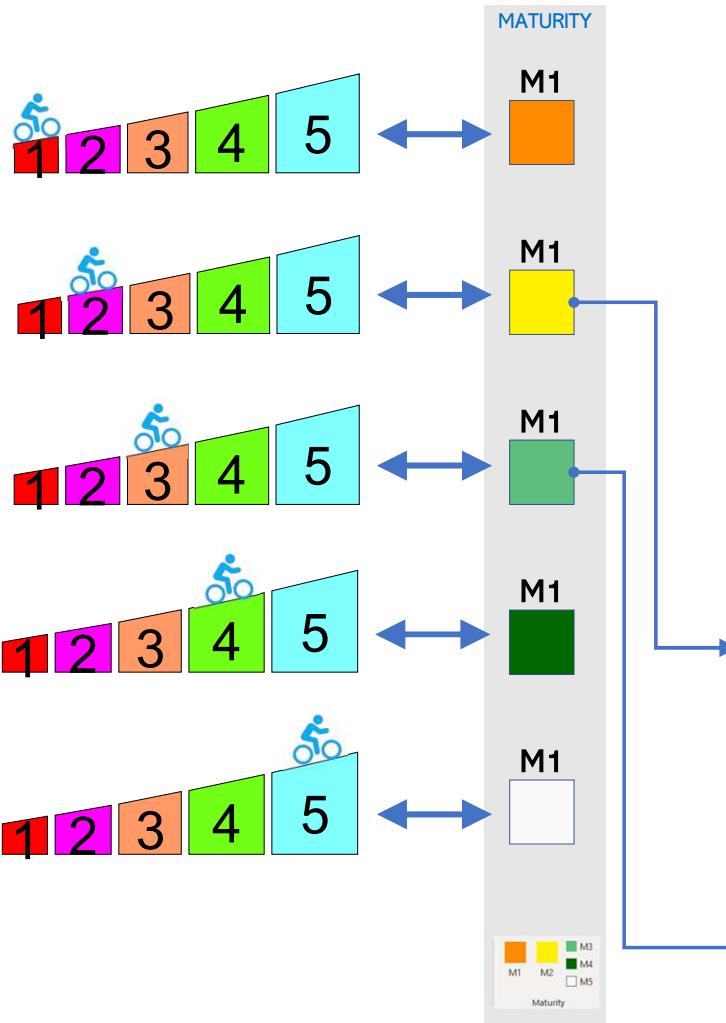
Notes
Menu to setup the export from Word to Excel

Classification
INTERNAL

Version 4.1
State Final

Date
24/06/2022

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Description of maturity level scale (to be include using editorial convention menu)

Maturity Level	CMMI Model	Description
Level 1	Initial	Process / System unpredictable, poorly controlled and reactive.
Level 2	Managed	Process / System implemented and managed by professionalism (proactive).
Level 3	Defined	Process / System defined and implemented according to standardized approach.
Level 4	Quantitatively Managed	Process / System regularly controlled and assessed.
Level 5	Optimizing	Process / System regularly reviewed in an identified improvement cycle approach

ARIANA_Too3
Appropriate

Control 3	
Description	Description of Control 3: Appropriate
Checks	c1: Enter your text c2: Enter your text c3: Enter your text
Evidence	
Findings	

Maturity level

The maturity level could be used anywhere in the document: Rating of the overall system:



Quality Management	Reference 5ADPUV24/USG_Q006	Editor M. Aubigny	Distribution ITR-PACKAGE 24	Notes This document describes the Maturity Level pictogram insertion tool	itrust consulting
ARIANA Guide Maturity	Classification INTERNAL	Version State 4.1 Final	Date 24/06/2022		Page 30 /67

SetUpControl

Title of the findings included in Conclusion and Summary

Description of the scale included in conclusion table

Customize your own findings X

Custom Your Findings Text

Enter a name to describe your customized findings (25 characters): **status of resilience**

Write your own Label: **CUST**

Font of the Label: Nirmala UI, Nirmala UI Semilight, Segoe MDL2 Assets, Segoe Print, Segoe Script, **Segoe UI Black**, Segoe UI Historic

Default wording of the finding (to help user to fulfill): Custom paragraph of results: It is a long-established fact that a reader will be distracted by the readable content of a page when looking at its layout.

Rating scale (Input): **Input0**, **Input1**, **Input2**, **Input3**

Font of the Scale: Rockwell Condense, Rockwell, Rockwell Extra Bold, **Script MT Bold**

Color of the Scale: Black, **Blue**, BrightGreen, DarkBlue

Scale Description: Description1, Description2, Description3, Description4

DEL. UPPER LEVELS
ADD. UPPER LEVEL

RESET IMPORT FROM A FILE

VALID and EXIT
CANCEL and EXIT

PLAIN TEXT
SYMBOLE
EDIT LEVEL

Reset to default value

Use this button to switch between symbol scale or word scale and to edit

Use this menus to customize the label of findings (Wording and Font)

Use this menus to customize the scale of findings (Wording, Color and Font)

CUST.1. → Input0 → Custom.paragraph.of.results.:It.is.a.long-established.fact.that.a.reader.will.be.distracted.by.the.readable.content.of.a.page.when.looking.at.its.layout.¤

Use this button to delete upper levels or to add a new upper level

```

graph TD
    SC[SetUpControl] --> CCF[Custom Your Findings Text]
    CCF --> FLabel[CUST]
    CCF --> FWL[Font of the Label]
    CCF --> DWF[Default wording of the finding]
    CCF --> RS[Rating scale (Input)]
    CCF --> FS[Font of the Scale]
    CCF --> CS[Color of the Scale]
    CCF --> SD[Scale Description]
    CCF --> DUL[DEL. UPPER LEVELS]
    CCF --> AUL[ADD. UPPER LEVEL]
    CCF --> R[RESET]
    CCF --> I[IMPORT FROM A FILE]
    CCF --> V[VALID and EXIT]
    CCF --> C[CANCEL and EXIT]
    CCF --> PT[PLAIN TEXT]
    CCF --> SY[SYMBOLE]
    CCF --> EL[EDIT LEVEL]
    CCF --> RDV[Reset to default value]
    CCF --> SW[Use this button to switch between symbol scale or word scale and to edit]
    CCF --> CL[Use this menus to customize the label of findings (Wording and Font)]
    CCF --> CSF[Use this menus to customize the scale of findings (Wording, Color and Font)]
    CCF --> CT[Custom.paragraph.of.results.:It.is.a.long-established.fact.that.a.reader.will.be.distracted.by.the.readable.content.of.a.page.when.looking.at.its.layout.¤]
    CCF --> DUL
    CCF --> AUL
  
```

Quality Management

ARIANA Guide
Customized Findings-1

Reference
5ADPUV24/USG_Q006

Editor
M. Aubigny

Distribution
ITR-PACKAGE 24

Notes

This document describes the Maturity Level pictogram insertion tool

Classification
INTERNAL

Version 4.1
State Final

Date
24/06/2022



SetUpControl

SCALE SETTING

Enter the text of the scale level

OK Cancel

Level0

5 characters): status of resilience

to help user to fulfill) Rating scale (Input)

a long-established Input0

ed by the readable Input1

its layout. Input2

Input3

EDIT FROM A FILE PLAIN TEXT

EDIT SYMBOLE

EXIT EDIT LEVEL

status of resilience

Rating scale (Input)

Input0 Input1 Input2 Input3

PLAIN TEXT

SYMBOLE

EDIT LEVEL

Choose Symbol Font

Webdings Wingdings Wingdings 2

VALID

BrightGreen DarkBlue

Vertical arrows to preview Horizontal to Set

2

33

ADD. UPPER LEVEL

Edition of Symbol Scale:

- Select SYMBOLE (Green)
- Select the level
- Use the specific menu to select the symbol (depending on the Font) and the number of symbol

Edition of Plain Text Scale:

- Select PLAIN TEXT (Green)
- Select the level
- Press Edit Level Button and Follow the Menu “Scale Setting”



The scale cannot be a mix of symbol and plain text



ARIANA accept only one specific type of findings

Quality Management

ARIANA Guide
Customized Findings-2

Reference
5ADPUV24/USG_Q006

Editor
M. Aubigny

Distribution
ITR-PACKAGE 24

Notes

This document describes the Maturity Level pictogram insertion tool

Classification
INTERNAL

Version 4.1
State Final

Date
24/06/2022



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ARIANA

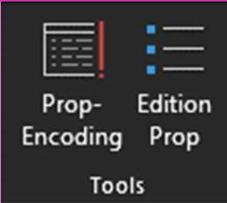
ARIANA Document Management Tool

Create Policy and Processing Record Documents

ARIANA POLICY MANAGER

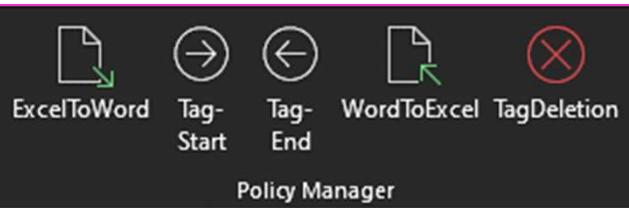
The ARIANA Policy Manager aims to create dynamic standardized Data Base of policies, procedures or other information security management documents ready to be used for any customers. The following pages describes:

- The list of available functions included in ARIANA-Doc Mgt Ribbon used in ARIANA Policy Manager process
- Process of creation and refinement of a standard document (Policy, Procedure etc.)
- How works the Excel DB Export to Word document process.
- How works the Word Reimport to Excel DB process (after finalization of the document).
- How to define the level of styles encoding.
- How to add parameters fields in the DB Excel.



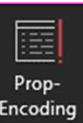
Encode and edit custom properties of the document

This set of button allows identifying key name as document's property and edit it.



Policy Manager

This set of button allows creating policy or procedure from Excel DB and storing formatted policy or procedure into Excel DB (to keep formatting)



PropEncoding: This function allows encoding word (or a set of words) as custom document property to easily modify it in the whole document afterward



Edition prop: This function allows displaying and editing the entire list of custom document properties



Edition prop can be used to display the CustomDocProperty for any document Word and allows to change the value.



ExcelToWord: This function allows importing an Excel DB of policy/procedure to word document



Tag Start: This function allows marking the start of the policy useful content before the export into Excel DB



Tag-End: This function allows marking the end of the policy useful content before the export into Excel DB



WordToExcel: This function allows exporting into an Excel DB the useful content of policy/procedure to word document (with encoded style, tables and pictures)



Tagdeletion: Remove the tags from the policy or procedure document

Quality Management	Reference 5ADPUV24/USG_Q006	Editor M. Aubigny	Distribution ITR-PACKAGE 24	Notes	itrust consulting
ARIANA Guide Policy Manager Menu	Classification INTERNAL	Version 4.1 State Final	Date 24/06/2022	The list of available functions included in ARIANA-Doc Mgt Ribbon used in ARIANA Policy Manager process.	Page 35 /67

INPUT



Create a raw Policy DB according to standard files in PDF or Text format using the template MOD_Q512_POLICYDB.xltx
Included in :
C:\Users\User\AppData\Roaming\Microsoft\Templates\ITR_QM



Export the content DB in a Word Document: the document should include all the styles used in the DB and One CustomDopcProperty (LANG) described the language of the doc (FR/EN)



Refine the Document:

- By adding Tables, Pictures, Caption missing, Parameters etc.
- By formatting paragraph and portion of text using the style define both in the DB and in CNT_Q501_Parameters



Import/Reimport the content of a Word Document into the DB or into a new DB



Export the entire or portion of the DB in a Customer Template (Prerequisite: the styles should be inline with ITR-STYLE (ISMS Model))



Starting Point



Draft



Final

OUTPUT



Quality Management

ARIANA Guide
Policy Manager processes

Reference
5ADPUV24/USG_Q006

Editor
M. Aubigny

Distribution
ITR-PACKAGE 24

Notes

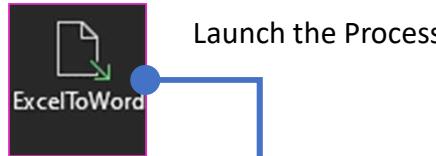
All possible processes using the tools available in ARIANA Policy Manager

Classification
INTERNAL

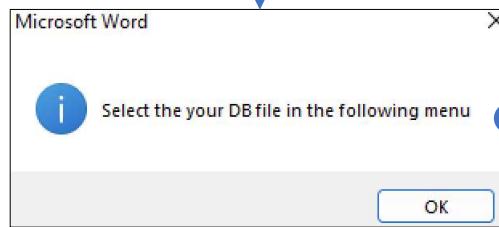
Version 4.1
State Final

Date
24/06/2022

 itrust
consulting

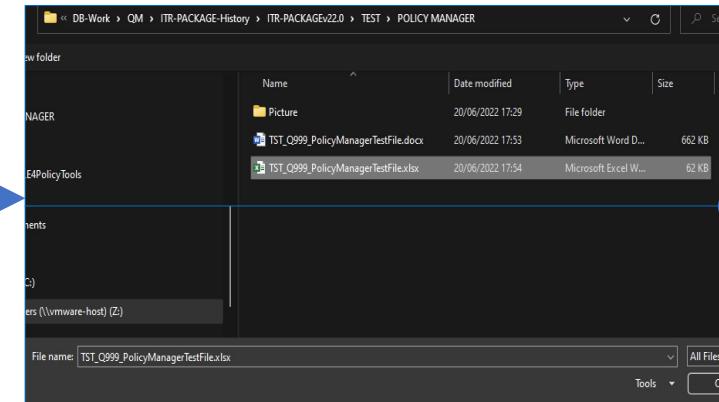


Launch the Process

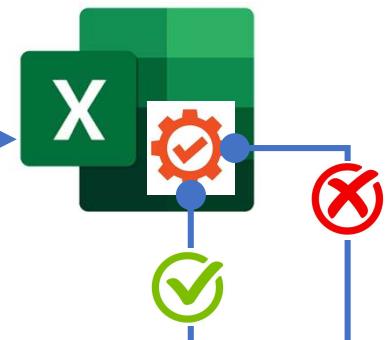


Informational Message

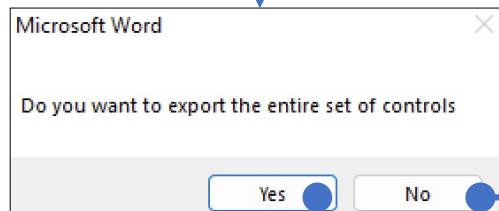
Choice of the Excel DB in the Windows Explorer



*Internal Processing to control
the compliance of the Excel DB*



Choice of export mode
(Full/Partial)



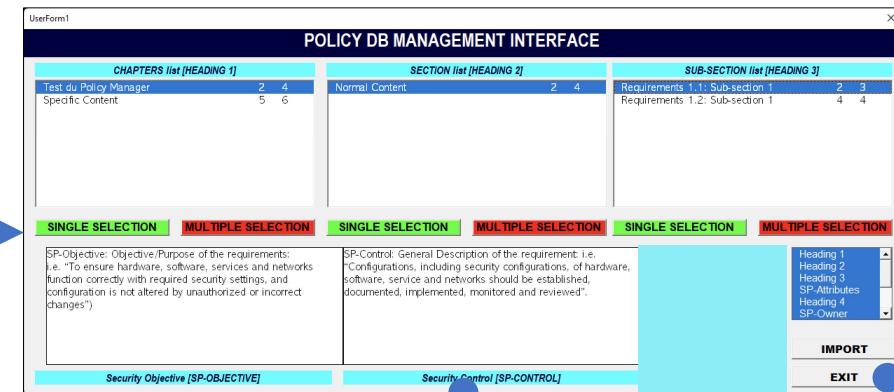
Yes

No



*Internal Processing of Export
(See following page)*

Interface of partial export (see following page)



Process canceled

Quality Management

ARIANA Guide
Policy Manager processes

Reference
5ADPUV24/USG_Q006

Editor
M. Aubigny

Distribution
ITR-PACKAGE 24

Notes
Export Excel DB in WORD : Process Explanation
User actions

Classification
INTERNAL

Version 4.1
State Final

Date
24/06/2022

itrust
consulting

Interface of partial export

Select the chapter, the section or the sub-section to define the content to export

UserForm1

POLICY DB MANAGEMENT INTERFACE

CHAPTERS list [HEADING 1]		SECTION list [HEADING 2]		SUB-SECTION list [HEADING 3]	
Test du Policy Manager	2 4	Normal Content	2 4	Requirements 1.1: Sub-section 1	2 3
Specific Content	5 6			Requirements 1.2: Sub-section 1	4 4

SINGLE SELECTION	MULTIPLE SELECTION	SINGLE SELECTION	MULTIPLE SELECTION	SINGLE SELECTION	MULTIPLE SELECTION
SP-Objective: Objective/Purpose of the requirements: i.e. "To ensure hardware, software, services and networks function correctly with required security settings, and configuration is not altered by unauthorized or incorrect changes")	SP-Control: General Description of the requirement: i.e. "Configurations, including security configurations, of hardware, software, service and networks should be established, documented, implemented, monitored and reviewed".			Heading 1 Heading 2 Heading 3 SP-Attributes Heading 4 SP-Owner	IMPORT EXIT
Security Objective [SP-OBJECTIVE]	Security Control [SP-CONTROL]				

Information (read only)

Click on the button to select one or several

Choose the type of information from the DB you want to export in Word.

Quality Management

ARIANA Guide
Policy Manager processes

Reference
5ADPUV24/USG_Q006

Editor
M. Aubigny

Distribution
ITR-PACKAGE 24

Notes

Export Excel DB in WORD : Interface of granular export

Classification
INTERNAL

Version 4.1
State Final

Date
24/06/2022



1

Heading 1	Heading 2	Heading 3	SP-Attributes	Heading 4	SP-Owner	SP-Objective	SP-Control	Body Of Text	SP-OtherInfo
Test du Policy Manager	Normal Content	Requirements 1.1: Sub-section 1	SP-Attributes: A paragraph to label the serial of the Policy/Procedure/Standard Sub Section requirements	Requirement 1.1.1: Sub-Section 1.1	SP-Owner: Responsible of the requirement: i.e. "Responsible of Systems' Exploitation"	SP-Objective: Objective/Purpose of the requirements i.e. "To ensure hardware, software, services	SP-Control: General Description of the requirement: i.e. "Configurations, including security configurations, of hardware, software, services and networks function correctly with required security settings, and configuration is not altered by unauthorized or incorrect changes"	Body Of Text: Main content of the Policy/Procedure/Standard requirements	SP-OtherInfo: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse cursus magna vitae purus porta commodo!*
				Requirement 1.1.2: Sub-Section 1.2	SP-Owner: Responsible of the requirement: i.e. "Responsible of Systems' Exploitation"	SP-Objective: Objective/Purpose of the requirements 1.2	SP-Control: General Description of the requirement 1.2	Body Of Text: Main content of the Policy/Procedure/Standard requirements]*§E1	SP-OtherInfo: §E1

2

The model of Policy DB is stored in ITR-PACKAGE/ITR_QM and is titled MOD_Q512_POLICYDB.xlsx

The first step of export from the DB is just a copy of the raw content of the DB in the Word Doc and the formatting of the raw exported content according to the style indicated in the heading of the DB Table.

The export is done from the left to right of the table 1 and from the line 2 to the last line of the table 2 (or selected line if you have used the Export interface).

Note 1: You can add column in the DB but the tool will check if this style exist in the document and will indicate if one or several style are not included.

Note 2: Column could include encoding content which will be processed in the next step (generally it is the Body Of Text column and SP-OtherInfo column)

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The second step of export from the DB is a formatting of encoded content i.e.

- The different type of style
- The creation of table
- The reimport of Images (which should be stored in a specific folder titled "Picture" on the same folder than the Word document)

Note: it is also possible to include in "Body Of Text" column content Recommendation and Corrective Action like in ARIANA Audit Report

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The encoding parameters for ARIANA Policy Manager are stored in the file CNT_Q 501 included in ITR-PACKAGE/ITR_QM. They are included in a Table in the sheet titled “Edito”. The structure is described above:

Search Text	ReplaceText-FR	ReplaceText-EN	Font	Style	FL1	LI	STyleT	CodeTy	
					0,00	0,00			Nettoyage Texte Importé
;	^s;	;			0,00	0,00		0	
:	^s:	:			0,00	0,00		0	
?	^s?	?			0,00	0,00		0	
!	^s!	!			0,00	0,00		0	
,	,	,			0,00	0,00		0	
.	.	.			0,00	0,00		0	
*\$S	61574	61574	Wingdings 3		-0,50	0,50	Body Of Text	1	
*\$W1				SP-Specific1	0,00	0,00	Body Of Text	1	
*\$W2				SP-Specific2	0,00	0,00	SP-OtherInfo	1	
*\$H1				Hidden Char	0,00	0,00	Body Of Text	1	
*\$MA				Mandatory Char	0,00	0,00	Body Of Text	1	
*\$T1				TabText1	0,00	0,00	Body Of Text	2	
*\$T2				TabText2	0,00	0,00	Body Of Text	2	
*\$H1				TabHeader1	0,00	0,00	Body Of Text	2	
*\$H2				TabHeader2	0,00	0,00	Body Of Text	2	
*\$L1				TabBulletL1	0,00	0,00	Body Of Text	2	
*\$L2				TabBulletL2	0,00	0,00	Body Of Text	2	
*\$L3				TabBulletL3	0,00	0,00	Body Of Text	2	
*\$N1				TabEnumL1	0,00	0,00	Body Of Text	2	
*\$N2				TabEnumL2	0,00	0,00	Body Of Text	2	
*\$N3				TabEnumL3	0,00	0,00	Body Of Text	2	
*\$B1				Bullet L1	0,00	0,00	Body Of Text	2	
*\$B2				Bullet L2	0,00	0,00	Body Of Text	2	
*\$B3				Bullet L3	0,00	0,00	Body Of Text	2	
*\$B4				Bullet L4	0,00	0,00	Body Of Text	2	
*\$E1				Enumeration L1	0,00	0,00	Body Of Text	2	
*\$E2				Enumeration L2	0,00	0,00	Body Of Text	2	
*\$E3				Enumeration L3	0,00	0,00	Body Of Text	2	
*\$E4				Enumeration L4	0,00	0,00	Body Of Text	2	
*\$C				Caption	0,00	0,00	Body Of Text	2	
*\$EL				End list	0,00	0,00	Body Of Text	2	

1st part of the Table (in blue) is used to remove editorial issues provided by the Excel DB format, i.e., the lack of unbreakable space character used in French before ":" or ;. **This part of the table (7 lines) shall be not removed)**

2st part of the Table (in white) is used to define the way to encode specific style and characters in a column (in particular the Body Of Text column). The table allows:

- Encoding Style of Paragraph
- Encoding Style of Character (to underline specific part of the text)
- Encoding special character as bullet for any styles included in the set of style used as Heading of Excel DB

The code should be unique otherwise only the first code (from top to end line) in the Table will be used to reencode the style in the document

To encode recommendation and corrective action use the following encoding in the Body Of Text Column of the DB:

- For Recommendation : “R*x” + “Text of recommendation” (without space between) where x is rating level of the recommendation [1-4] or “o” for option or “c” for additional control needed.
- For Corrective action: idem with “A*x” + “Text of corrective action”

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HOW TO ENCODE CONTENT I



Code used in Excel DB	Specific Character to replace the code with the dedicated Font			Word Style Encoded in Excel DB	Hanging and 1st Line for the topic \$		Excel DB Column used to encode the Word Style	
Search Text	ReplaceText-FR	Replacetext-EN	Font	Style	FLI	LI	SStyleT	CodeTy
*\$§	61574	61574	Wingdings 3		-0,50	0,50	Body Of Text	1
*&W1				SP-Specific1	0,00	0,00	Body Of Text	1
*&W2				SP-Specific2	0,00	0,00	SP-OtherInfo	1
*&HI				Hidden Char	0,00	0,00	Body Of Text	1
*&MA				Mandatory Char	0,00	0,00	Body Of Text	1
<hr/>								
*\$HI				Hidden	0,00	0,00	Body Of Text	2
*\$MA				Mandatory	0,00	0,00	Body Of Text	2
*\$PR				SP-Paragraph	0,00	0,00	Body Of Text	2

Encode character in SP_OBJECTIVE Column by adding the *\$§

Example of objective with several topic

*\$§ Topic 1

*\$§ Topic 2

Example-of-objective-with-several-topic¶

- Topic-1¶
- Topic-2¶

Encode Paragraph Style in Body Of Text Column by adding the code

*\$MA Mandatory Text: Nam facilisis leo quis erat malesuada,

*\$HI Hidden Text: Vivamus rhoncus placerat mauris vitae facilisi

Mandatory-Text: Nam·facilisis·leo·quis·erat·malesuada,·et·euismod·lacus·egestas.·Integer·non·aliquet·ante..·Aliquam·erat·volutpat.·Mauris·eleifend·metus·sem,·in·auctor·dui·faucibus·at.¶

Hidden-Text: Vivamus·rhoncus·placerat·mauris·vitae·facilisis.·Cras·bibendum·consectetur·justo,·a·volutpat·est·dapibus·a.·Quisque·eget·urna·a·metus·porta·rutrum.·Vestibulum·dignissim·viverra·enim·sit·amet·placerat.¶

Encode Character Style in Body Of Text Column by adding the code at the beginning of the text and the code + Ed at then end of the text

Body Of Text [Test of character style: Specific 1] Lorem ipsum dolor sit amet, consectetur adipiscing elit.*&W1Morbi cursus eros non ipsum malesuada, sed vulputate ante eleifend*&W1Ed. Sed ac enim nibh.

Body Of Text [Test of Hidden, Mandatory portion of text] Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. *&H1In vel interdum ex, quis lobortis augue,*&H1Ed Vestibulum accumsan pretium ipsum id eleifend. Suspendisse quis porttitor dolor. Integer vel est eget lectus sagittis sagittis. *&MAQuisque interdum rutrum lectus, suscipit imperdiet enim euismod sit amet. Suspendisse potenti.*&MAEd

Body-Of-Text.[Test-of-character-style::Specific-1].Lorem·ipsum·dolor·sit·amet,·consectetur·adipiscing·elit..·Morbi·cursus·eros·non·ipsum·malesuada,·sed·vulputate·ante·eleifend..·Sed·ac·enim·nibh..·Praesent·ullamcorper·magna·consectetur,·blandit·est·vel,·tincidunt·est..·Proin·at·sem·et·tellus·pellentesque·feugiat·a·eget·odio.¶

Body-Of-Text.[Test-of-Hidden,·Mandatory·portion·of·text].Orci·varius·natoque·penatibus·et·magnis·dis·parturient·montes,·nascetur·ridiculus·mus..·In·vel·interdum·ex,·quis·lobortis·augue..·Vestibulum·accumsan·pretium·ipsum·id·eleifend..·Suspendisse·quis·porttitor·dolor..·Integer·vel·est·eget·lectus·sagittis·sagittis..·Quisque·interdum·rutrum·lectus,·suscipit·imperdiet·enim·euismod·sit·amet..·Suspendisse·potenti.¶

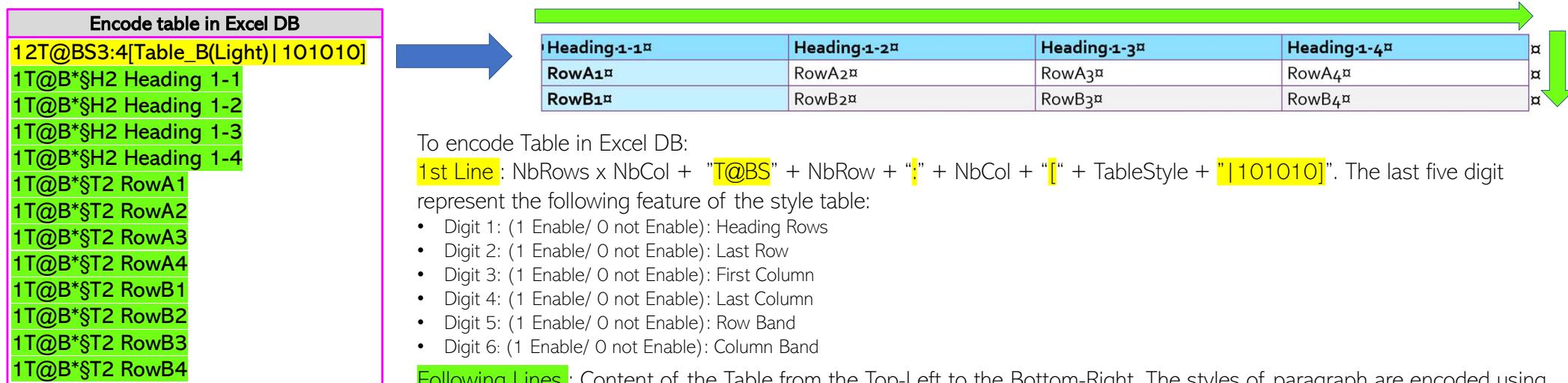
The code for encode a Character Style shall start by *&

The code for encode a Paragraph Style Shall Start by *\$

If a style of the document is defined as both Character/Paragraph Style, add "Char" to the name of style in Style Column of CNT_Q501 to define Character Style encoding rule

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Code used in Excel DB	Specific Character to replace the code with the dedicated Font	Word Style Encoded in Excel DB	Hanging and 1st Line for the topic \$	Excel DB Column used to encode the Word Style
Search Text	ReplaceText-FR	Replacetext-EN	Font	Style
*&W1				SP-Specific1
*&W2				SP-Specific2
*\$H4				Heading 4
*\$H5				Heading 5
*\$OB				SP-OtherInfoBullet



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Encode Caption in Excel DB
*§C Table 1: Test of Table Importation

Encode Picture in Excel DB
<:IMAG1.emf:240:360:>
*§C Figure 1: Importation of Image in plain page
4T@BS2:2[Table Grid | 101010]
1T@B<:IMAG2.emf:133:200:>
1T@B<:IMAG3.emf:130:195:>
1T@B*§T1 Figure 2a
1T@B*§T1 Figure 2b
*§C Figure 2: Importation of Image in a table

Table 1: Test of Table Importation

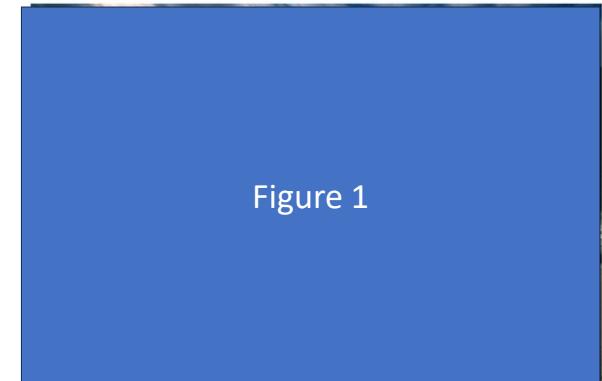


Figure 1

Figure 1: Importation of Image in plain page



Figure 2a

Figure 2b

Figure 2: Importation of Image in a table

To encode an image:

"<:" + File Name + ":" + Height(in point) + ":" + Width(in point) + ">".

The extension of the image is emf when the Excel Db is encoded from Word.

The image should be in a folder "Picture" located in the same place than the Word File.

Note: As shows the example, image could be stored in table if needed.

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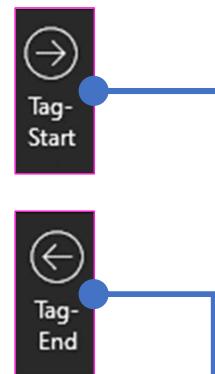
Notes
Export Excel DB in WORD :
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Set-up of Re-Import

Use the two buttons “Tag-Start” and “Tag-End” to define the portion of the document to re-import into the Excel DB

You can reset your choice by using the button “Tag Deletion”



4 ➤ Test of Encoding

Example of objective with several topic¶

- Topic-1¶
- Topic-2¶

Example of control with several topic¶

- Topic-1¶
- Topic-2¶

¶

Examples of recommendations:¶

- REC. 1 → ●● → Text of recommendation¶
- REC. 2 → ✕ → Text of option level for recommendation¶
- REC. 3 → ☐ → Additional control to define¶

Example of corrective actions¶

- AC. 1 → ●●●●→ 23/06/2022 → Text of corrective action¶
- AC. 2 → ✕ → 23/06/2022 → Text of option level for corrective action¶
- AC. 3 → ☐ → 23/06/2022 → Additional control to perform before the date¶

¶

Mandatory Text: Nam facilisis leo quis erat malesuada et euismod lacus egestas. Integer non aliquet ante. Aliquam erat volutpat. Mauris eleifend metus sem in auctor dui faucibus at. ¶

Hidden Text: Vivamus rhoncus placerat mauris vitae facilisis. Cras bibendum consectetur justo a volutpat est dapibus. a. Quisque eget urna a metus porta rutrum. Vestibulum dignissim viverra enim sit amet placerat. ¶

Body Of Text: [Test of character style: Specific-1] Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi cursus eros non ipsum malesuada sed vulputate ante eleifend. Sed ac enim nibh. Praesent ullamcorper magna consectetur blandit est vel tincidunt est. Proin at sem et tellus pellentesque feugiat a eget odio. ¶

Body Of Text: [Test of Hidden, Mandatory portion of text] Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. In vel interdum ex quis lobortis aque. Vestibulum accumsan pretium ipsum id eleifend. Suspendisse quis porttitor dolor. Integer vel est eget lectus sagittis sagittis. Quisque interdum rutrum lectus suscipit imperdiet enim euismod sit amet. Suspendisse potenti. ¶

SP-OtherInfo: [Test of character style: Specific-2] Praesent urna mi accumsan sed quam vehicula feugiat condimentum orci. Curabitur at vestibulum mauris. Lorem ipsum dolor sit amet, consectetur adipiscing elit. ¶

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Reimport Word content in Excel DB : Process Explanation
User actions

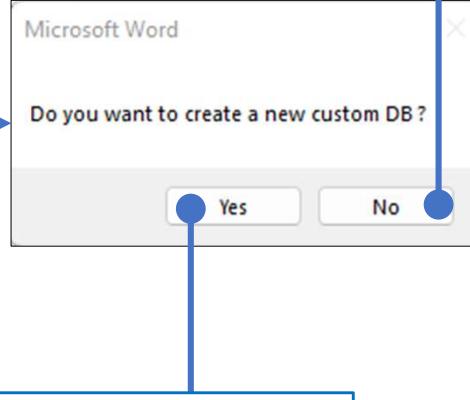
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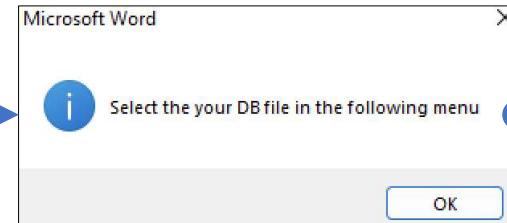
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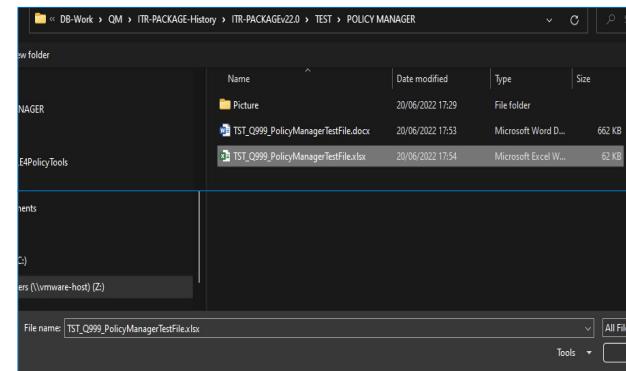
Click on the button of Re-Import



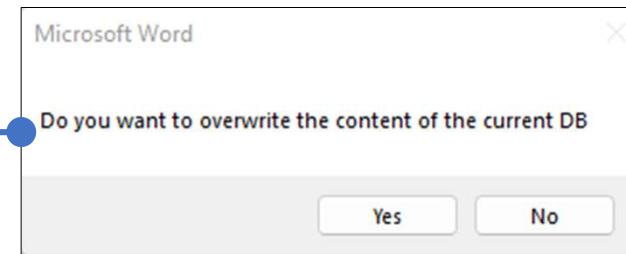
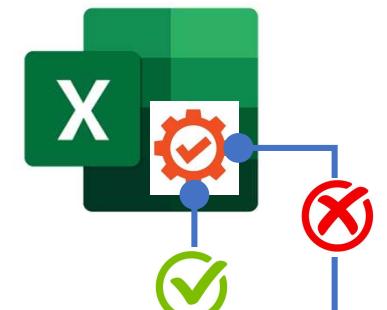
In case of creation of a new Excel DB, the process creates a new file on the model stored in ITR-PACKAGE/ITR_QM and is titled MOD_Q512_POLICYDB.xlsx



Choice of the Excel DB in the Windows Explorer



Internal Processing to control the compliance of the Excel DB



Internal Processing of Export



Creation of
Temporary
File



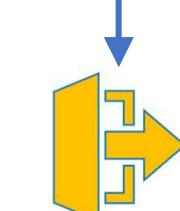
Encoding
Style, Table,
Image...



Copy of
content in
Excel

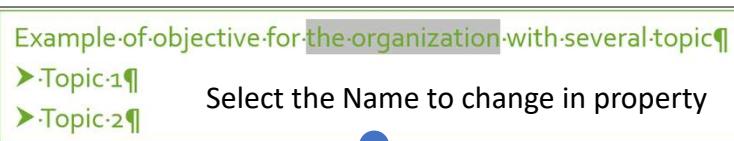


Deletion of
Temporary
File



Process canceled

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Creation of property
P_THE-O

Use the UpdateFeature Button in ARIANA Audit Tool to update the property in the doc

AM

EDIT THE DOCUMENT PROPERTIES

Prop. Name	Prop. Value
TCustomLevel	6
CUST_LV1	2
CUST_LV2	0
CUST_LV3	2
CUST_LV4	0
CUST_LV5	1
CUST_LV6	1
TNormalScaleDescription	Critical\$Urgent\$Important\$Useful\$Specific\$To be WindowActiveTag
P_THE-O	the organization
ID	Choose the property to edit on the list above

VALID REMOVE EXIT

AM

EDIT THE DOCUMENT PROPERTIES

Prop. Name	Prop. Value
TCustomLevel	6
CUST_LV1	2
CUST_LV2	0
CUST_LV3	2
CUST_LV4	0
CUST_LV5	1
CUST_LV6	1
TNormalScaleDescription	Critical\$Urgent\$Important\$Useful\$Specific\$To be WindowActiveTag
P_THE-O	the organization
ID	Choose the property to edit on the list above

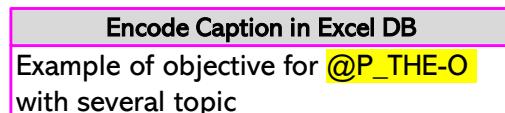
VALID REMOVE EXIT

AM

EDIT THE DOCUMENT PROPERTIES

Prop. Name	Prop. Value
TCustomLevel	6
CUST_LV1	2
CUST_LV2	0
CUST_LV3	2
CUST_LV4	0
CUST_LV5	1
CUST_LV6	1
TNormalScaleDescription	Critical\$Urgent\$Important\$Useful\$Specific\$To be WindowActiveTag
P_THE-O	ITRUST
ID	Choose the property to edit on the list above

VALID REMOVE EXIT



The property could be encoded in the Excel Policy Template using the code @ + Name of property

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Use of Doc Property Manager

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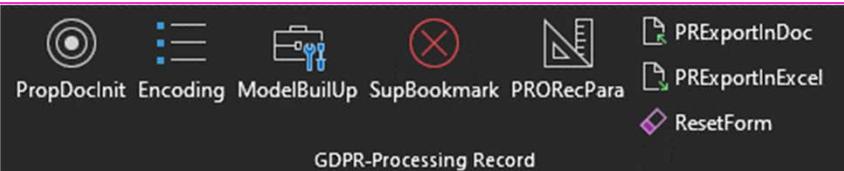
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ARIANA GDPR MANAGER

The ARIANA GDPR Manager aims to create GDPR Forms for each Processing included in the GDPR Processing record model of itrust consulting. The following pages describes the list of available functions included in ARIANA-Doc Mgt Ribbon used in ARIANA GDPR Manager process.

The model of Excel GDPR DB shall be based on ARIANA-RegisterPII-EN for English Version and ARIANA-RegistreDCP-FR for French Version (located in ITR_MOD of ITR-PACKAGE).

The model of Word document for GDPR Processing Forms shall be based on ARIANA-ProcRecForm-EN for English version and ARIANA-ProcRecForm-FR for French version.

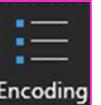


GDPR Manager

This set of button allows creating GDPR Forms and export the Form content into Excel after validation of the processing owner



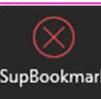
PropDocInit: This function allows to initialize (or create) the Custom Doc Properties needed for the management of the GDPR Form model. This function is automatic.



Encoding: This function allows encoding the fields of the Processing Record (Excel File) into the Word Document (see above)



ModelBuildUp: This function allows reencoding the bookmarks into the Word Document (automatic Function)



SupBookmark: This function allows delete the bookmarks (automatic function)



PRORecPara: This function allows to set the location of the Processing Form and the generic name of the form (See above)



PREExportInDoc: This function allows importing one or several processing record from Excel GDPR Processing into a set of GDPR Forms



PREExportInExcel: This function allows reimporing the content of the WORD GDPR Form into the Excel Processing Record



ResetForm: This function allows to clean the Word Form

Quality Management

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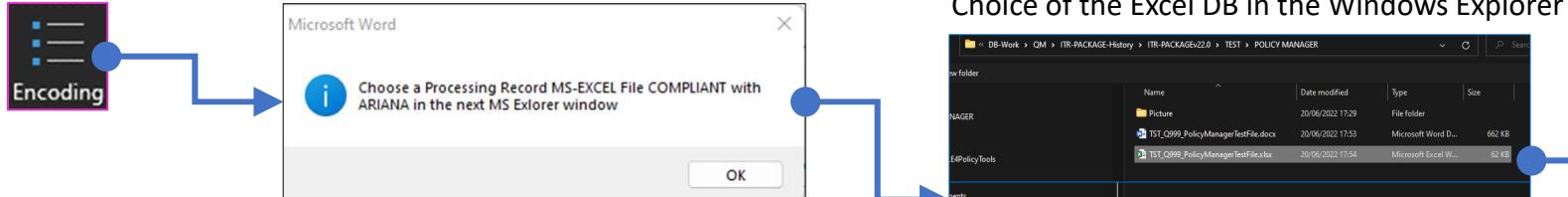
The list of available functions included in ARIANA-Doc Mgt Ribbon used in ARIANA GDPR Manager process.

Classification
INTERNAL

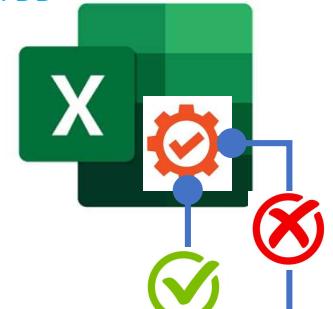
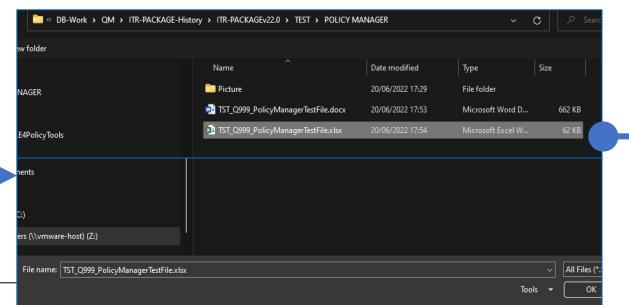
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Quick Internal Processing to control the compliance of the Excel DB



INSERTION FIELDS INTERFACE

Type of Fields

- Id
- Id old
- Acr.
- Id group** (highlighted with a pink dotted border)
- Group
- Gen.info
- Name of the processing
- Description
- Processing record owner
- Controller

Description of Fields

A unique identification of the processing in the processing record

Buttons: INSERT FIELDS, ENCODING-EXIT, CANCEL

Choose the type of information from the DB you want to export in Word.
For Each Field an indication of the Column [COLX] will be added to the Word Doc

EACH FIELD SHALL BE INCLUDED IN A TABLE

Click here to finalize the process of creation : the program will create the bookmark corresponding to the column.

Click here to insert in the Word Doc the FIELD selected.



Process canceled

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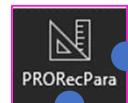
ENCODING the Word Document Model according to GDPR Processing Record File (or model)

Classification
INTERNAL

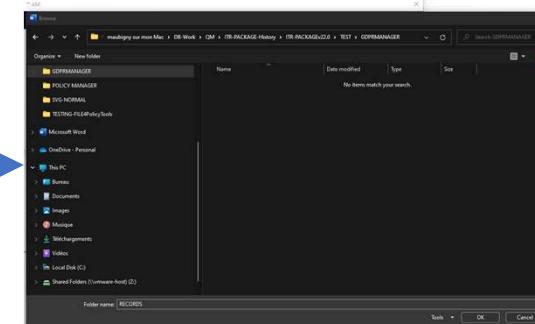
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State Final

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24/06/2022

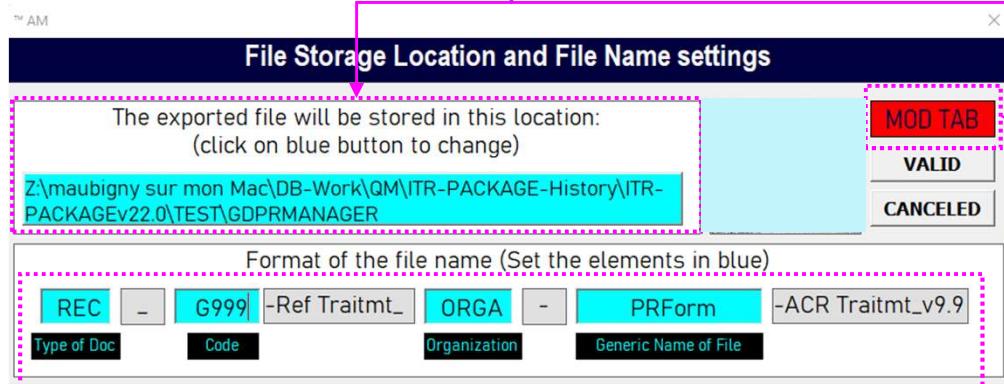
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If the Directory is invalid or for the first time



Choice of an existing directory in the Windows Explorer



[Click Here to change the File storage location](#)

[Click here include all information in case of change of parameter in the History Tab of the model](#)

[Enter the generic type code of the form; the generic name of the form, the generic code of the form, organization Name \(Acronyme\) in the Cyan Box](#)

Quality Management

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Distribution
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Notes

SET-UP of the export of Processing record item into a Word form

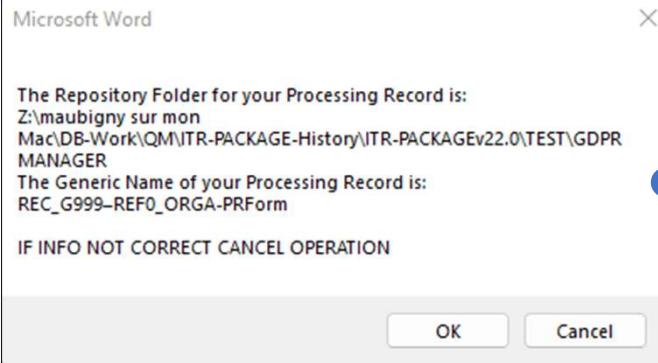
Classification
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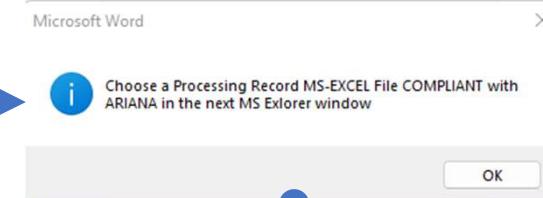
Date
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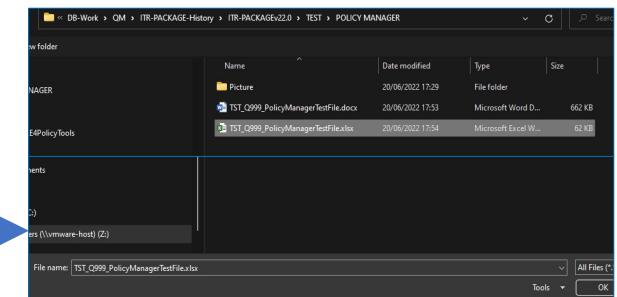
PREExportInDoc



Information Reminder



Choice of the Excel DB in the Windows Explorer



Migration Processing Record in Excel

Process ID	Description	Row
P1	HR#Management of Employee Record, Working Time, subcontracting parties	7
P2	ACC#Management of PayRoll, and General accounting	8
P3	IT#IT Management ,Mailbox and Telecommunication Systems management (video/audio)	9

Your choice

P1	HR#Management of Employee Record, Working Time, subcontracting parties
----	--

VALID OUR CHOICE **PROCEED** **DONE/EXIT**

Choose one or several processing records you want to export in the Word model

Valid your choice: the records are listed in the window above

Proceed: the program will create all the record form and reload the model at the end.
Note: You can also use a Record form to generate the other.

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Notes

ENCODING the Word Document Model according to GDPR Processing Record File (or model)

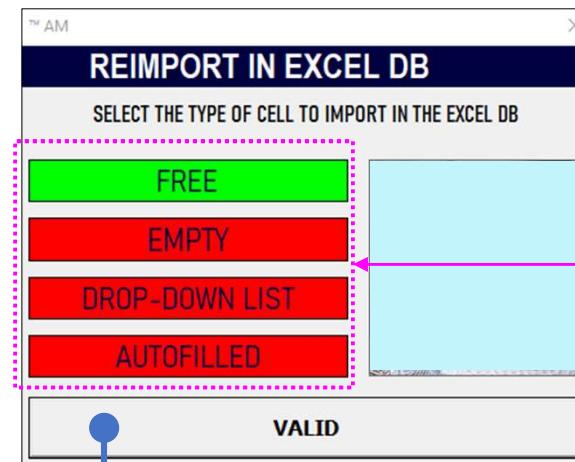
Classification
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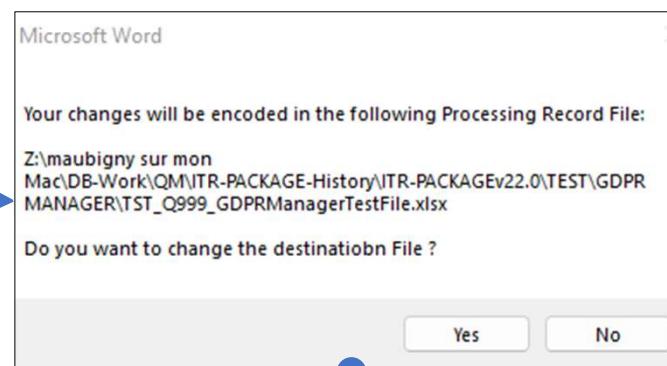
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 PREExportInDoc



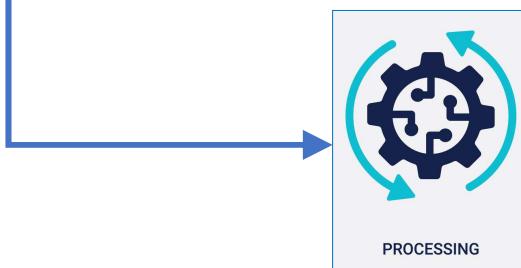
In this menu you can select which type of field you want to reimport in the GDPR Processing record (Excel File).

Note: The reimport of "Drop-down list" and "AutoFilled" fields could impact the feature of the processing record



Information Reminder

If you decide to change the destination file, ensure that the destination is compatible with the record otherwise the reimport will create error in GDPR Processing record



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Notes

REIMPORT the content of Word Form into the GDPR Processing record

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ARIANA Excel ToolBox

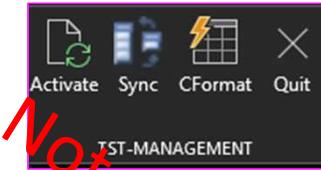
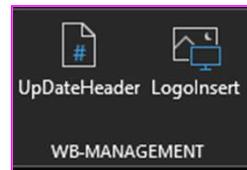
Tools to manage Excel Documents

ARIANA GDPR EXCEL MANAGER

The ARIANA GDPR EXCEL Manager aims to manage the Processing Record compliant to GDPR Regulation.

The model of Excel GDPR DB shall be based on ARIANA-ProcRec-EN for English Version and ARIANA-ProcRec-FR for French Version (located in ITR_MOD of ITR-PACKAGE).

ARIANA-Tools Menu



Management of Excel doc headers

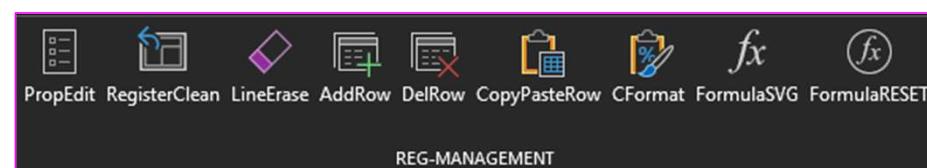
This set of buttons allows updating the header of Excel document (including the insertion and format of logo)

Migration of previous Processing Record

This set of buttons allows migrating data of previous Processing Record into the new format of Record

Management of timesheet

This set of buttons allows managing the timesheet in xlsx format (including the conditional formatting).



Smart Management of the Processing Record

This set of buttons allows editing properties of the Processing Record, cleaning or erasing data, adding, deleting and copying/pasting data, restoring Conditional formatting of the main tables, saving or resetting formula in the main tables.

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Notes
Menu of Excel Tools accessible via Ribbon ARIANA-T in Excel

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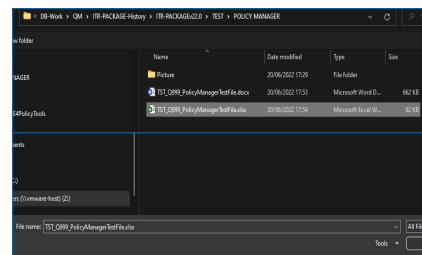
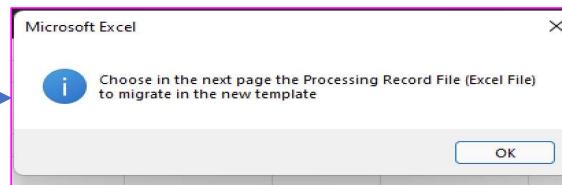
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Set Up Migration



The source file with the date of the migration is written here

Description	Value	Information on Processing Record Migration										
Source (automatically fulfilled)			Computing (do not be modified)			Target (to control)						
Heading_Source	Ref_Source	Col_Source	Heading_Match	Ref_Match	Heading_Solv	Heading_Target	Col_Target	Type_Target	Custom Heading			
Id	NA	[COL_1]	Id	N/A	Id	Id	A unique identification of the processing in the processing record	o				
Acr.	Ref2	[COL_2]	Acr.	N/A	Acr.	Acr.	An acronym (without spaces) for the treatment	o				
IDG	IDG	[COL_3]	No match	No match			Indetermined					
Group		[COL_4]	Group	N/A	Group	Group	The name of this group	o				
General Information		[COL_5]	No match	No match			Indetermined					
Name	a1	[COL_6]	No match	No match			Indetermined					
Description	a2	[COL_7]	Description	N/A	Description	Description	An understandable description of a few lines of the treatment (not a 2	o				
Responsibility Chain	a3	[COL_8]	Responsibility	N/A	Responsibility Chain	Responsibility Chain	i.e.	i.2				
Owner's role	a3.1	[COL_9]	No match	No match			Ind.	[COL_12]				
Data collected from PII principals b	a3.2	[COL_10]	No match	No match			Ind.	[COL_13]				
Role of organization	a3.3	[COL_11]	No match	No match			Ind.	[COL_14]				

Fields of the source file.

The Fields highlighted in green can be migrated without problem. The field in orange shall be paired with the current list of field or delete (delete the formula inside the cell)

Fields to check and encode

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Notes
Menu to migrate old processing record into new ITR template

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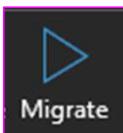
Set Up Migration: Update Fields

Target (to control)		
Col_Target	Type_Target	Custom Heading
A unique identification of the processing in the processing record	o	
An acronym (without spaces) for the treatment	o	
Indetermined	Indetermined	
The name of this group	o	
Indetermined	Indetermined	
Indetermined	Indetermined	
An understandable description of a few lines of the treatment (not i.a. 2	i.2	
o	i.2	
Indetermined	Indetermined	
Indetermined	Indetermined	
Indetermined	Indetermined	



You can update or customize the field of the processing record by encoding the new name in this column and by clicking on Update Button.
The program will update the heading of the Processing Record Sheet accordingly

Migration



As soon as you have checked all the fields of the previous processing record and you have paired with the current field or changed the field name, click on Migrate Button to export the previous content into the new Processing Record.

MIGRATION PROCESSING RECORDS IN EXCEL

Process ID	Name of the processing	Line of PR
P1	Management of Employee Record, Working Time, subcontracting parties	7
P2	Management of PayRoll, and General accounting	8
P3	IT Management ,Mailbox and Telecommunication Systems management (video/audio)	9
P4	Management of PII of researchers and clients during National and International events, and	10
P5	Microdata sets harmonization process management	11
P6	Management of web service LISSY and the LIS Virtual Desktop (LISVD)	12

Your choice

P1	Management of Employee Record, Working Time, subcontracting parties
P3	IT Management ,Mailbox and Telecommunication Systems management (video/audio)
P6	Management of web service LISSY and the LIS

Overwrite Option

- EMPTY
- Drop-Down
- AutoFilled

VALID OUR CHOICE PROCEED DONE/EXIT

- Choose one or several Processing in the list
- Valid your choice (the choice shall be display on the box below)
- Click on Overwrite Option button if you want to overwrite the automatic field of the model (at your own risk)
- Click on Proceed (or Exit to quit)
- Click on Exit to quit the migration menu

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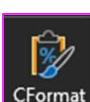
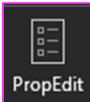
Notes
Menu to migrate old processing record into new ITR template

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This button allows to edit the custom properties of the Excel Workbook

This button allows to Reset the processing record

This button allows to delete the content of a row but without deleting formula and check list

This button allows adding a row (also on linked sheets)

This button allows deleting a row (also on linked sheets)

This button allows copying and pasting the content of a row from the same processing record but also from another processing record

This button allows resetting the formatting of the processing record (and linked sheets)

This button allows saving the formulas of essential sheets into the sheet methodology and migration

This button allows resetting the formulas of essential sheets with the backup included in Methodology and Migration sheet

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Notes
Button to edit the GDPR Processing Record

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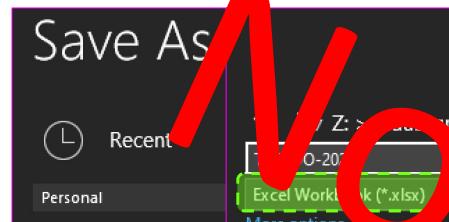
ARIANA

OTHER ARIANA EXCEL Tools

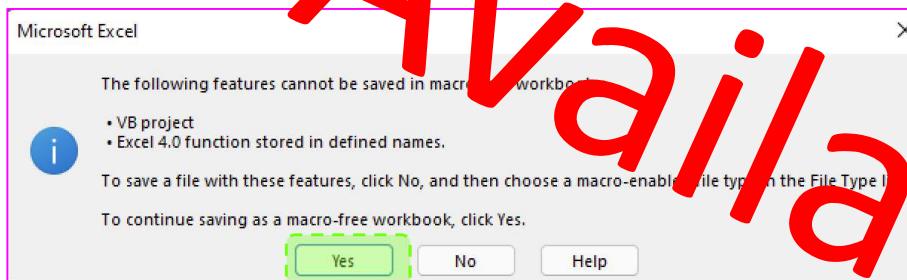
TimeSheet Management

MIGRATE YOUR VERSION INTO NEW FORMAT

- The tools available in ARIANA-T ribbon in Excel allow to store the Timesheet as Macro-Free file.
- Store the current version of your timesheet (xslm) in new version macro-free (xlsx).



- Confirm in the Microsoft Excel information pop-up menu your decision



SYNCHRONIZE YOUR VERSION

- The new TimeSheet shall be synchronized with the TST parameters. Click on the button "Sync". The Header of the table TimeSheet should be coloured in green.



A	B	C	D	E	F	G	H
1	ACF	Date	MM	Day	Type	Domain/Project	Cust/WP
2	MAU	3	1	Monday	GEN	Email	Email Treatment

The synchronization procedure must be repeated each time the TimeSheet is opened in order to take advantage of the tool's features.

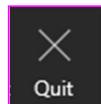
If the synchronization failed, you need to:

- Locate the file "[CNT_Q511_TimesheetParameter](#)" on your local drive (this file shall be synchronized regularly with the version of Nextcloud).
- Use the button "Activate" and follow the pop-up menu to select the Directory where this file is located.



OTHER FEATURES

- If the conditional formatting does not work properly, or if it is not applied correctly, use the button "CFormat" to reset the Conditional Formatting to the official version.
- Use the button "Quit" to close your Timesheet to close in the same time the parameter file.



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Menu to manage the ITR TimeSheet

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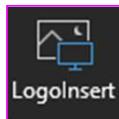
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ADDITIONAL FEATURES

TO ADD LOGO INTO EXCEL HEADER

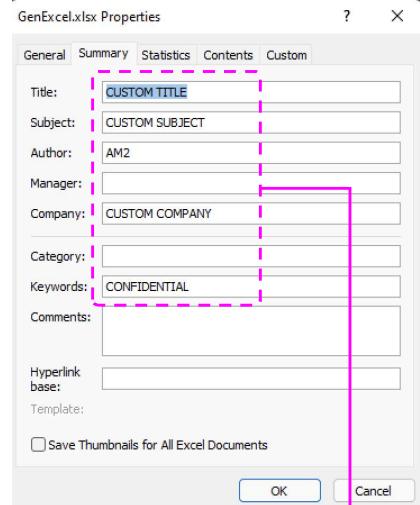
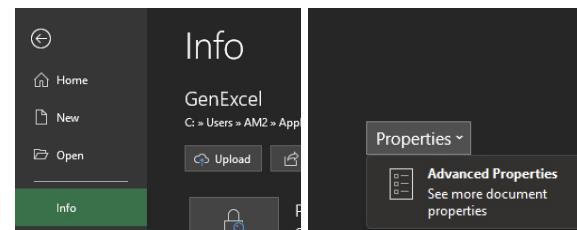
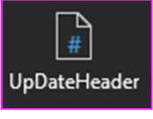
- Use the button “LogoInsert” to add in the left header part of every sheet of your Worbook a logo. Follow the pop-up menu. The logo will be size to fit to the header.



The logo can be set only if header have been already set. The logo will use the entire height of the header.

Updating the Header content

- Use the button “UpDateHeader” to update the header content according to the properties of the document accessible with Microsoft Excel Advanced Properties stored I not File-Info menu.



The process overwrite the existing Header (center and left square) for all sheets in the workbook



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ARIANA

ARIANA Utility Box

Tools to manage style and documents



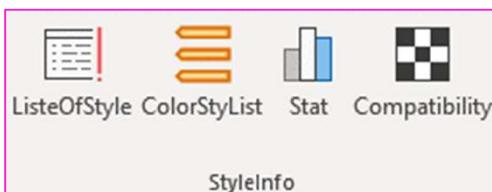
Encode and edit custom properties of the document

This set of button allows identifying key name as document's property and edit it.



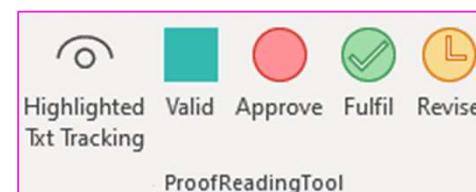
Style Manager

This set of button allows manging styles according to ITR stylesheet and performing some style adjustment in case of specific document design.



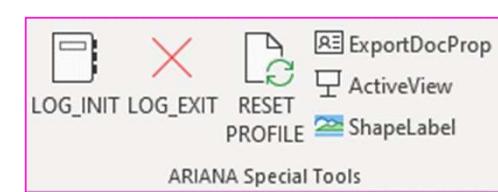
Style Info

This set of button allows writing or displaying info on styles and on compatibility status of a document regarding ARIANA-Audit tools



Homemade proofreading tool

This set of button allows tagging and displaying specific track changes marks in the document according to ITR convention.



Specific tools

This set of button allows enabling some specific tools for ARIANA.

Quality Management

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Tools Menu Sets

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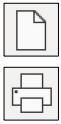
This document describes the different sets of buttons of the audit report menu

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Word Doc: This function allows creating a doc version without any comments and track changes (the older version is saved as backup)



Pdf Doc: This function allows creating a pdf version without any comments and track changes

Remove-Unused-Style: This function allows removing all custom style not used in a document



+ + **Migration Step1:** These functions allow migrating the old documents styles to the new ones (user shall fulfill an Excel sheet in CNT_Q501 between)



ISMS Style-Link : This function allows making similar the styles of the document with ITR ISMS style



StyleSheet-Link : This function allows making similar the styles of the document with ITR style (specific report ARIANA style included)



FreeReportStyle : This function allows removing ITR specific ARIANA style



Detection-NormalStyle: This function allows listing the Name of all style directly linked to style “Normal”



Reduction-Font: This function allows reducing or increasing the size of Font and paragraph space in existing paragraph in case of Normal Font Change (*BetaVersion*)



LineSpacing: This function allows reducing the line spacing according to the exact spacing stated in Body Of Text Paragraphs



ListOfStyle: This function allows listing in a table Custom or BuildIn styles used in the document



ColorStyleList: This function allows listing the styles directly linked to color palette (and relative linked styles)



Stat: This function creates a short summary of the compliance of the document with ITR Stylesheet and ITR-ISMS style



Compatibility: This function creates enable a compatibility window to check if the document properties allow using ARIANA Tool

Quality Management

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Notes

This document describes the commands used during the encoding of empty ARIANA audit report

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Highlighted Txt Tracking: This editor allows tracking highlighted expressions to complete, correct or validate them via a dedicated interface



Valid : This function allows highlighting expressions to show that they shall be validated



Approve: This function allows highlighting expressions to show that they shall be approved



Fulfil : This function allows highlighting expressions to show that they shall be completed



Revise : This function allows highlighting expressions to show that they shall be revised



LOG_INIT: This allows launching the logging function in ARIANA console and in ARIANA logfile (see CNT_Q501)



LOG_EXIT: This allows stopping logging



Reset Profile: This allows to reset the document variable (custom property) to CNT_Q501 by default and updating the document accordingly



ActiveView: This allows displaying the document content during ARIANA treatment (for debugging)



ExportDocProp: This allows either to list at the end of the document the custom properties of the doc or to store them in the CNT_Q501 default list.



Labelling Image: This function allows labelling the image included in the document (necessary to update automatically embodied Excel graph)

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Notes

This document describes the additional function of edition and style management included in ARIANA

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