metricstream

Arno Release | SPRING '21

IT and Cyber Risk

User Guide

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Printed in the U.S.A.

Contents

Overview

IT and Cyber Risk (ICR) gives you a simple overview of the quantifiable risk assessments, how to assess IT risks against threats, vulnerabilities, and how to specify the scope of the assessment. You can also set up the risk assessment which occurs at specific schedule.

Managing Quantitative Assessment Setup

Use the **Setup** page (Quantitative Assessment) to perform various quantitative assessment functions related to IT and Cyber Risk management.

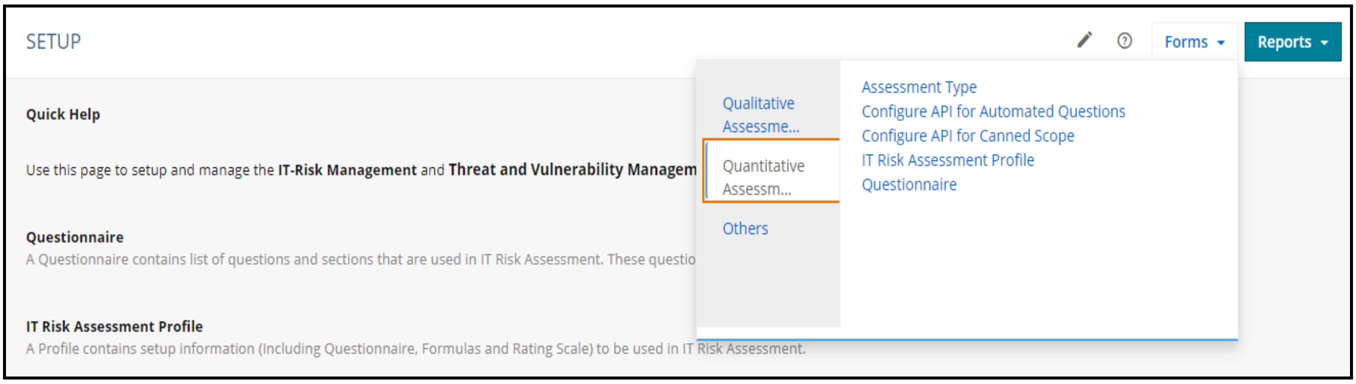


Figure 1 Setup Page - Quantitative Assessment

Forms

Use the links within the **Forms** drop-down list, as displayed in the following figure, to access various forms that help in the setting up the IT Risk quantitative assessments.

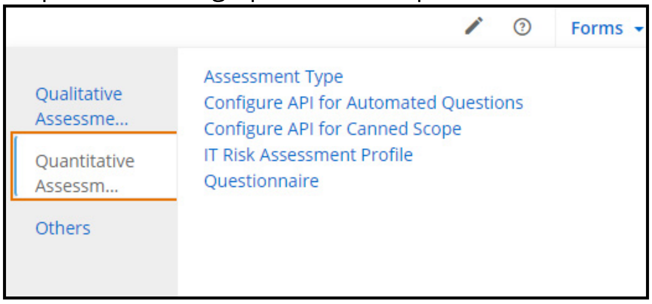


Figure 2 Forms of Quantitative Assessment Setup Page

You can access the following forms:

- Questionnaire
- IT Risk Assessment Profile
- Assessment Type
- Configure API for Automated Questions
- Configure API for Canned Scope

Questionnaire

The **Questionnaire** form allows you to create a questionnaire.

To apply IT-Risk related information, you can add the **IT Risk** option in the **Questionnaire** form. Do the following:

1. From the **Setup** infocenter, under **Forms**, click **Quantitative Assessment,** and then click **Questionnaire**. The **Questionnaire** form opens
2. In the **General** section, in the **Applies To** field, click the icon to select **IT Risk**. Only the questionnaire which are created with **Applies To** as **IT Risk** are applicable for IT Risk assessment.

Note: The following fields are not applicable to IT Risk questionnaire:

- All fields from the **Scoring Details** and **Related To** sections.
- The **Section Weighting** field in the **Question** section when you add a section.
- The **Hide Comments** check box and **Related to** subsection fields when you add a question.
- The options of the **Response Type** field, such as check box, radio button, tabular response.

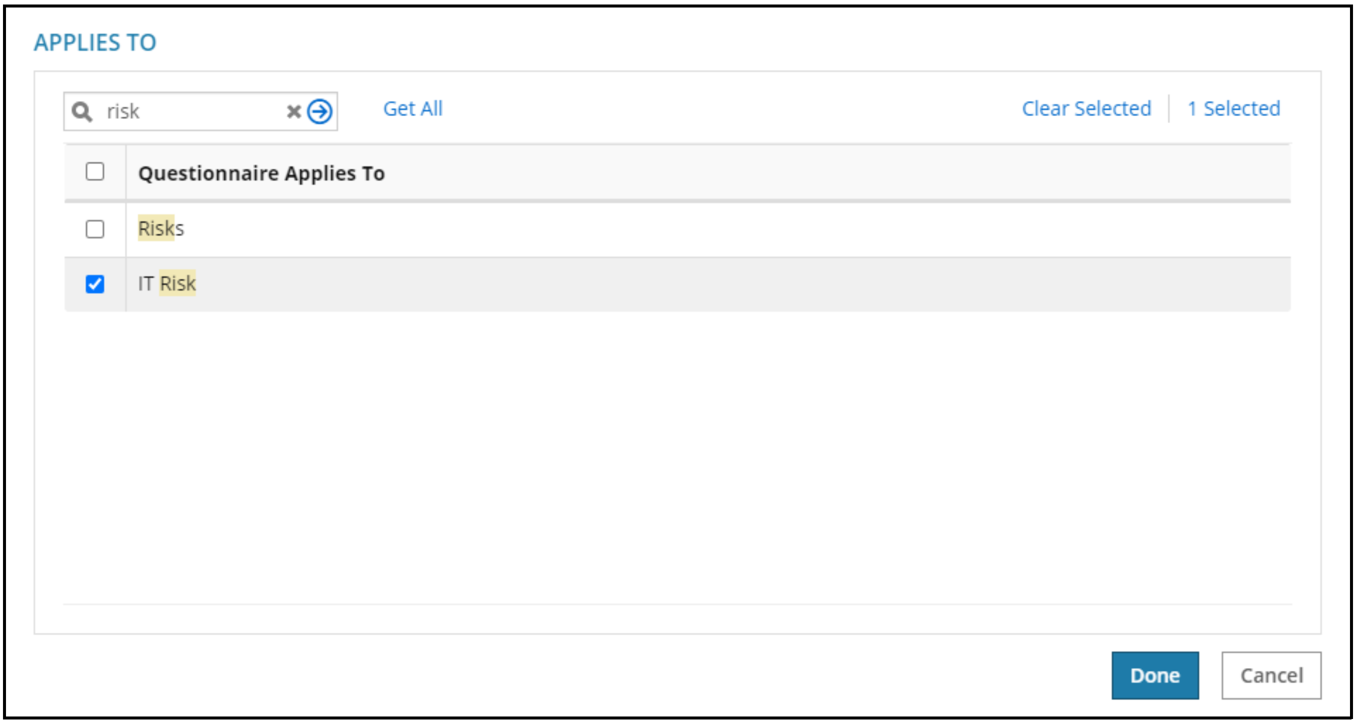


Figure 3 Questionnaire Form - Applies To window

Note: For more details, refer to the MetricStream Arno Release Spring ‘21 - Surveys - User Guide.

IT Risk Assessment Profile

The **IT Risk Assessment Profile** form allows you to create an IT Risk assessment profile. This form determines the Questionnaire to be used, and configures the level of automation in assessment response. It also configures the summary formulas and the associated risk ratings.

The **IT Risk Assessment Profile** form comprises the following sections:

HEADER	Displays the action buttons to take action on the form.
GENERAL	Helps you to configure questionnaire and the status.
CONFIGURE QUESTIONS	Helps you to configure the questions.
FORMULA	Helps you to define the formula.

To setup the details related to IT Risk assessment profile:

1. From the **Setup** infocenter, under **Forms**, click **Quantitative Assessment,** and then click **IT Risk Assessment Profile**.
   The **IT Risk Assessment Profile** form opens.
2. In the **General** section, provide the required information in the columns as described in the following table.

Column	Description
Name	Specify the name of the profile. You can create multiple profiles.
Questionnaire	Select the questionnaire which you submitted as IT-Risk assessment type in **Applies To** field, in the **Questionnaire** form.
Version	Specify the version. It is a read only field which gets populated once the questionnaire is selected.
Status	Specify the status of the profile: • **Active** • **Inactive** By default, the status is Active. The inactive profiles cannot be used in the assessment.

Figure 4 General section

3. In the **Configure Questions** section, you can view the questions that are part of the selected questionnaire. Once you select the questionnaire in the **General** section, the questions automatically gets populated in the

Configure Questions section. If questionnaire has multiple questions, all those questions appear automatically in this section.

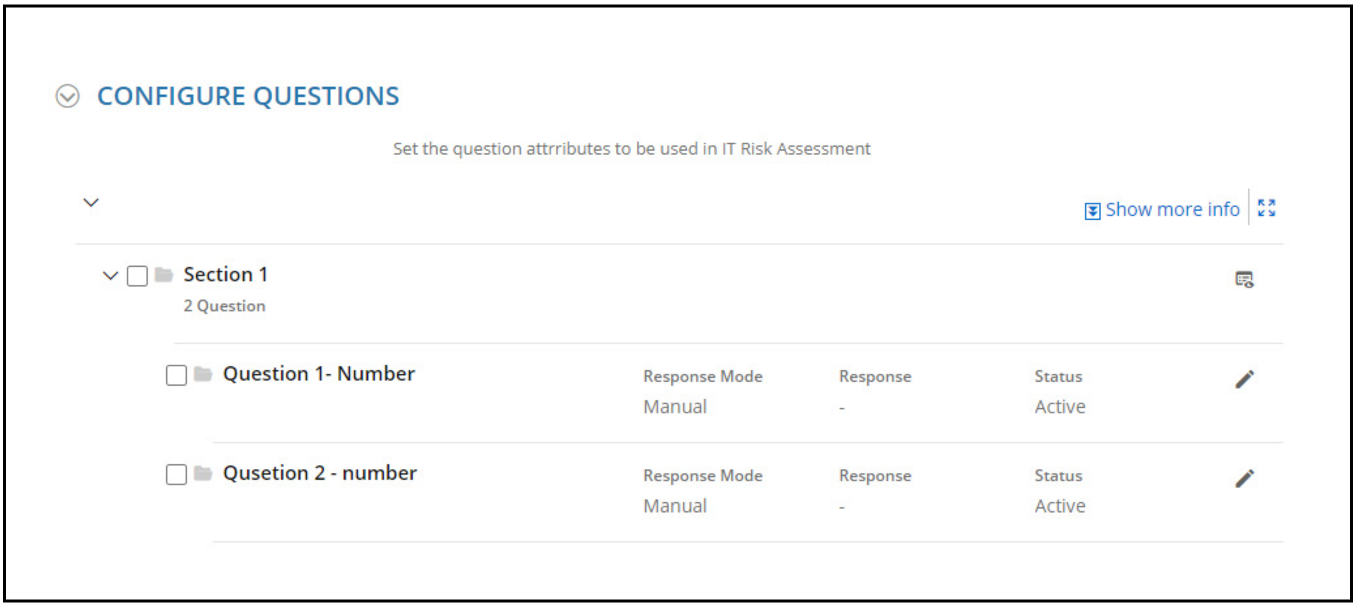


Figure 5 Configure Questions section

a. Click the Edit icon to edit the question attributes to be used in IT Risk Assessment.
The **Question** window appears.

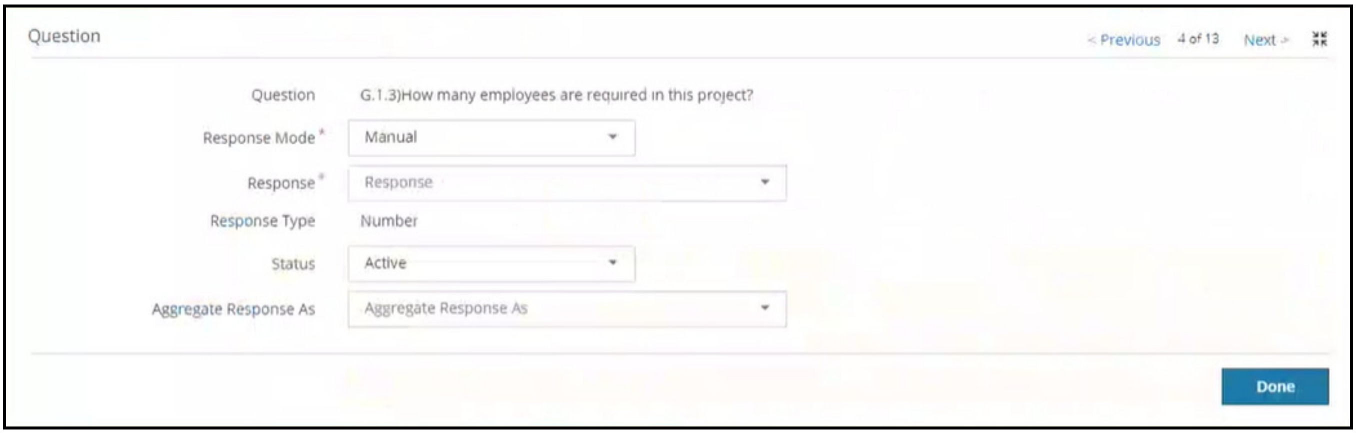


Figure 6 Question Window

b. Provide the required information in the columns as described in the following table.

Column	Description
Question	Displays the question. This field is read-only.
Response Mode	Select the way you will make the response in the assessment form: • **Manual -** Response is given manually. • **Automated -** Response is given automatically.

<table>
<tr><th>Column</th><th>Description</th></tr>
<tr><td>Response</td><td>Select whether you want to make the response mandatory or optional:
Mandatory - You must provide the response in the assessment form.
Optional - you will be able to submit the assessment form without providing the response.</td></tr>
<tr><td>Response Type</td><td>Displays the type of response, such as Number or Amount. This field is read-only.</td></tr>
<tr><td>Status</td><td>Displays the status of the question. By default, it is Active.</td></tr>
<tr><td>Aggregate Response As</td><td>Allows you to define how the overall response can be calculated from the individual responses provided in the assessment form. Select the required option:
Average - Fills the Overall Response column in the assessment form as the average response which is entered in the Add Individual Response field.
Max - Fills the Overall Response column in the assessment form as the maximum response which is entered in the Add Individual Response field.
Min - Fills the Overall Response column in the assessment form as the minimum response which is entered in the Add Individual Response field.
Sum - Fills the Overall Response column in the assessment form as the sum of responses which is entered in the Add Individual Response field.
Note: This field is displayed only when the Response Type of question is either Amount or Number.</td></tr>
</table>

4. In the **Formula** section, define the formulas and enable the Rating Scale to be used in IT Risk Assessment. You can add multiple formulas in this section. Also, multiple Expressions can be attached to the formula and these expressions are delimited from each other using '|||' symbol.

a. Click **Add** and then click **Add Formula** to add formulas.

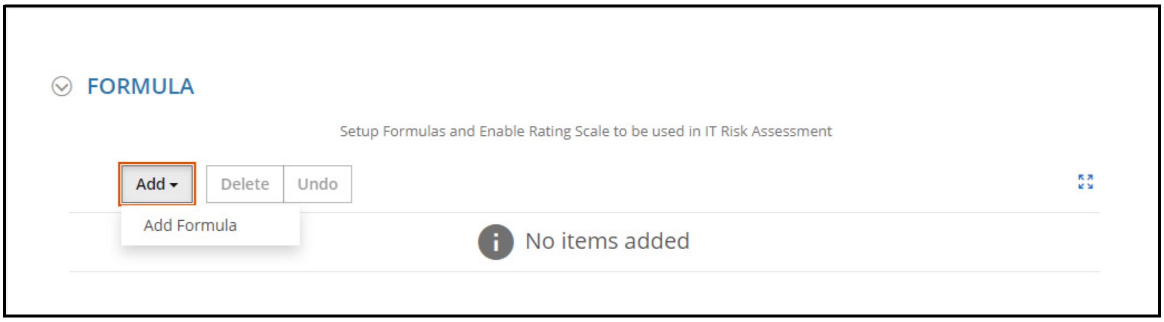


Figure 7 Formula Section

The **Formula** window appears.

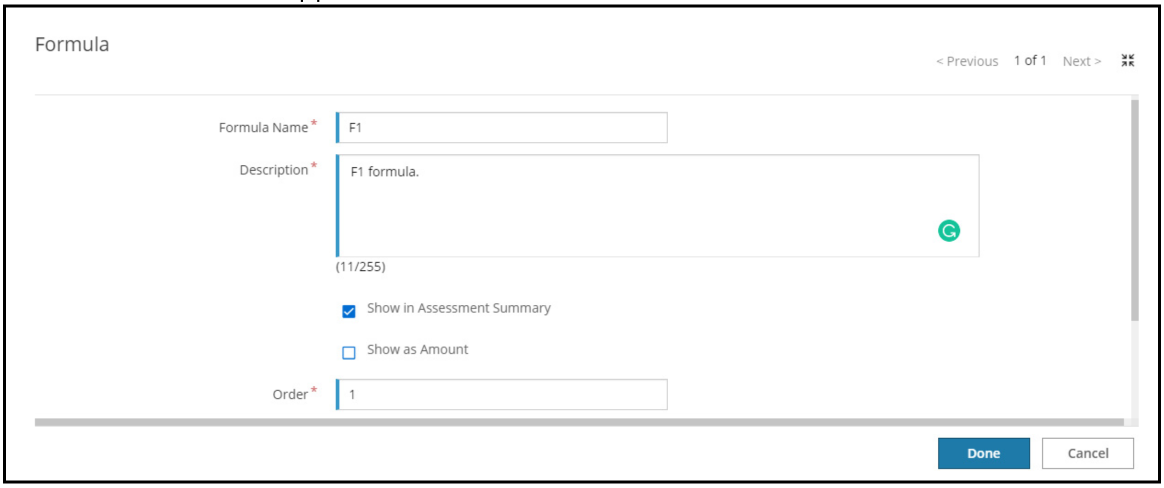
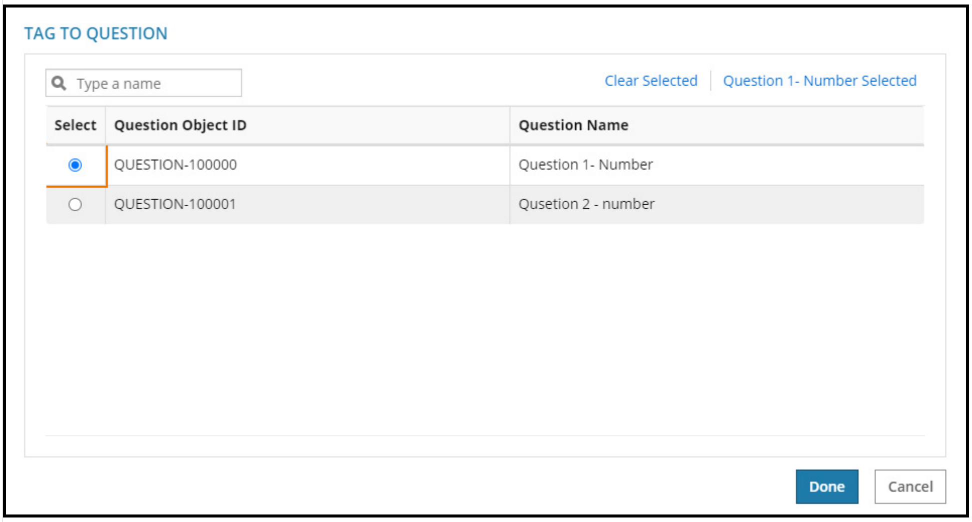


Figure 8 Formula Window

b. Provide the required information in the columns as described in the following table.

Column	Description
Formula Name	Specify a unique name for the formula.
Description	Specify the description for the formula.
Show in Assessment Summary	Select this check-box to display the formula in the Assessment Summary form.
Show as Amount	Select this check-box to append the currency name with the numeric value.
Order	Specify an order of display for this formula. This field appears once you select the **Show in Assessment Summary** check-box.

Column	Description
Tag to Question	Link the formula result to another question. This formula derives the values either from the linked question directly or from the expression. 
Formula Group	Define a formula header. This is a free text field which is used as a header in the assessment form, under which the formula is displayed.

c. In the **Formula** window, click **Expression Wizard**.
   The **Expression Wizard** window appears.

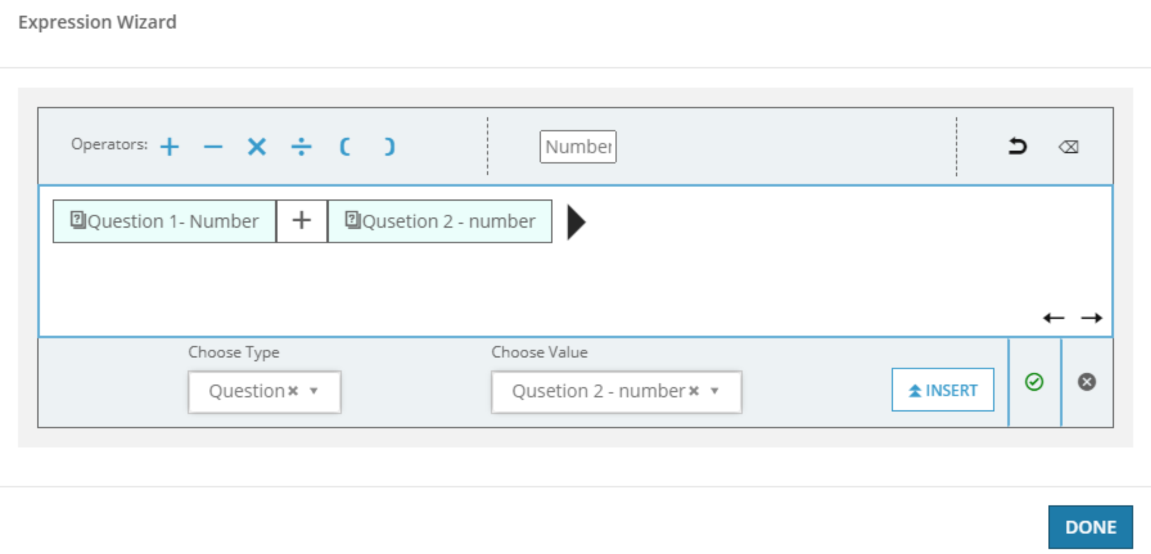


Figure 9 Expression Wizard

Specify the formula in the **Expression Wizard.** Standard BODMAS rule applies for calculation.

d. In the formula, click the Plus icon, and then click **Add Rating Scale**.

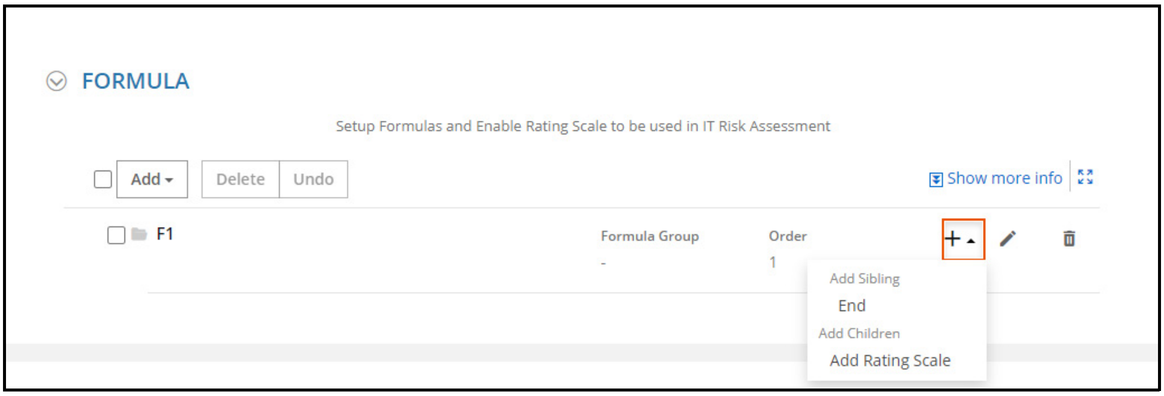


Figure 10 Formula - Add Rating Scale

A **Rating Scale** window appears.

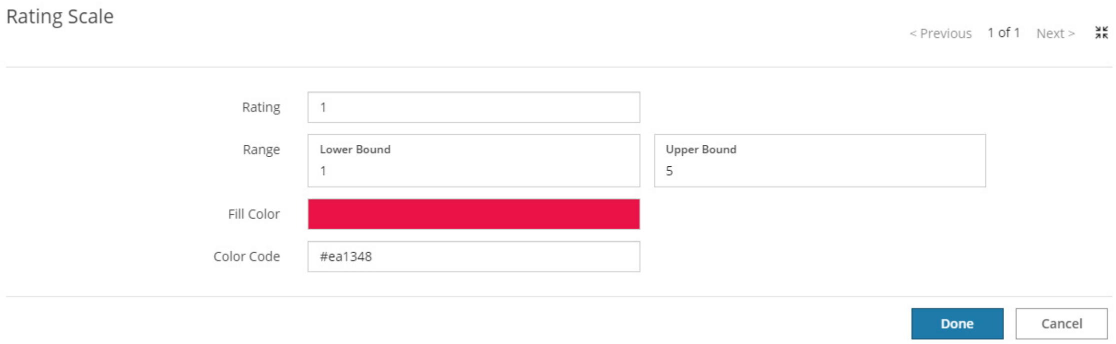


Figure 11 Rating Scale Window

e. Provide the required information in the columns as described in the following table.

Column	Description
Rating	Specify the rating scale for each formula.
Range	Specify the range of the rating scale: • **Lower Bound** - Specify the lower limit of the range. • **Upper Bound** - Specify the upper limit of the range. The lower and upper limit is provided to identify the applicable rating value. The input for this column is Amount in case of Quantitative rating and Score for a Qualitative rating.
Fill Color	Specify the color for the rating using color selection widget.
Color Code	Once you select the color, this field automatically gets populated with the color code.

Assessment Type

The **Assessment Type** form allows you to create an assessment type which defines the objects that take part in the scope of the IT Risk assessment. Currently, 18 assessment types are supported. By default, there are six assessment types, as follows:

- Org-Risk-AssetClass-Threat-Vulnerability
- Org-Risk-Asset-Threat-Vulnerability
- Org-Risk-Process-Threat-Vulnerability
- Risk-AssetClass-Threat-Vulnerability
- Risk-Asset-Threat-Vulnerability
- Risk-Process-Threat-Vulnerability

The **Assessment Type** form comprises the following sections:

HEADER	Displays the action buttons to take action on the form.
SETUP ASSESSMENT TYPE	Helps you to configure an assessment type.

To setup the details related to assessment type form:

1. From the **Setup** infocenter, under **Forms**, click **Quantitative Assessment,** and then click **Assessment Type**. The **Assessment Type** form opens.
2. In the **Setup Assessment Type** section, setup the valid combinations of items that you are going to assess. The order is maintained as you provide them in the assessment form. For example, for Risk-Asset-Threat assessment type, it determines what you are assessing for this threat, and what is the risk for that asset.

a. Click **Add,** and then click **Add Assessment Type** to create an assessment type.

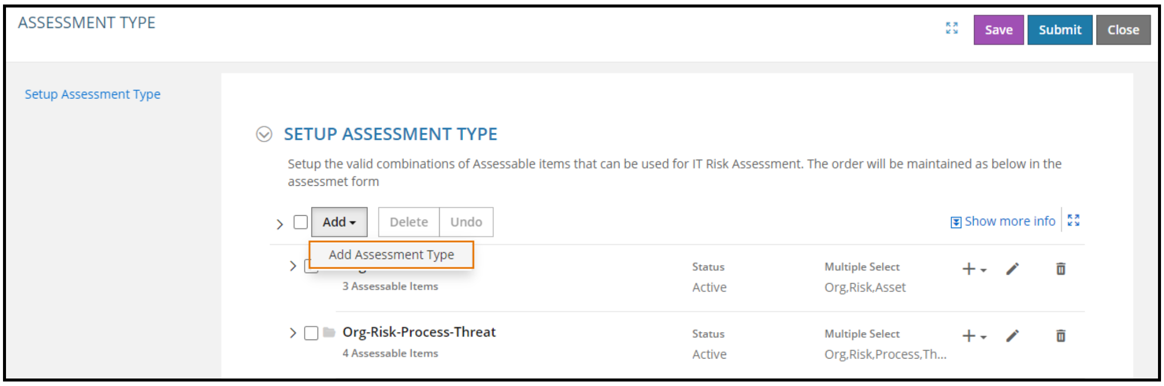


Figure 12 Setup Assessment Type Section

The **Assessment Type** window appears.

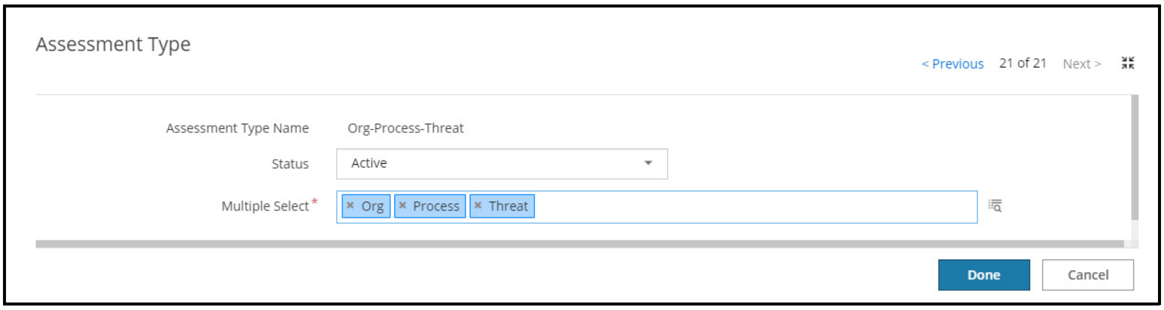
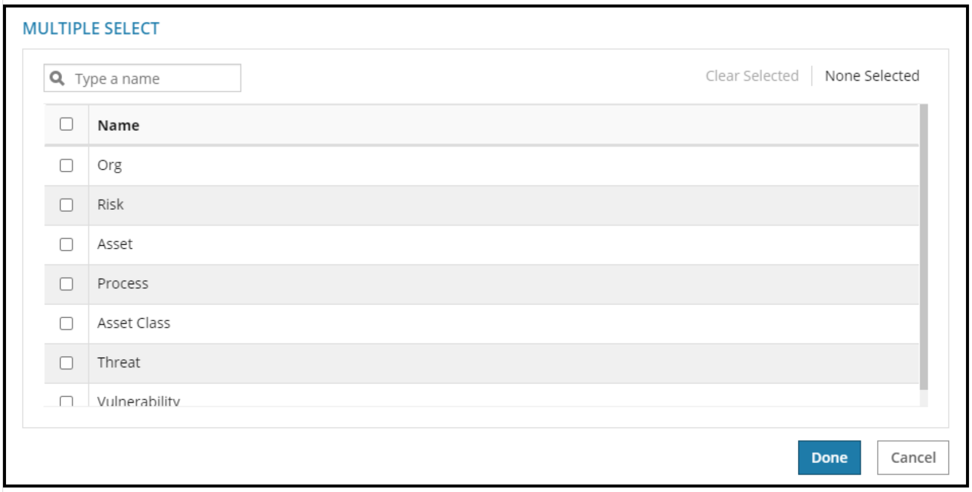


Figure 13 Assessment Type Window

b. Provide the required information in the columns as described in the following table.

Column	Description
Assessment Type Name	Displays the assessment type name based on what you provide as the valid combinations of assessable items in the Multiple Select field. This field is non-editable.
Status	Specify the status of the assessment type: • **Active** • **Inactive** By default, the status is Active.

Column	Description
Multiple Select	Click the icon to select the valid combinations of assessable items. 

Configure API for Automated Questions

The **Configure API for Automated Questions** form allows you to configure API that can be used to automatically compute the response to the questions. The API association is not mandatory for each question. Only the questions which are supposed to be responded automatically need to be associated with an API.

This is a one-time configuration process for a questionnaire, and it does not allow you to configure it again. You can access the form using the API Setups report. If you try to configure it again, the system displays the following alert message:

API setup for this Questionnaire already exists. Please review/edit the setup details from the API setup report.

The **Configure API for Automated Questions** form comprises the following sections:

HEADER	Displays the action buttons to take action on the form.
GENERAL	Helps you to configure API to compute automatic responses.

To configure API for scope selection:

1. From the **Setup** infocenter, under **Forms**, click **Quantitative Assessment,** and then click **Configure API for Automated Questions**.
   The **Configure API for Automated Questions** form opens.
2. In the **General** section, do the following:
   a. In the **Questionnaire** field, click the icon to select the questionnaire.

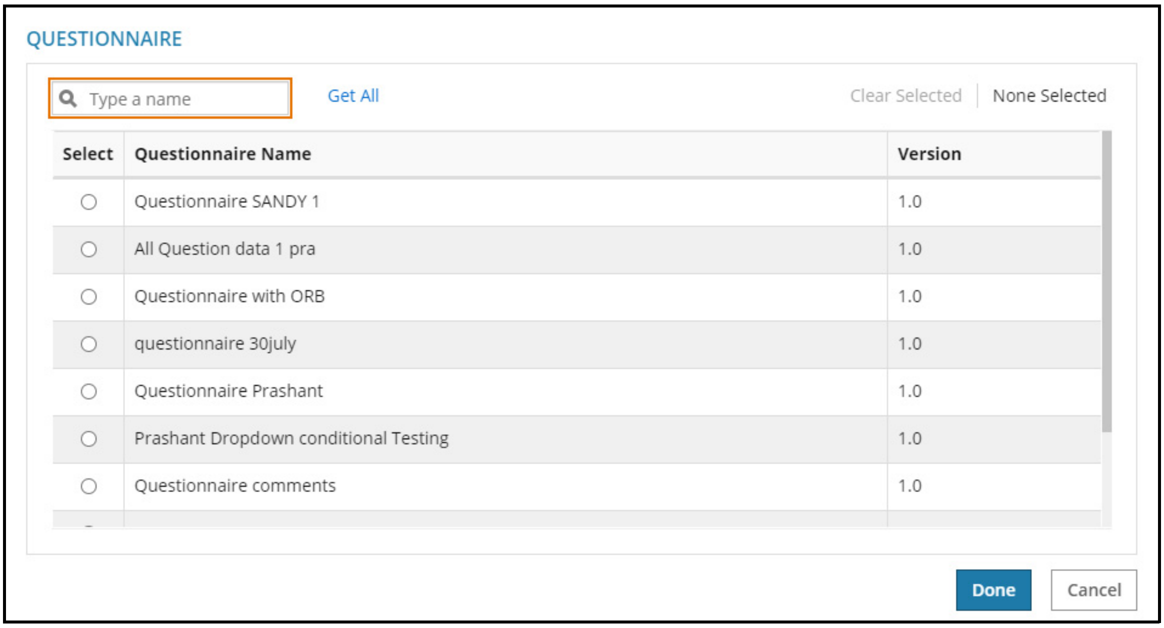


Figure 14 General - Questionnaire

b. Click **Add**. A blank record is added in the table. Specify the details.

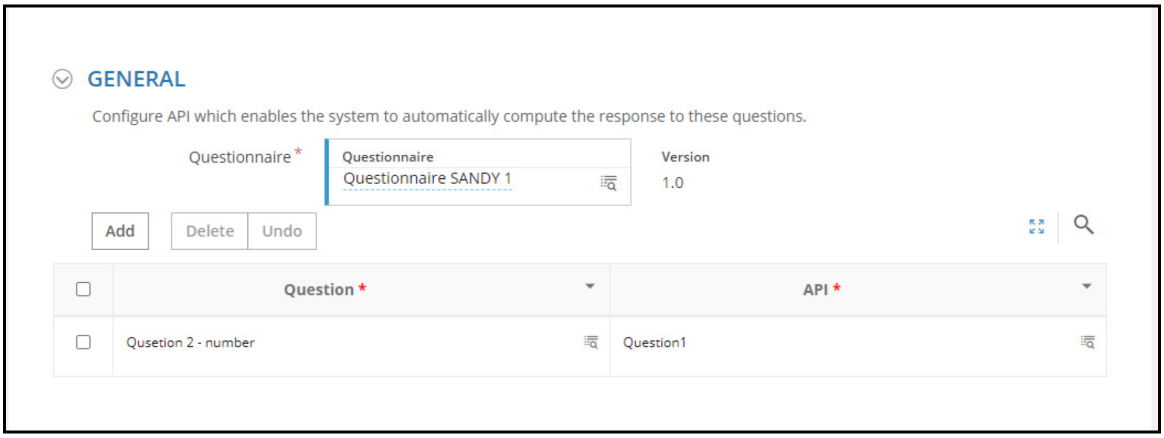
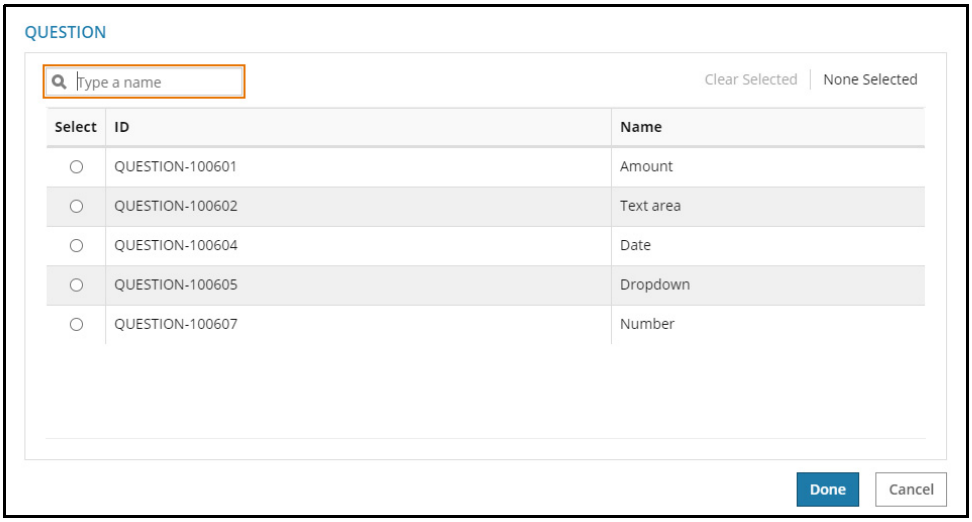
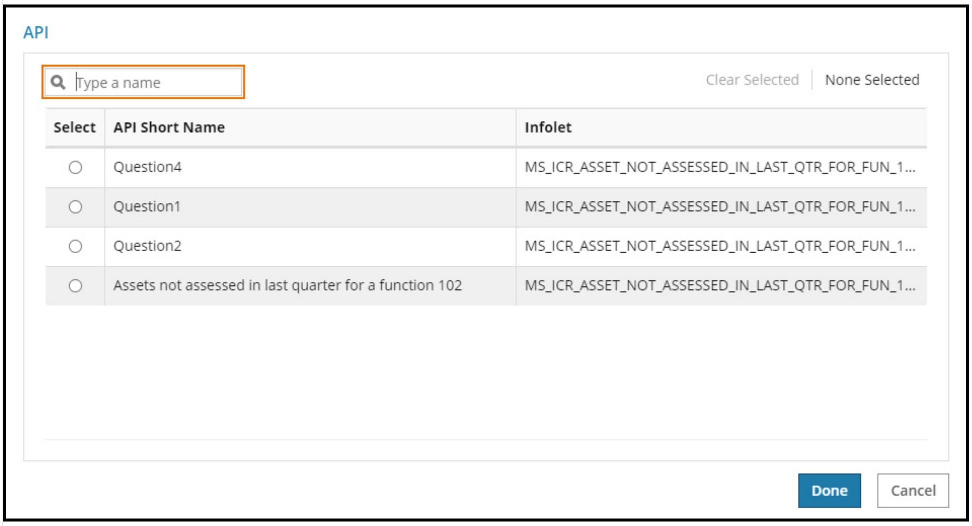


Figure 15 General - Add

c. Provide the required information in the columns as described in the following table.

Column	Description
Question	Click the Edit icon to specify the question name for the API. 

Column	Description
API	Click the icon to select the API. This is a list field which displays all the unique API for questions available in the system.



Configure API for Canned Scope

The **Configure API for Canned Scope** form allows you to configure API that can be used for canned scope selection. This is a one-time configuration process, and it does not allow you to configure it again. You can access the form using the API Setups report. If you try to configure it again, the system displays the following alert message:

API setup for scope already exists. Please review/edit the setup details from the API setup report.

The **Configure API for Canned Scope** form comprises the following sections:

HEADER	Displays the action buttons to take action on the form.
GENERAL	Helps you to configure API for scope selection.

To configure API for scope selection:

1. From the **Setup** infocenter, under **Forms**, click **Quantitative Assessment,** and then click **Configure API for Canned Scope**.
   The **Configure API for Canned Scope** form opens.
2. In the **General** section, do the following:
   a. Click **Add**. A blank record is added in the table with **Active** status.

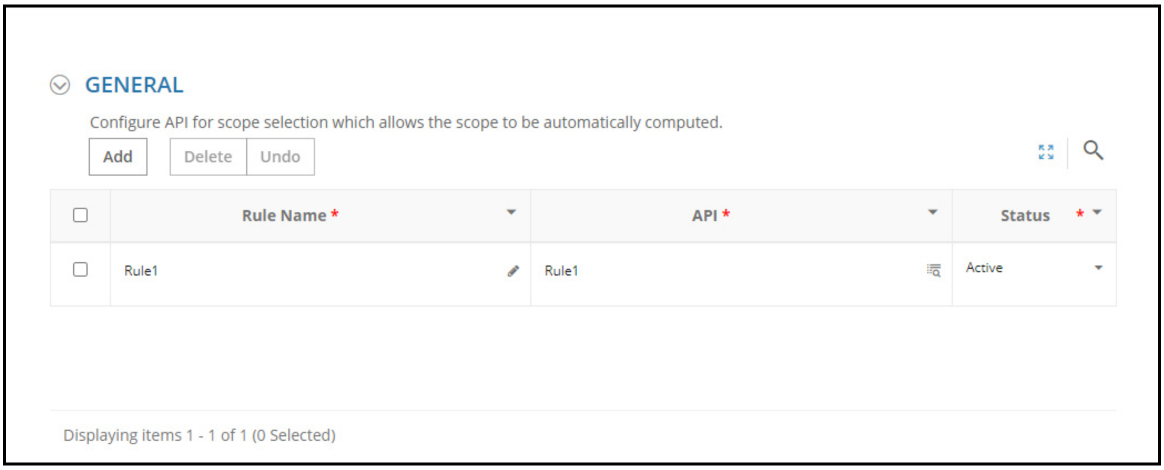
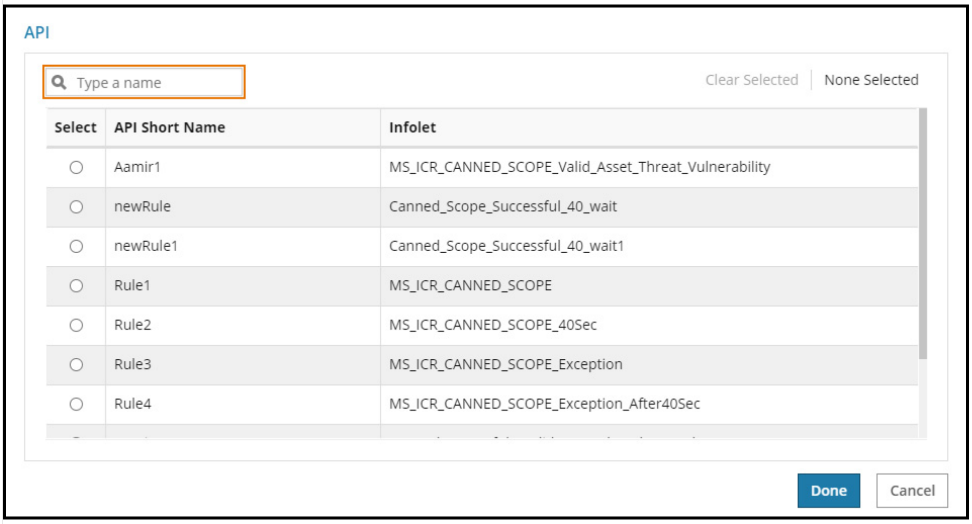


Figure 16 General - Add Button

   b. Provide the required information in the columns as described in the following table.

Column	Description
Rule Name	Click the Edit icon to specify the rule name for the API.

Column	Description
API	Click the icon to select the API. This is a list field which displays all the unique API for scope type available in the system. 
Status	Select the status of an API: • **Active** • **Inactive** By default, the status is Active. If an API is inactive, it is not available for selection in the scope section of the schedule form.

Managing IT Risk Assessments

This chapter provides information on how to create, assess, and approve risk assessment schedule, and provide the scope of the assessment.

Sections:

- Capturing IT Risk Assessment Schedule Details
- Assessing IT Risk Assessment Details
- Approving Risk Assessments Details

Capturing IT Risk Assessment Schedule Details

The **IT Risk Assessment Schedule** form allows you to setup the risk assessment to occur at specific frequency. You can also provide the scope of the assessment.

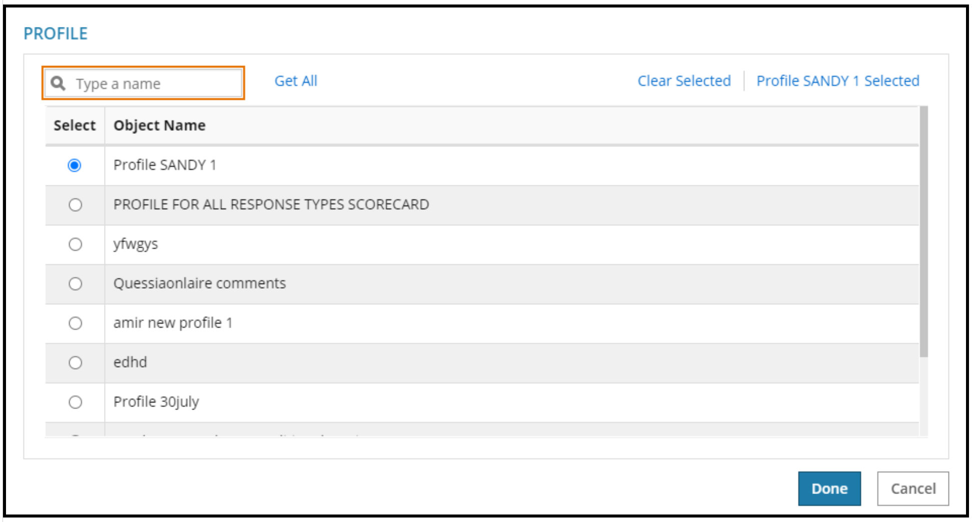
The **IT Risk Assessment** form comprises the following sections:

HEADER	Displays the name, status, and the action buttons to take action on the form.
GENERAL	Helps you to configure the risk.
SCHEDULING	Helps you to specify the frequency at which the risk assessment is triggered.
SCOPE & ASSIGNMENT	Helps you to specify the scope of the assessments.

To setup the details related to IT Risk assessment:

1. Navigate to **Quantitative Assessments.**
2. In **Forms**, click **Create,** and then click **IT Risk Assessment Schedule.**

   The **IT Risk Assessment Schedule** page opens.
3. In the **General** section, provide the required information in the columns as described in the following table.

Column	Description
Name	Specify the name of the IT risk assessment.
Purpose	Specify the purpose of the IT risk assessment.
Profile	Click the icon to select the profile. 
Currency	Select the currency of the assessment.
Effective From	Select the date from which the IT assessment will be effective. By default, current date is selected.

Column	Description
Status	Depending on the status of the assessment form, this field displays status. This is a read-only field. The following are the various status for IT Risk Assessment form: • **New** - When a new schedule is created. • **Pending Approval** - When the schedule is pending for approval with the schedule approver. • **Pending Clarification** - When the schedule is pending for clarification with the schedule creator. • **Active** - When a schedule is published. • **Canceled** - When a schedule is canceled.

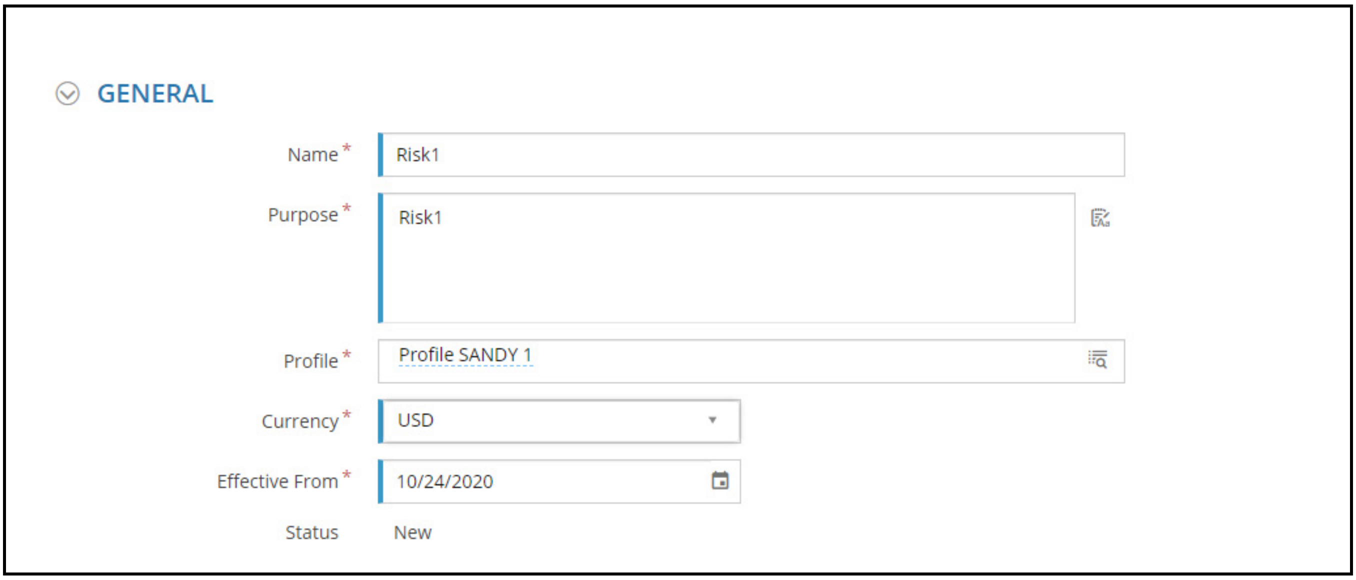
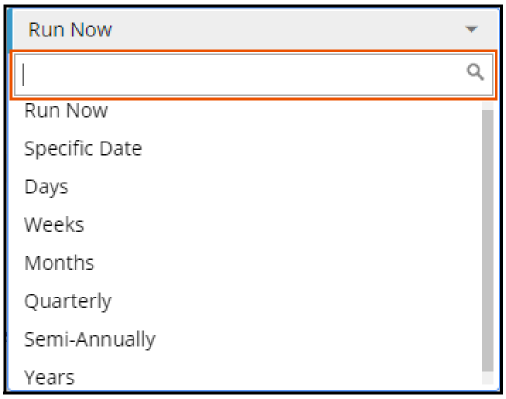


Figure 17 General Section

4. In the **Scheduling** section, you can select the frequency at which the risk assessment is to be triggered.

Column	Description
Frequency	Select the frequency at which you want to trigger the risk assessment: • **Run Now** - The schedule runs immediately. • **Specific Date** - The schedule runs at the specific date. • **Days** - The schedule runs at the specified day. • **Weeks** - The schedule runs at the specified week. • **Months** - The schedule runs at the specified months • **Quarterly** - The schedule runs within a quarter. • **Semi-Annually** - The schedule runs semi-annually. • **Years** - The schedule runs at the specified year. By default, **Run Now** is selected. 
Recur Every (In X)	Specify the number for days, weeks, months, or for years, at which you want to trigger the assessment. This is a numeric field. This field is displayed only when you select the following frequencies: • **Days** • **Weeks** • **Months** • **Years** For example, if you select **Weeks** in the **Frequency** field, and 2 in the **Recur Every (In X)** field, in this case the assessment triggers to the assessor in every two weeks.
Start Date	Specify the start date. You cannot select a past date. You can either pick the current date or any future date. This field is not applicable for **Run Now**.

Column	Description
Due After (# of Days)	Specify the number in days. The number entered in this field determines the total number of days needed to complete a task. This is a numeric field. This field is displayed only when you select the following frequencies: • **Days** • **Weeks** • **Months** • **Quarterly** • **Semi-Annually** • **Years** For Example, if the assessment task is triggered on the 10th of the month, and the **Due After (# of Days)** is selected as 15, the task will be due on the 25th of that month.
Due Date	Specify the due date. This field is displayed only when you select the following frequencies: • **Run Now** • **Specific Date** The **Due Date** must be greater than the **Start Date**.
Next Scheduled Date	Displays the date on which assessment gets triggered next. This is a read-only field. This field is applicable only for recurring tasks, such as Weeks, Months, and so on. Based on the Frequency and the Start Date selected, this field calculates and displays the date when the next task will be triggered.
End Date	Specify the date. The **End Date** determines the day after which no tasks will be triggered by the schedule form. This is not applicable for **Run Now** and **Specific Date**.

5. In the **Scope & Assignment** section, you can select the assessment type and scope type.

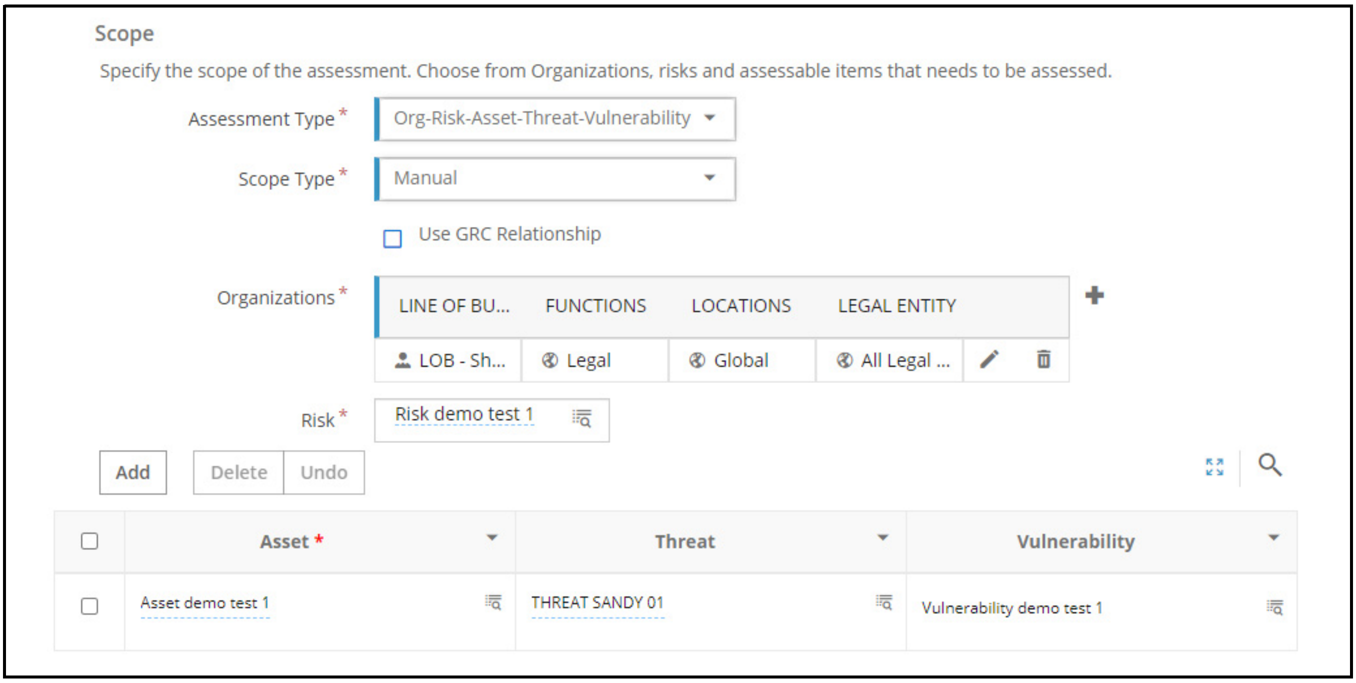


Figure 18 Scope & Assignment Section

6. In the **Assessment Type** field, select the assessment type. It is defined in the **Assessment Type** setup form.

7. In the **Scope Type** field, select the type of scope. Following are the types of scope:

- Manual Scope Type
- Build Rule Scope Type
- Canned Rule Scope Type

The **Dynamic Scope** check box is displayed when you select scope type as Build Rule or Canned Rule. This check box is not applicable for Manual scope type. When you select this check box, and trigger an assessment, the latest scope information is fetched at the time of triggering of an assessment. For example, if the **Frequency** is set to **Months**, then at the time of the assessment generation to the assessor, the latest scope is fetched based on the rule. This check box is not available for **Run Now** frequency.

Manual Scope Type

When you select the scope type as Manual, you need to choose the scope of the assessment manually by selecting the scope components from a list of values.

For Manual scope type, scope can be based on GRC Relation. By default, **Use GRC Relationship** check box is not selected.

When scope is not based on GRC Relation:

a. Clear the **Use GRC Relationship** check box.

b. In the **Organizations** field, specify the organization you want. You can add, edit, or delete organization using the Organization widget.

Note: You must not choose **ALL** in any of the organization dimensions. It displays an alert message when you select ALL.

c. In the **Risk** field, click the icon to select the risk.

Note: The Risk window appears. The risk may or may not be related to organization.

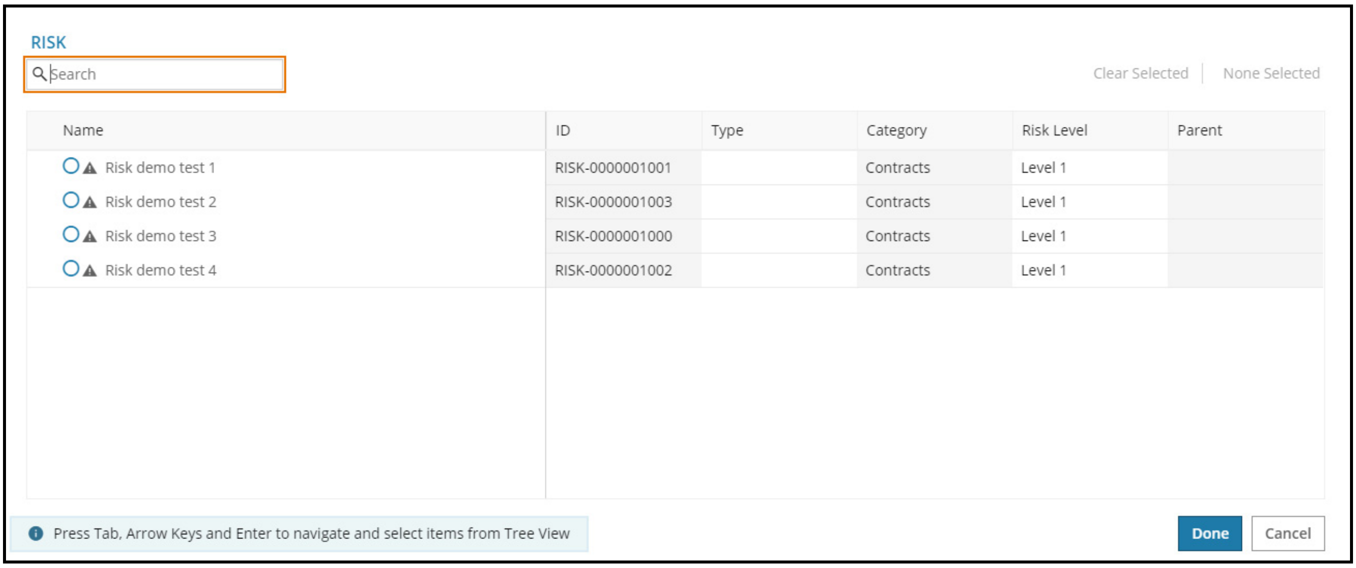


Figure 19 Scope Type - Risk

d. Click **Add** to add a record. You can also delete the record. You must select a record to proceed to the next stage.
   A Grid UI appears with the rest of objects as columns. For example, Asset, Threat, Vulnerability.

e. Insert a record in the grid. For example, choose asset in the asset column which may or may not be linked to Risk and Organization, threat in the threat column which may or may not be linked to risk, and vulnerability in the vulnerability column which may or may not be linked to the asset.

Note: Asset is mandatory.

When you submit, the selected scope is displayed in the inline report of the main form.

When scope is based on GRC Relation:

a. Select the **Use GRC Relationship** check box.

b. In the **Organizations** field, specify the organization you want. You can add, edit, or delete organization using the Organization widget.

Note: You must not choose **ALL** in any of the organization dimensions. It displays an alert message when you select ALL.

c. In the **Risk** field, click the icon to select the risk.
   The Risk window appears. The risk is related to organization selected.

d. Click **Add** to add a record. You can also delete the record. You must select a record to proceed to the next stage.

Note: A Grid UI appears with the rest of objects as columns. For example, Asset, Threat, Vulnerability.

e. Insert a record in the grid. For example, click the Asset column to select from the list of assets linked to the Organization and Risk selected earlier. Clicks the Threat column to select from the list of threats linked to the Risk Selected earlier. Click the Vulnerability column to select from the list of vulnerability linked to the asset selected in that row.

Note: Asset is mandatory.

When you submit, the selected scope is displayed in the inline report of the main form.

Build Rule Scope Type

When you select the scope type as Build Rule, you need to write rules and expression for filtering the scope components that matches the rule criteria.

For Build Rule scope type, the scope is always based on GRC Relation. The **Use GRC Relationship** field is selected and read-only.

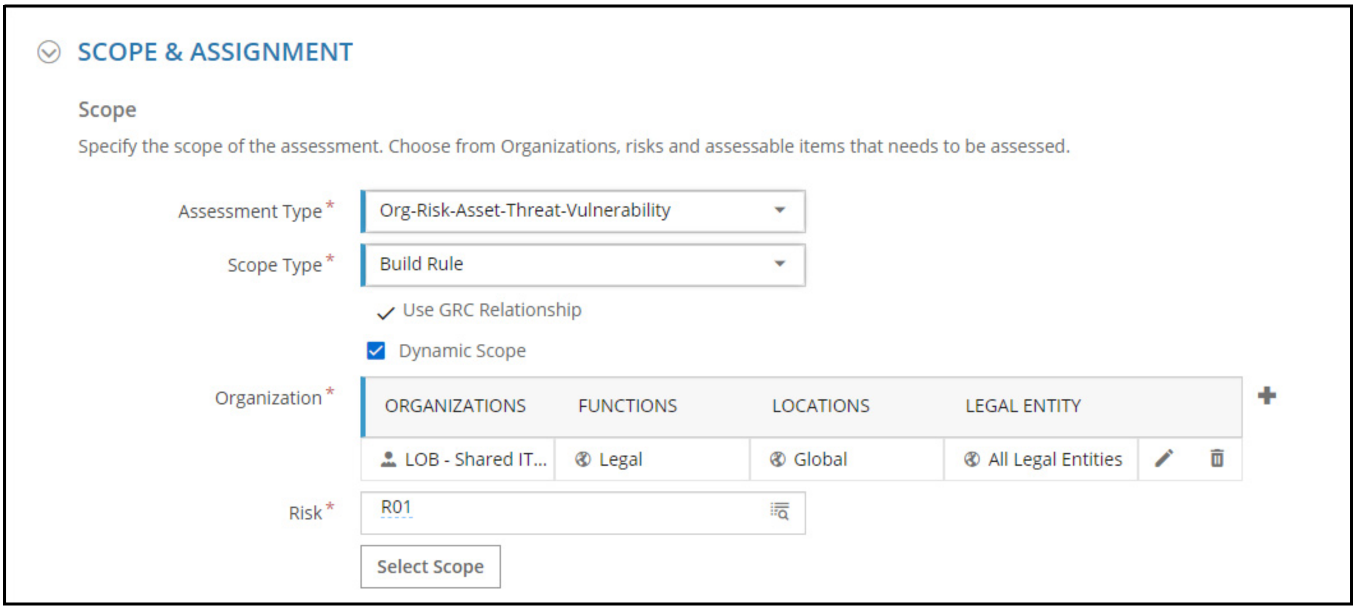


Figure 20 Scope Type - Build Rule

a. In the **Scope Type** field, select **Build Rule**.

b. In the **Organizations** field, specify the organization you want.

Note: You cannot choose **ALL** in any of the organization dimensions. It displays an alert message when you select ALL.

c. In the **Risk** field, click the icon to select the risk.

d. Click **Select Scope** to define rule in the Expression Wizard.

The **Expression Wizard** window appears.

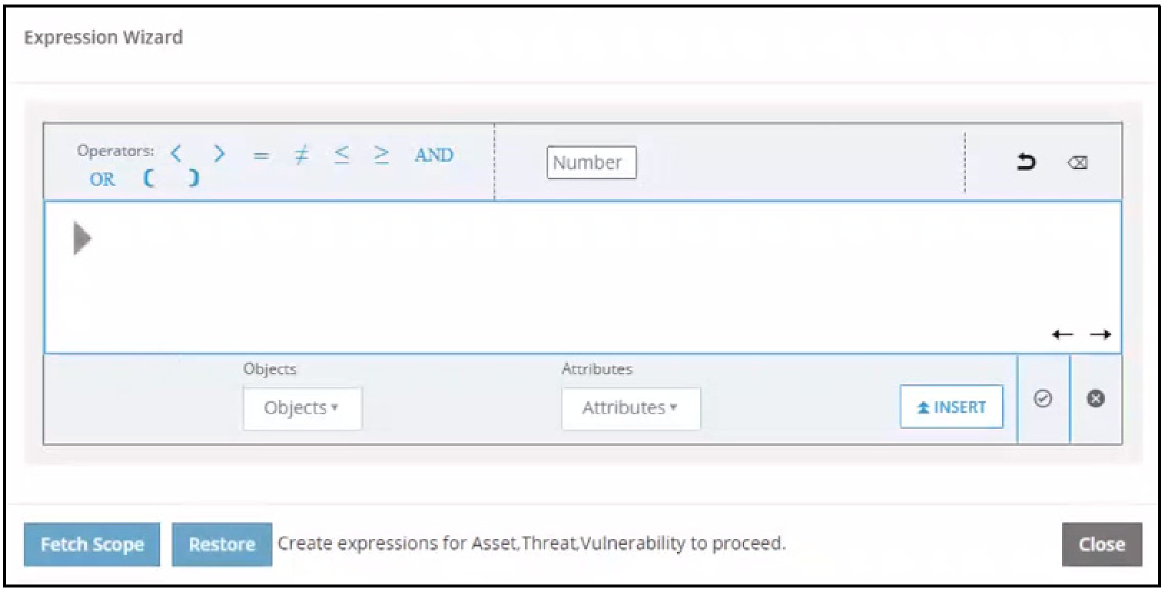


Figure 21 Expression Wizard

Note: If the assessment type is Org-Risk-Asset-Threat-Vulnerability, the user must select the expressions for all the objects in the assessment type.

e. Provide the required information in the fields as described in the following table.

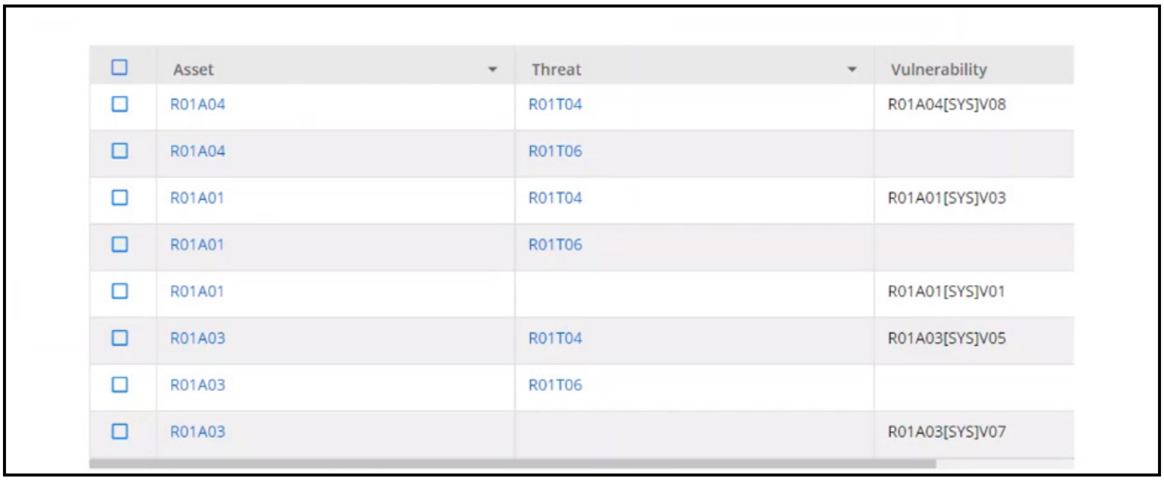
Fields	Description
Objects	Specify the object that belongs to the selected assessment type.
Attributes	Select the attributes. It display all non-multi row attributes of the objects that is visible in the object form.
Operators	Select the operator.
Value/Enter Text	Specify the value. The value data type depends on the attributes data type. For example, it can be a drop down, free text, or a date field.

f. Click **Fetch Scope** to validate and fetch the assessable items for the expression.
System displays the number of records for each object that the expression fetches.

Figure 22 Expression Wizard with Expression

g. Click **Close** to close the **Expression Wizard** window.

h. The main form displays the inline report with the selected scope.



Asset	Threat	Vulnerability
R01A04	R01T04	R01A04[SYS]V08
R01A04	R01T06	
R01A01	R01T04	R01A01[SYS]V03
R01A01	R01T06	
R01A01		R01A01[SYS]V01
R01A03	R01T04	R01A03[SYS]V05
R01A03	R01T06	
R01A03		R01A03[SYS]V07

Figure 23 Build Rule - Inline Report

Canned Rule Scope Type

When you select the scope type as Canned Rule, you need to select a predefined rule which filters out the scope components that matches the rule criteria. Rules which are used frequently for scope selection in an organization or department can be registered as canned rule, and can be used for scope selection using a single click.

For Canned Rule scope type, scope is never based on GRC Relation.

a. In the **Scope Type** field, select **Canned Rule.**

To select the **Canned Rule** option, you must select a profile in the **General** section.

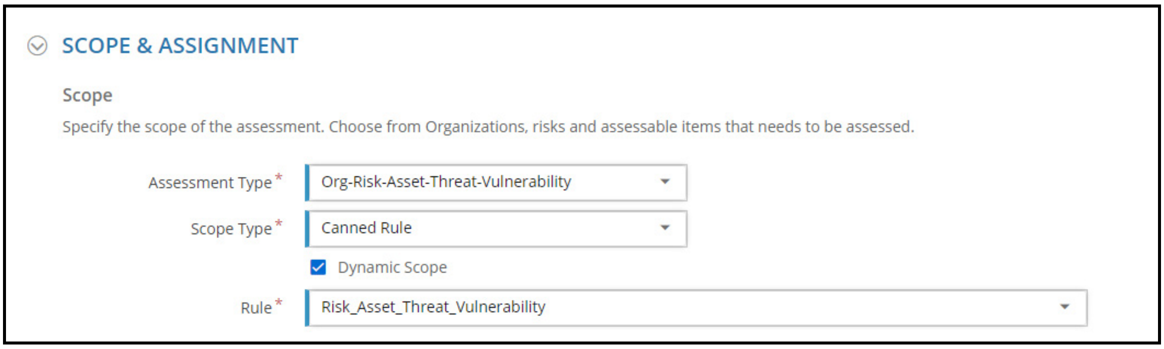


Figure 24 Canned Rule

b. In the **Rule** field, select the rule that is defined using the **Configure API for Canned Scope** form.

c. Click **Fetch Scope** to fetch the inline report.

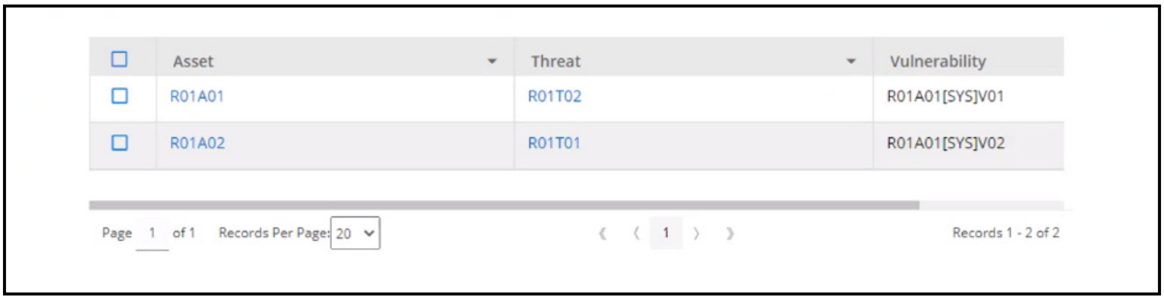


Figure 25 Canned Rule - Inline Report

8. In the **Assignment** section, do the following:

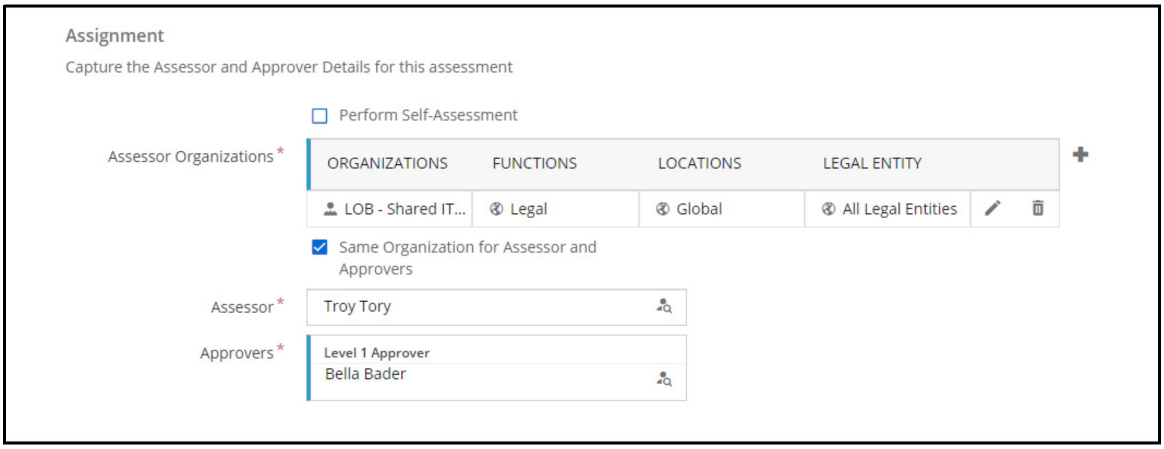


Figure 26 Assignment Section

a. When you select the **Perform Self-Assessment** check box, the assessment is triggered to the same user who has initiated the assessment.

b. In the **Assessor Organizations** field, specify the organization you want.

c. When you select the **Same Organization for Assessor and Approvers** check box, the approver organization is hidden, and the organization is same for assessor and approver.

d. In the **Assessor** field, specify the name of the assessor. The field displays all the users with the assess risk activity based on the organization security.

e. In the **Approver** field, specify the name of the approver. The field displays all the users with the approve risk activity based on the organization security.

9. Click **Submit**.

Assessing IT Risk Assessment Details

Based on the risk assessment schedule that is set in the previous stage, the risk assessor receives an assignment. The assigned risks need to be assessed for assessable items that they are mapped to. This section provides information on the common functions that you can perform while assessing risks using different methods of assessment.

The **IT Risk Assessment** form comprises the following sections at this stage:

HEADER	Displays the status, due date, effective from date, and the action buttons to take action on the form.
GENERAL	Helps you to review the risk details.
SCOPE & ASSIGNMENT	Helps you to review the scope of the assessments.
ASSESSMENT	Helps you to provide responses to the assessment questions at an overall or individual scope level.

To review and modify IT Risk assessment details:

1. Navigate to **My Tasks**, and then click the assigned task**.**

The **IT Risk Assessment** page opens.

2. In the **General** section, review the information as described in the following table.

Column	Description
Name	Name of the IT risk assessment.
Purpose	Purpose of the IT risk assessment.
Profile	Profile of the IT risk assessment. You can click the icon to select the profile.
Currency	Currency of the assessment.
Effective From	Date from when the assessment is effective. The default date is the current date and is editable.
Status	Status of the assessment, The following are the various status for IT Risk Assessment form: • **Sent for Assessment** - When the assessor gets an assignment from the initiator. • **Approval Pending** - When the assessor completes the assessment, and the assessment is pending with the approver. • **Clarification Requested** - When the approver sends back the assessment to the assessor for clarification. • **Cancelled** - When the assessment is canceled by the approver.

3. In the **Scope & Assignment** section, you can review the assessment type and scope type.

4. Review the **Assessment Type** field.

5. Review the **Scope Type** field. Following are the types of scope:

- Manual
- Build Rule
- Canned Rule

The **Use GRC Relationship** field is selected and read-only if you selected it in the IT Risk assessment Schedule form.

In case, you selected the Dynamic scope in the IT Risk assessment Schedule form, the scope is displayed, and the API Rules are executed on the run time to provide the latest scope details.

6. Review the **Assignment** section.
   a. Review the **Assessor Organizations** field.
   b. Review the **Assessor** field.
   c. Review the **Approver Organizations** field.
   d. Review the **Approver** field.
   e. Review the **Due Date** field.
7. Review the **Assessment** section, and modify the information, if required.

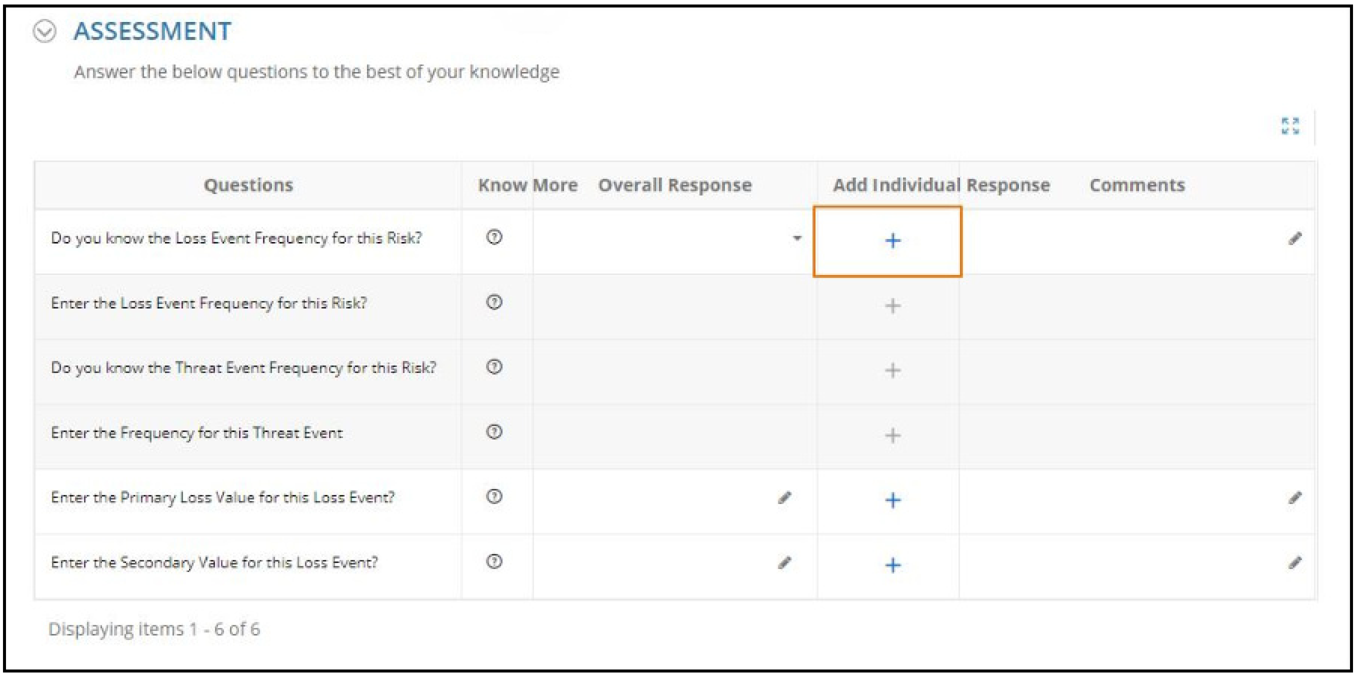


Figure 27 Assessment Section

Field Name	Description
Questions	Displays the questions that are part of the specific questionnaire.
Know More	Provides description of each question.
Overall Response	Specify the overall response. Overall response for amount/number type questions can be auto-calculated using formulas which derives the overall response as (Min/Max/Average/Sum) from the individual response. These formulas are configured in the Profile form. Calculated overall response is an editable value which you can modify. However, if the overall response is entered first and then the individual response, the computed response will replace the overall response entered by the user for amount/number type of questions. Overall response for other types of question (other than number/amount) will not be auto-calculated. You enter an overall response for other types of question along with individual responses.

Field Name	Description
Add Individual Response	Click the + icon to specify the individual response.
Comments	Click the Edit icon to specify the comments.

8. In the **Add Individual Response** field, click the + icon to add scope for each response.

   The **Add Individual Response** window appears.

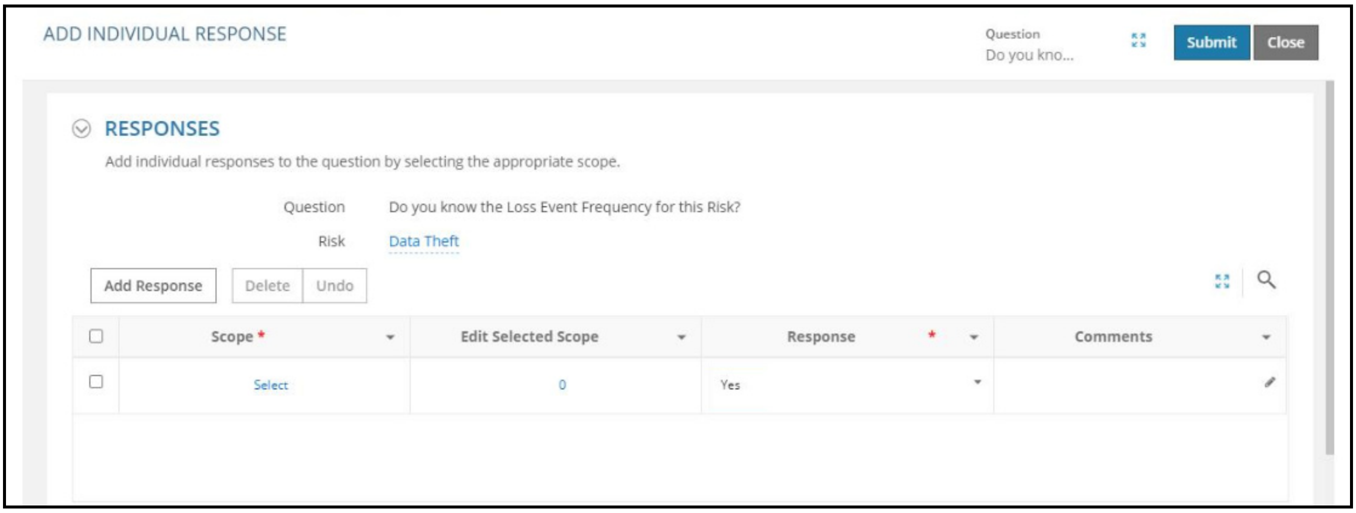


Figure 28 Add Individual Response Window

a. The **Question** field displays the question name. This field is read-only.

b. The **Overall Computed Response** field displays the overall computed response. This field is read-only.

c. The **Risk** field is a hyperlink which opens the risk related details.

d. Click **Add Response** to provide the individual response.

Field Name	Description
Scope	Click Select to open the **Add Scope** report. You can fetch a specific scope item. You need to select at least one record. Otherwise it will display an error message - Select atleast one record to be added. 

Field Name	Description
Edit Selected Scope	Displays a number which is a hyperlink to display the number of records selected and the selected scope of risk assessment. You can view and/or remove one or more scope items from this report.
Response	Specify the response to that group. Response type is dependent on the question.
Comments	Specify the comments if required.

9. Click **Submit**.

Approving Risk Assessments Details

When the Risk Assessor sends the assessment for approval, the assessment approver can approve the risk assessments details. If the approver needs any clarification, the approver can send back the form to assessor requesting for clarification. Once the approver approves the assessment, the assessment is published.

The **IT Risk Assessment** form comprises the following sections at this stage:

HEADER	Displays the status, due date, effective from date, and the action buttons to take action on the form.
GENERAL	Helps you to review the risk details.
SCOPE & ASSIGNMENT	Helps you to review the scope of the assessments.
ASSESSMENT	Helps you to review and modify (if required) individual responses.

To review and modify IT Risk assessment details:

1. Navigate to **My Tasks**, and then click the assigned task**.**

The **IT Risk Assessment** page opens.

2. In the **General** section, review the information as described in the following table.

Column	Description
Name	Name of the IT risk assessment.
Purpose	Purpose of the IT risk assessment.
Profile	Profile of the IT risk assessment. You can click the icon to select the profile.
Currency	Currency of the assessment.
Effective From	Date when the assessment is triggered. You can edit it.
Status	Status of the assessment, The following are the various status for IT Risk Assessment form: • **Sent for Assessment** - When the assessor gets an assignment from the initiator. • **Approval Pending** - When the assessor completes the assessment, and the assessment is pending with the approver. • **Clarification Requested** - When the approver sends back the assessment to the assessor for clarification. • **Cancelled** - When the assessment is canceled by the approver.

3. In the **Scope & Assignment** section, you can review the assessment type and scope type.

4. Review the **Assessment Type** field.

5. Review the **Scope Type** field. Following are the types of scope:

- Manual
- Build Rule
- Canned Rule

The **Use GRC Relationship** field is selected and read-only if you selected it in the IT Risk assessment Schedule form.

6. Review the **Assignment** section.
   a. Review the **Assessor Organizations** field.
   b. Review the **Assessor** field.
   c. Review the **Approver Organizations** field.
   d. Review the **Approver** field.
   e. Review the **Due Date** field.
7. Review the **Assessment** section, and modify the information, if required.

Field Name	Description
Questions	Displays the questions that are part of the specific questionnaire.
Know More	Provides description of each question.
Overall Response	Review the overall response. Overall response for amount/number type questions can be auto-calculated using formulas which derives the overall response as (Min/Max/Average/Sum) from the individual response. These formulas areconfigured in the Profile form. Calculated overall response is an editable value which you can modify. However, if the overall response is entered first and then the individual response, the computed response will replace the overall response entered by the user for amount/number type of questions. Overall response for other types of question (other than number/amount) will not be auto-calculated. You enter an overall response for other types of question along with individual responses.
Add Individual Response	Review and modify if required the individual response.
Comments	Review the comments.

8. Click **Submit**.

Reports

A report is a representation of data that is used for analysis, decision making, and follow-up actions. Reports are displayed in tabular (grid), tile, and graphical views.

You can use the report filters to narrow down the search and display the required result.

You can hide or display the columns of your choice in the reports. If a column displays a link, click it to view the drill-down report or the respective form.

The following table provides the list of the IT and Cyber Risk reports.

Navigation	Reports
Reports in the Quantitative Assessment Setup tab	
API Setups	API Setups Report
IT Risk Assessment Profiles	IT Risk Assessment Profiles Report
Questionnaires	Questionnaires Report
Reports in the Quantitative Assessments tab	
IT Risk Assessment Schedule Status	IT Risk Assessment Schedule Status Report
IT Risk Assessments	IT Risk Assessments Report

API Setups Report

Use the **API Setups Report** report to view and work on the API setup details available in the system.

This report displays both the API setup details for scope and questions. You can view/edit the existing setup using this report only.

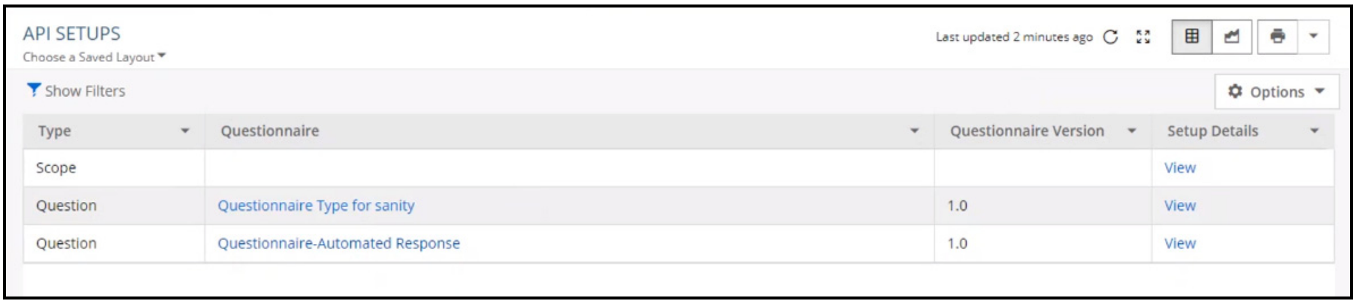


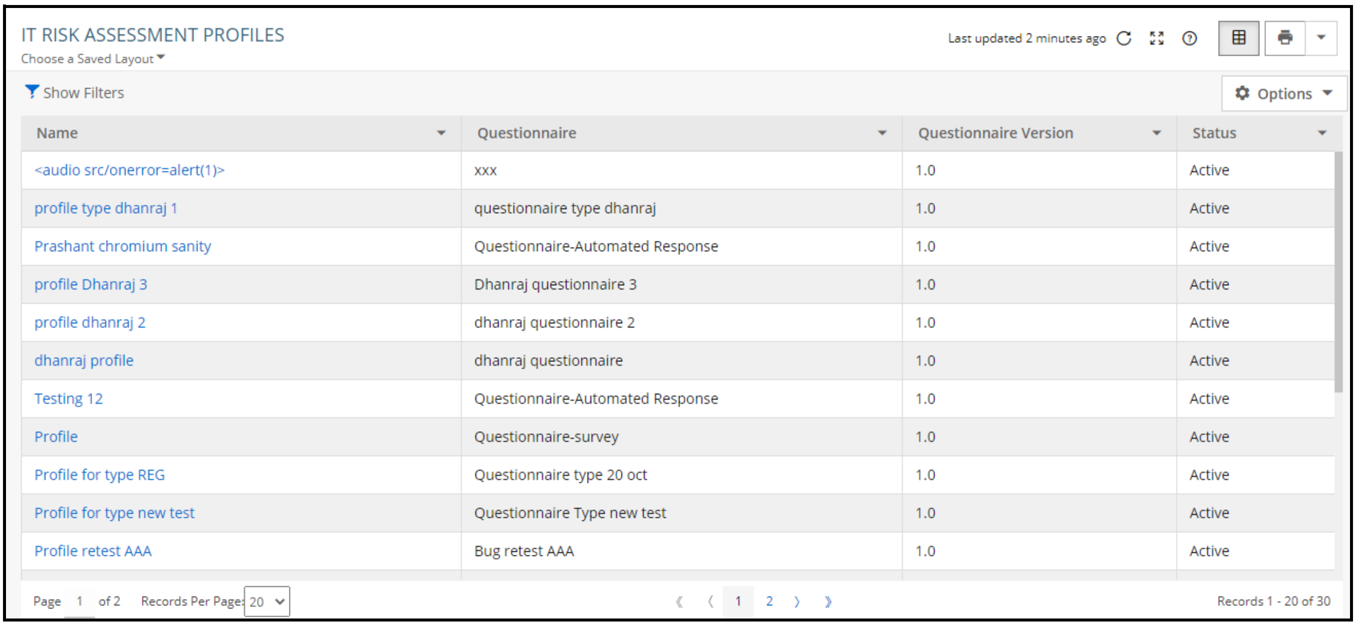
Figure 29 API Setups Report

Key Columns:

- **Type:** Displays the type of API setup:
  - **Scope** - If the setup is for scope.
  - **Question** - If the setup is for question.
- **Questionnaire:** Displays the blank space if the setup is for scope, and questionnaire Name if the setup is for question.
- **Setup Details**: Displays the text **View** that launches the respective setup form.

IT Risk Assessment Profiles Report

Use the **IT Risk Assessment Profiles** report to view and work on all risk assessment profiles available in the system.



Name	Questionnaire	Questionnaire Version	Status
<audio src/onerror=alert(1)>	xxx	1.0	Active
profile type dhanraj 1	questionnaire type dhanraj	1.0	Active
Prashant chromium sanity	Questionnaire-Automated Response	1.0	Active
profile Dhanraj 3	Dhanraj questionnaire 3	1.0	Active
profile dhanraj 2	dhanraj questionnaire 2	1.0	Active
dhanraj profile	dhanraj questionnaire	1.0	Active
Testing 12	Questionnaire-Automated Response	1.0	Active
Profile	Questionnaire-survey	1.0	Active
Profile for type REG	Questionnaire type 20 oct	1.0	Active
Profile for type new test	Questionnaire Type new test	1.0	Active
Profile retest AAA	Bug retest AAA	1.0	Active

Figure 30 IT Risk Assessment Profiles Report

Key Columns:

- **Name:** Displays the name of the assessment profile. When you click the name, the corresponding profile form is launched.
- **Questionnaire:** Displays the IT Risk type questionnaire in the system.
- **Status**: Displays the status (Active/Inactive) of the assessment profile.

Questionnaires Report

Use the **Questionnaires** report to view and work on IT risk assessment questionnaire available in the system. Only the questionnaire which are created with **Applies To** as **IT Risk** are visible in this report.

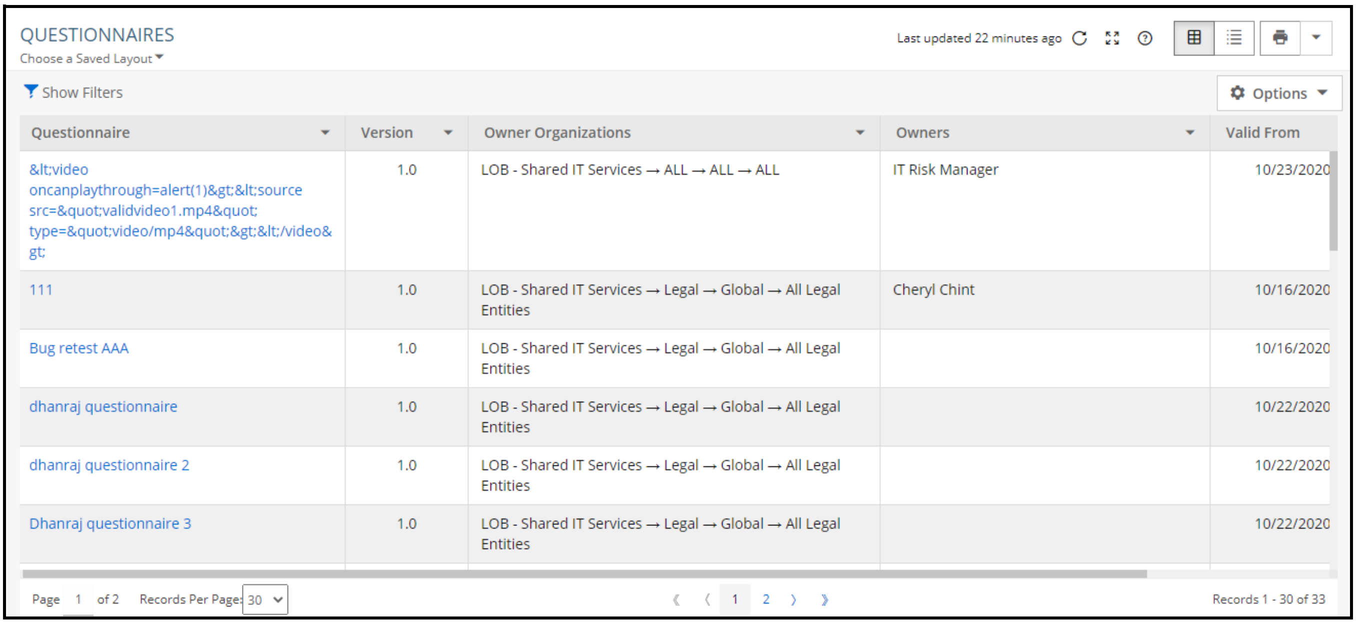


Figure 31 Questionnaire Report

Key Columns:

- **Questionnaire:** Displays the name of the questionnaire. When you click on it, the corresponding questionnaire form is launched.
- **Owner Organizations:** Displays the name of the owner organization.
- **Owners**: Displays the owner name.

IT Risk Assessment Schedule Status Report

Use the **IT Risk Assessment Schedule Status** report to view the status of the schedule created for the IT risk assessments.

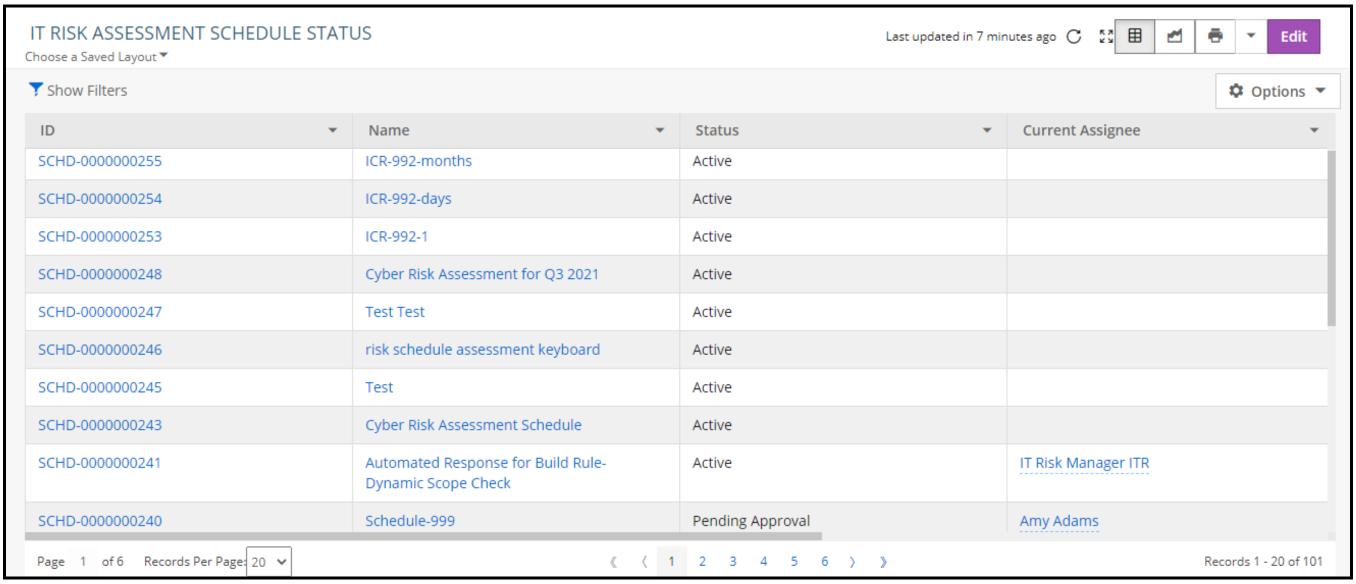


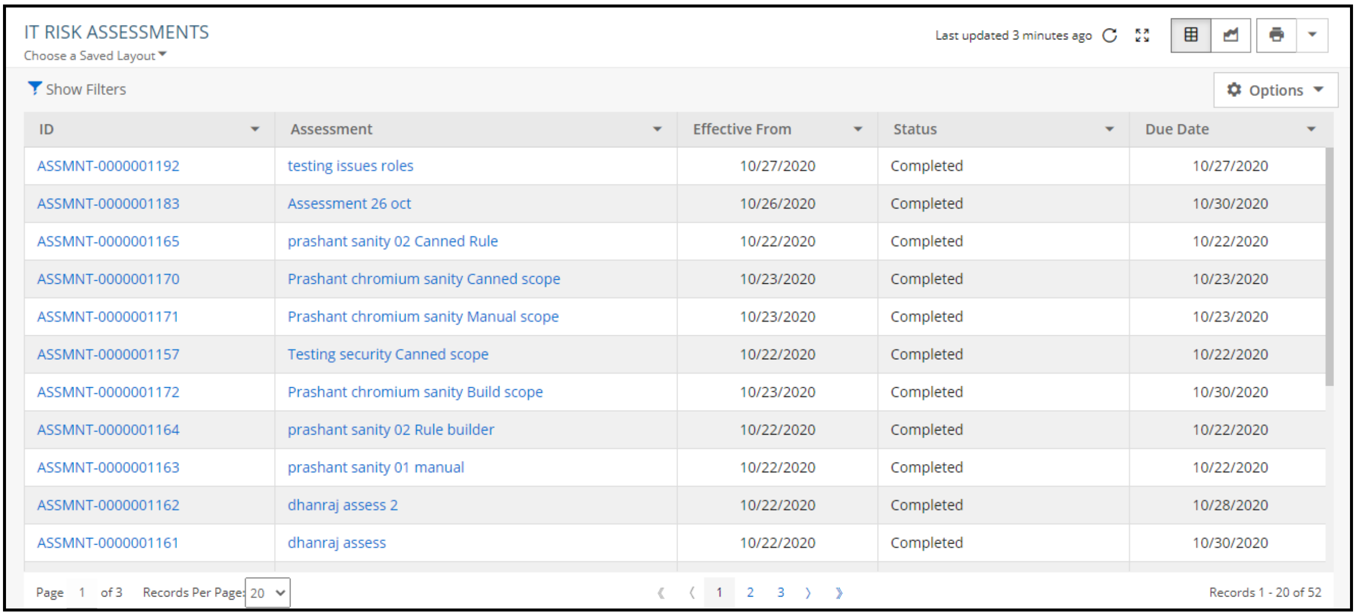
Figure 32 IT Risk Assessment Schedule Status Report

Key Columns:

- **ID:** Displays the assessment ID. When you click on it, the corresponding assessment schedule form is launched.
- **Name:** Displays the name of the assessment schedule form. When you click on it, the corresponding assessment schedule form is launched.
- **Status**: Displays the status of the assessment form.
- **Frequency**: Displays the frequency of the assessment form.

IT Risk Assessments Report

Use the **IT Risk Assessments** report to view and work on completed IT risk assessment available in the system. Only the completed and canceled assessments are visible in this report.


IT RISK ASSESSMENTS
Choose a Saved Layout
Last updated 3 minutes ago
Show Filters
Options

ID	Assessment	Effective From	Status	Due Date
ASSMNT-0000001192	testing issues roles	10/27/2020	Completed	10/27/2020
ASSMNT-0000001183	Assessment 26 oct	10/26/2020	Completed	10/30/2020
ASSMNT-0000001165	prashant sanity 02 Canned Rule	10/22/2020	Completed	10/22/2020
ASSMNT-0000001170	Prashant chromium sanity Canned scope	10/23/2020	Completed	10/23/2020
ASSMNT-0000001171	Prashant chromium sanity Manual scope	10/23/2020	Completed	10/23/2020
ASSMNT-0000001157	Testing security Canned scope	10/22/2020	Completed	10/22/2020
ASSMNT-0000001172	Prashant chromium sanity Build scope	10/23/2020	Completed	10/30/2020
ASSMNT-0000001164	prashant sanity 02 Rule builder	10/22/2020	Completed	10/22/2020
ASSMNT-0000001163	prashant sanity 01 manual	10/22/2020	Completed	10/22/2020
ASSMNT-0000001162	dhanraj assess 2	10/22/2020	Completed	10/28/2020
ASSMNT-0000001161	dhanraj assess	10/22/2020	Completed	10/30/2020

Page 1 of 3 Records Per Page: 20 1 2 3 Records 1 - 20 of 52

Figure 33 IT Risk Assessments Report

Key Columns:

- **ID:** Displays the assessment ID. When you click on it, the corresponding assessment form is launched.
- **Assessment:** Displays the risk assessment. When you click on it, the corresponding assessment form is launched.
- **Status**: Displays the status of the assessment form.

Glossary

Chart

A graphical representation of data

GRC

Governance, Risk, and Compliance

Infocenter

A common and user specific page that appears to users after they login to the MetricStream application. The individual items in the infocenter, such as user forms, assignments, and reports appear on this page.

Infoport

All related user objects, which are grouped in a single section of the infocenter, that facilitate work.

Reports

A tabular representation of data.

Appendix

This section provides information about the common functions and features of IT and Cyber Risk.

Sections:

- About My Tasks
- Calendar
- Data Browser and Explorer
  - Accessing Data Browser and Explorer
  - Viewing and Editing Content
- Hover Card
- About Reports
  - Accessing Reports
  - Filters
- E-mail Notifications

About My Tasks

The **My Tasks** list displays all the tasks that are assigned to you for further action.

To access an assignment, perform the following steps.

1. Move the pointer over My Tasks icon at the upper-right corner of the page.

The **My Tasks** list appears with the tasks that are assigned to you.

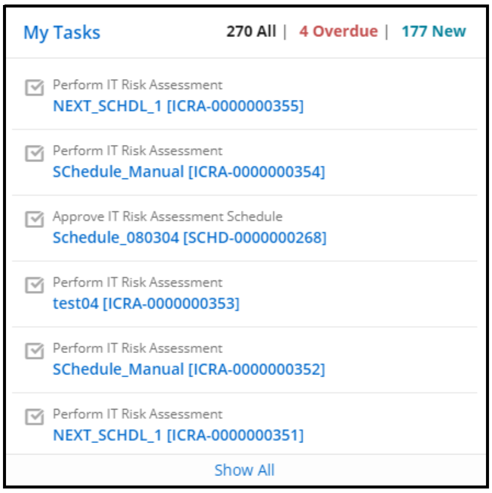


Figure 34 My Tasks List

The **My Tasks** list displays the following:

- Count of all the assignments in black. In the preceding figure, the total number of task assignments are 270.
- Count of the assignments that have passed the due date in red. In the preceding figure, the total number of task assignments that have passed the due date are 4.
- Count of task assignments that are new in blue. In the preceding figure, the total number of newly assigned tasks are 177.
- All the task assignments with an appropriate syntax for an easy identification of the nature of task. These assignments are clickable.

2. Click the assignment link.
The relevant form appears. You can review the details and perform the required action on the form.

If you want to view all the assignments, click the **Show All** link at the bottom of the **My Tasks** list.

You can search for the required assignment. You can also apply filters and narrow down the assignments based on the filter parameters.

For more information on My Tasks, refer to MetricStream Arno Release Spring ‘21 - Platform - User Guide.

Calendar

Click located at the upper-right corner of the page to access the **Calendar**. The calendar displays all the records that are assigned to you and are due.

The calendar can be filtered to display specific types of records.

Notes:

- The filters are color-coded.
- When you click on a specific Calendar Event Entry, the system will launch the respective Data Form Entry record in EDIT Mode. The entry record is assigned for the system user to perform necessary steps for closure.

For more information on Calendar, refer to MetricStream Arno Release Spring '21 - Platform - User Guide.

Data Browser and Explorer

The data browser enables you to navigate from one element to the other related content easily and perform actions assigned to these content.

The data explorer provides an organized visualization of data which enables you to quickly explore the content.

Accessing Data Browser and Explorer

When you log on to the application, the data explorer icon and the data browser panel are available on the left side as a collapsed side bar widget. By default, the interactive Data Browser pane is always visible on the left side of all the navigated pages as shown in the following figure.

Figure 35 Accessing Data Browser and Explorer

The numbered callouts identify the following:

1. Data Explorer icon - Click  to get started with the visualization of the data explorer.

Note: The data explorer can also be launched from the hover card. For more information on hover cards, see Hover Card.

2. Data Browser pane - Click  to expand the data browser and view the available content icon along with its name.

Viewing and Editing Content

You can navigate to the required forms and reports by clicking the links in the data browser and data explorer, and edit the content details, as required.

Data Explorer

To view and edit a record using the data explorer, perform the following steps:

1. Click  to launch the data explorer.

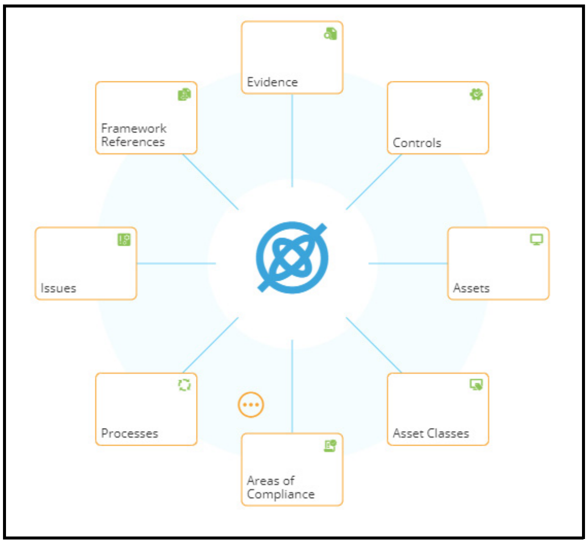


Figure 36 Data Explorer Home

2. Click the required item to view the records.

3. Click the record to view details of any record.
The view of data explorer is narrowed down to display the details associated with that specific record.

4. Click an item to further narrow down the view.

5. Move the mouse pointer over an item, and then click  to open the respective form and edit the record.

For more information on Data Explorer, refer to the MetricStream Arno Release Spring ‘21 - Platform - User Guide.

Data Browser

To view and edit content using the data browser, perform the following steps:

1. Click the required data browser icon.

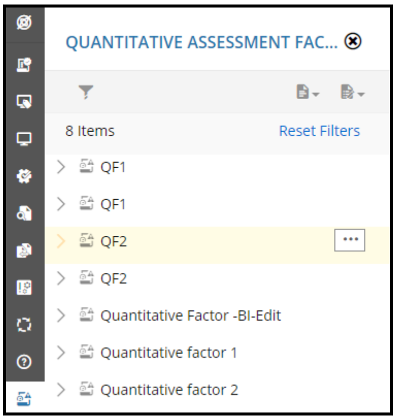


Figure 37 Data Browser - Quantitative Assessment

2. Click the required record to view the details of the record.

3. Edit the details according to your requirements, and then submit the form.

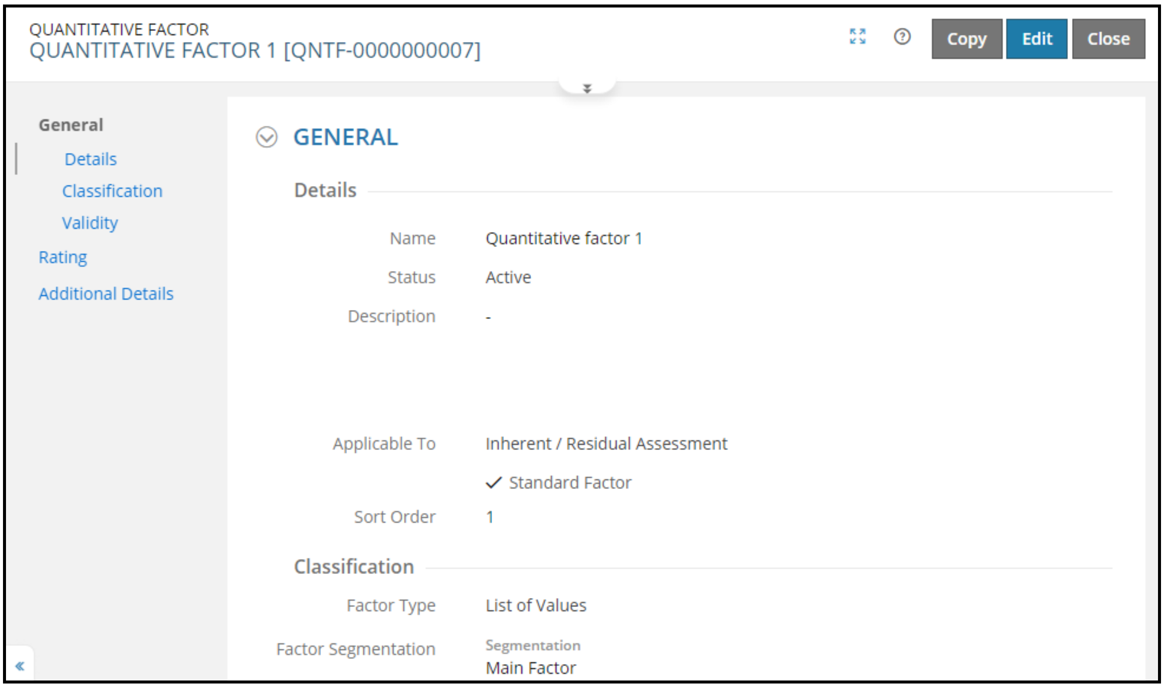


Figure 38 Data Browser View Form

Note: Move the mouse pointer over a node, and then click  to view the list of related reports and the **View Form** option. Clicking **View Form** opens the respective form. You can select a report to open it.

For more information on Data Browser options such as filtering, collapsing and expanding objects, and viewing related links, refer to the MetricStream Arno Release Spring ‘21 - Platform - User Guide.

Hover Card

Hover cards help you viewing contextual information about an entity such as related reports, dashboards, and relationships without opening multiple forms. Hover cards are displayed when you move the mouse pointer on certain fields. You can also launch the data explorer through hover cards.

Hover cards appear when you move the mouse pointer over:

- User names
- Titles

Examples:

Figure 39 Hover Card - User Name

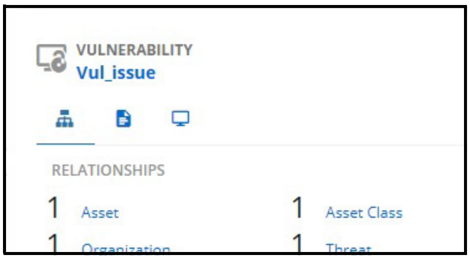


Figure 40 Hover Card - Title

Hover Cards with user information have clickable links for the user's email address and contact information such as telephone numbers (to make a phone call) or instant messaging apps.

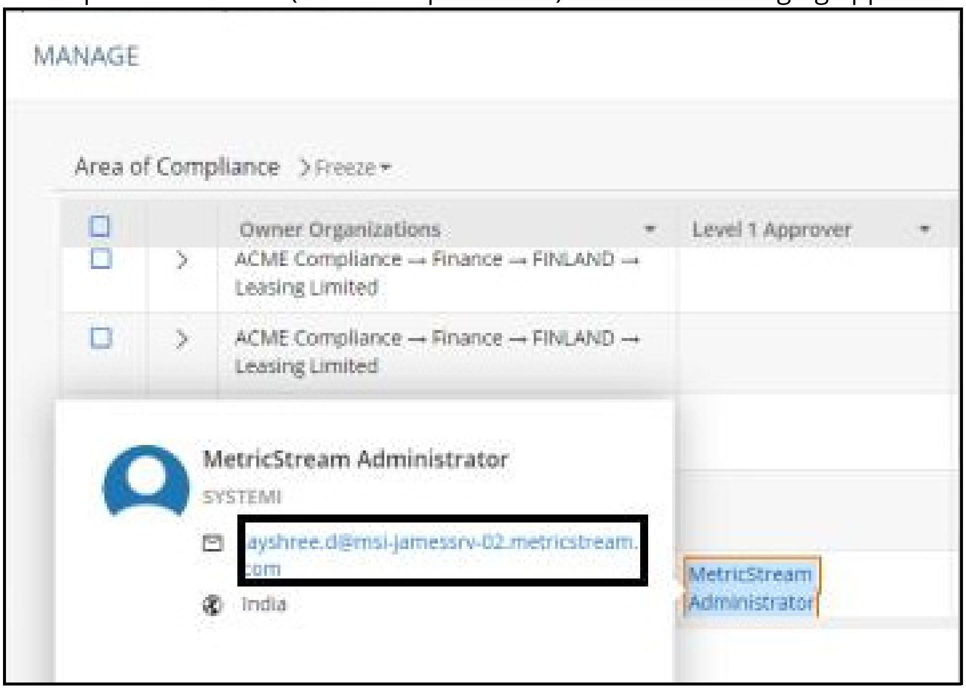


Figure 41 Hover Card - Clickable User Information

About Reports

A report is a tabular representation of meaningful data, which you can use to make informed decisions. It normally consists of multiple columns.

Most of the reports provide filters. By using the filters, you can search for specific content and view the report based on the search results.

Accessing Reports

You can access the reports by clicking specific links within an infoport or forms. However, some reports are directly displayed in the infoport. To access such reports, navigate to the required infocenter >> infoport.

Accessing Reports Through Links Within Infoports

From **IT-Risk,** click **Quantitative Assessments Infocenter** and click **Reports** as shown in the following figure.

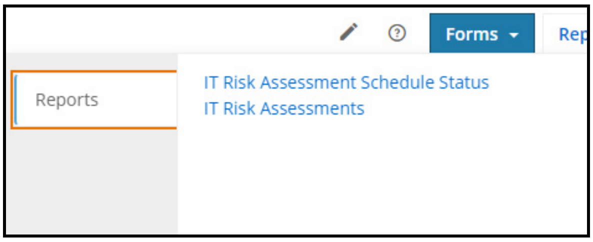


Figure 42 Accessing Reports Through Links Within Infoports

Filters

Use the report filters to display only the required data in the report. These filters help you narrow down your search and refine the output of reports. By default, the filters are displayed on the left side of a report as shown in the following figure.

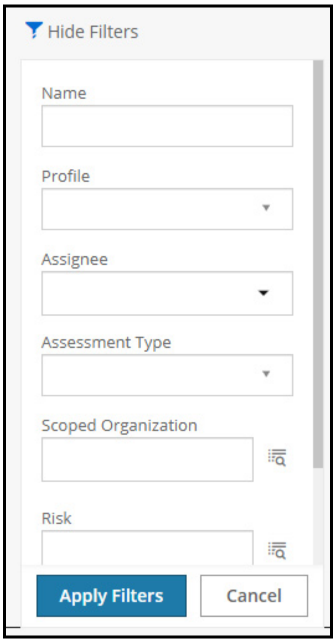


Figure 43 Report Filters

Note: If the report consists of any mandatory filters, the filters window appears along with the report. The report appears blank. Otherwise, the filters window is hidden and the report appears with content. You can access the filters window by clicking the **Show Filters** button.

1. Enter the required data in one or more filters.

The following types of parameters are available in the filters:

- Mandatory filters: You must provide data in mandatory filters.
- Optional filters: You can provide data in the optional filters or leave them blank, as required.

Notes:

- You can enter search criteria in all the filters or just a few of them, as required. The application applies an "AND" condition to all the filter criteria that you enter.
- If you click the **Apply Filters** button without entering any data in any of the filters, provided there are no mandatory filters, the report retrieves one or more existing content from the application.
- Click the **Cancel** button to clear the entered data.

2. Click the **Choose a Saved Layout** link to save the details in to an existing saved layout or save the details in to a new layout.

When you click **Choose a Saved Layout**, a list of existing saved layout options appear for selection. You can select the required layout. Also, a text box appears in which you can type a name to save the details.

3. Type a name for your search and click **Save** to save the filter data in to a new layout.

The next time you open the filters, the saved layout name is available for selection in the saved layouts list.

4. Click the **Apply Filters** button to submit the filters.

The report retrieves the records based on the data entered in the filters.

Note: To hide the filters, click **Hide Filters**.

Display/Hide Columns in Reports

You can also filter the columns that you want to view or hide in the reports.

To view or hide columns, perform the following steps:

1. Click **Options** button in the report.

   The list of columns appears. The list of columns appears based on the current report.

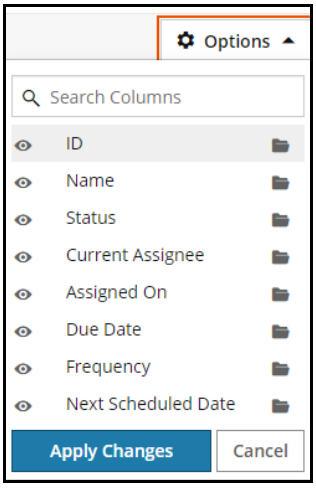


Figure 44 Report (Options)

   By default, all column names are listed in the **Options** list.

2. Click to hide the required column in the report.
3. Click to make the column appear again in the report.
4. Click the **Apply Changes** button to apply the changes.

For more information on report options, column options, report views, export options, and pagination, refer to the MetricStream Arno Release Spring ‘21 - Platform - User Guide.

E-mail Notifications

As a part of the IT and Cyber Risk process flow, e-mail notifications are generated and sent to the appropriate users.

To see the e-mail notification details, do one of the following:

- Double-click this attachment (paper clip) icon.
- Or in the left pane of this PDF, click to view the attachment, and then double-click to open it.

Note: If the e-mail notifications attachment is not accessible on browser, download and open this PDF guide in Adobe Acrobat.

References

You can refer to the following documents:

- MetricStream Arno Release Spring ‘21 - Issues - User Guide
- MetricStream Arno Release Spring ‘21 - Risk Assessments - User Guide
- MetricStream Arno Release Spring ‘21 - Platform - User Guide

Feedback

MetricStream welcomes customers' comments and suggestions on the quality and usefulness of this document. Your feedback is important to us. For any documentation-related comments and suggestions, write to: TechPubs