Information Security Management System (ISMS)
Excel template (ITR-XlsTempl)

General information

Reference	01-7-C
Version	1.6
Status	Final
Owner	CISO
Application date	16/07/2019
Classification	Internal

Working group

Name(s)	Organization
C. Harpes	itrust consulting

Distribution list

Recipient	Date	Channel	
ISMS team members	16/07/2019	Intranet	

Approval

Name	Role	Responsability	Date	Signature
I. Senft	CISO	Content agreement	16/07/2019	See printed version managed by the CISO
C. Harpes	Managing Director	Applicability	16/07/2019	See printed version managed by the CISO

History

Version	Date	Author	Change management		
1.0	23/05/2018	C. Harpes	Document creation as extract form ITR-AssetInventory v2.9		
1.1	15/12/2018	C. Harpes	Rename tables styles without itrust and refer to theme colors		
1.2	23/01/2019	C. Harpes	Delete itrust table styles or rename to Table_* Add Pivot Table Style and changed Theme Review Header		
1.3	15/03/2019	I. Senft	New themes applied		
1.4	23/03/2019	C. Harpes	Corrected Table_B1 to align with Word, format Table examples, recolor Headings with Background2, corrected Table_4, add IsFilled Module	FALSE	TRUE
1.5	14/05/2019	C. Harpes			
1.6	16/07/2019	C. Harpes	Corrected spelling errors, added upper an lower border in Heading4, validation		

Tab name	Contents	Comments	Void
Hist	History of the document and doc properties		12
Structure	Explain all sheets	NA	12
Guide	Instruction for using this template	NA	22
Table examples	Illustration of all tables defind as tables styles	NA	2
Pivot table	Illustration of a preliminary pivot table		1

Process to adapt a document to this template

1	Open this template, save the current themes under the owner name (if not yet installed in Word): Entre Theme in QUERY, Select Theme > Save current theme give name and click OK.
2	Open document to change, in Home>Style>Merge Styles, select this template, and click OK.
3	Home>Style>Merge Styles, select the (saved) template, and click OK.
4	Go to template, right mouse on sheet Tables examples, Move or copy (select Copy), and copy to the document to change.
5	Go to Document, select appropriate Theme (or both Font theme and color theme)
6	Review all cells, and apply styles (Cell-Normal, Heading1, Heading2, ...)
7	Review all tables and select a table style (the nicest as giving "Tables examples"), adapt Banded row/column, first/last row/column according to your preference

Notes	This document is a macro enabled document for the definition of the variables IsFilled used to maintain manual coloring in case of "Conditional formating" changing the Filling. How to activate:

1. Activate macros;

2. Create:

Function IsFilled(MyCell As Range) As Boolean

  ' IsFilled = IIf(MyCell.Interior.ColorIndex = xlNone, False, True)

  IsFilled = (MyCell.Interior.ColorIndex <> xlNone)

End Function

3.Use in a cell to activate as done in the cell below:

Test: TRUE=	TRUE
FALSE=	FALSE

If not, make sure that formulas are recalculated regularly.

Style: Table_B1

Column1	Column2	Column3	Column4	Column5
Total				0

Style: Table_B2

Column1	Column2	Column3	Column4	Column5
Total				0

Style: Table_1

Column1	Column2	Column3	Column4	Column5
Total				0

Style: Table_2

Column1	Column2	Column3	Column4	Column5
Total				0

Style: Table_3

Column1	Column2	Column3	Column4	Column5
Total				0

Style: Table_4

Column1	Column2	Column3	Column4	Column5
Total				0

Style: Table_5

Column1	Column2	Column3	Column4	Column5
Total				0

Style: Table_6				
Column1	Column2	Column3	Column4	Column5
Total				0

Row Labels	Sum of rrrr	Count of Comments
aaa	**34**	**2**
Name2	12	1
NA	12	1
Name3	22	1
NA	22	1
bbb	**216**	**1**
Name4	2	1
NA	2	1
Name5	1	
(blank)	1	
Name6	1	
(blank)	1	
Name7	212	
(blank)	212	
This tab explains the content of all tabl in this workshe	**12**	
Name1	12	
(blank)	12	
Grand Total	262	3

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