Financial Services Sector Communications Dependencies Assessment Tool User Guide

# Installation

After you get the disk with this “Financial Services Sector Communications Dependencies Assessment Tool” file, you can save the file to your computer by copying the file from the disk and then paste it to a file location of your choice on your desktop or laptop computer.

# use the tool

By double clicking on the file name, you are starting the “Financial Services Sector Communications Dependencies Assessment Tool” via Microsoft Office Access (version 2010 or newer). First, you will see a splash window with the welcome message. If this is your first time to open this file, you will need to click on the “Enable Content” button above the welcome window.

After the welcome window fades, you will see the home page which serves as the central point of this tool. It has a left pane with navigational tabs for you to move across sections, and a middle pane that, corresponding to the section you’ve selected in the left pane, presents the section information, questions and data entry forms. As you can see, some sections have a hierarchy of options to further expand.

Some pages have a “Save Answers” button, be sure to click on that button when you finish answering the questions on that specific page.

When you have finished taking the survey, you can review (and revise) your answers by clicking on the tabs in the left pane, please remember to click on the “Save Answers” buttons if you make changes to your answers.

You can quit the application by either clicking on the “X” on the upper right corner of the application window, or go to “File” of the Access program and then choose exit. When you complete, you can simply send the file requesting party.

# program data table structure

ALL queries are not to be changed!

For tables, if

1)the table name has no "tbl" or "TBL" in it, this table is for storing program data only and is not recommended to be modified unless for program design purpose.

tables included: CF\_Questions, CM\_Questions, CriticalFunctions, CommServQuestions, FirmIDs, NetPerfCriteria, ServiceDisruptionFreq, ImpactScope, tbl\_CommunicationModes,

and RatingComboBox

2)table name has "tbl" or "TBL" prefixes, this table collects user survey results and can be used for future analysis