BC-3

4.4 Reviews

RiskLogic

A Resilient Future

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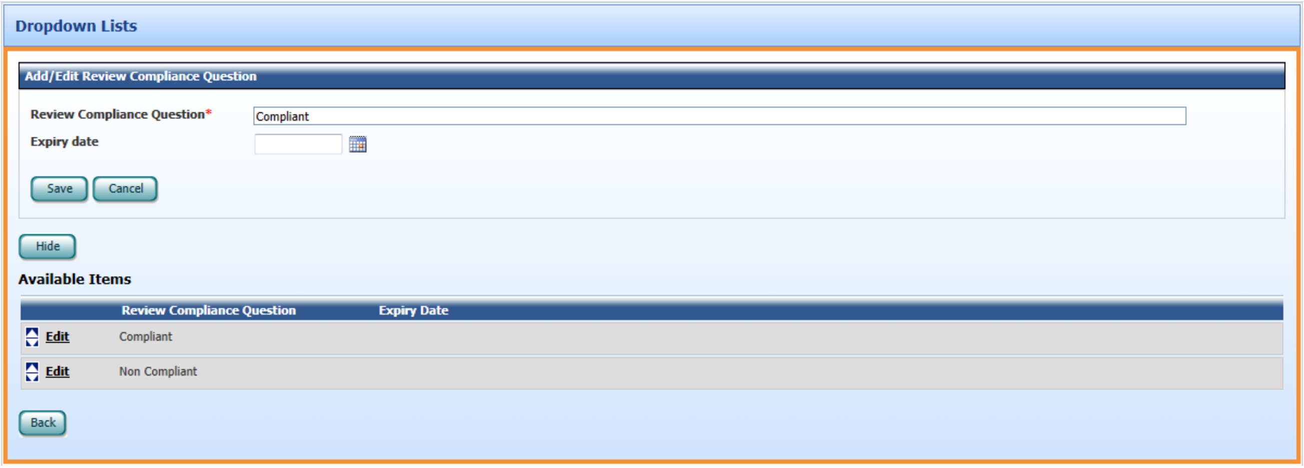
Administration

1. Dropdown Lists

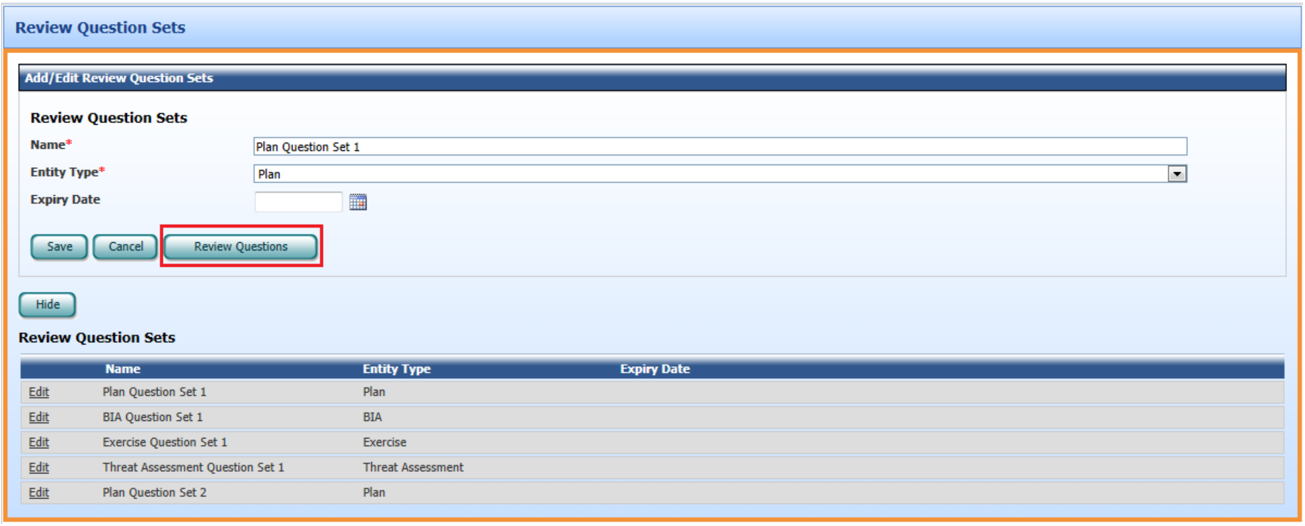
There is a new list ‘Review Compliance Question’ which maintains a list of user defined answers available during the review process



2. Review Question Sets

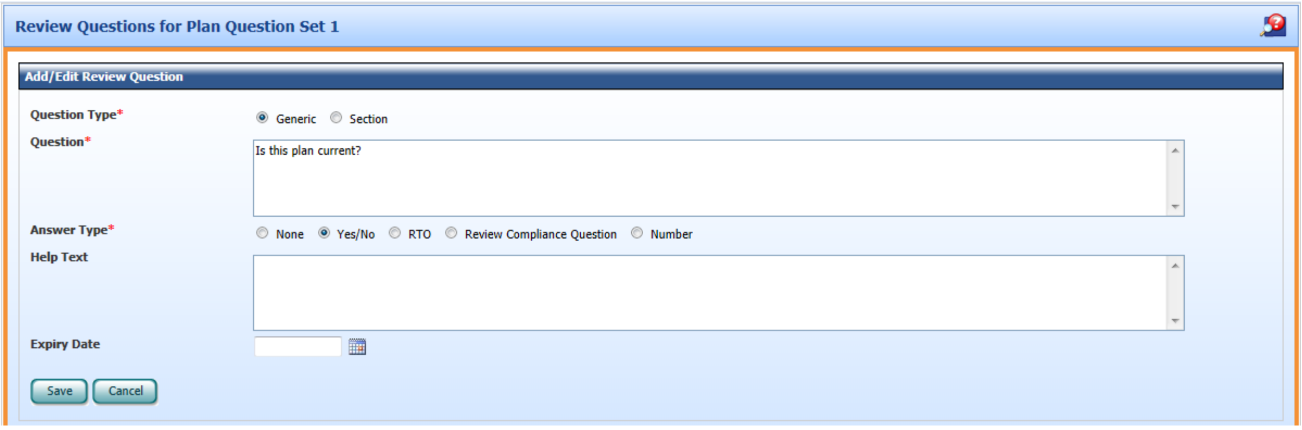
Once the business entities have been developed, as part of the ongoing management process they are subject to regular reviews at pre-set intervals and updated when necessary.

Each Review consists of a number of questions and these questions are created and maintained via the Review Question Sets screen. The set is then attached to a template. More than one question set can be created per entity type.



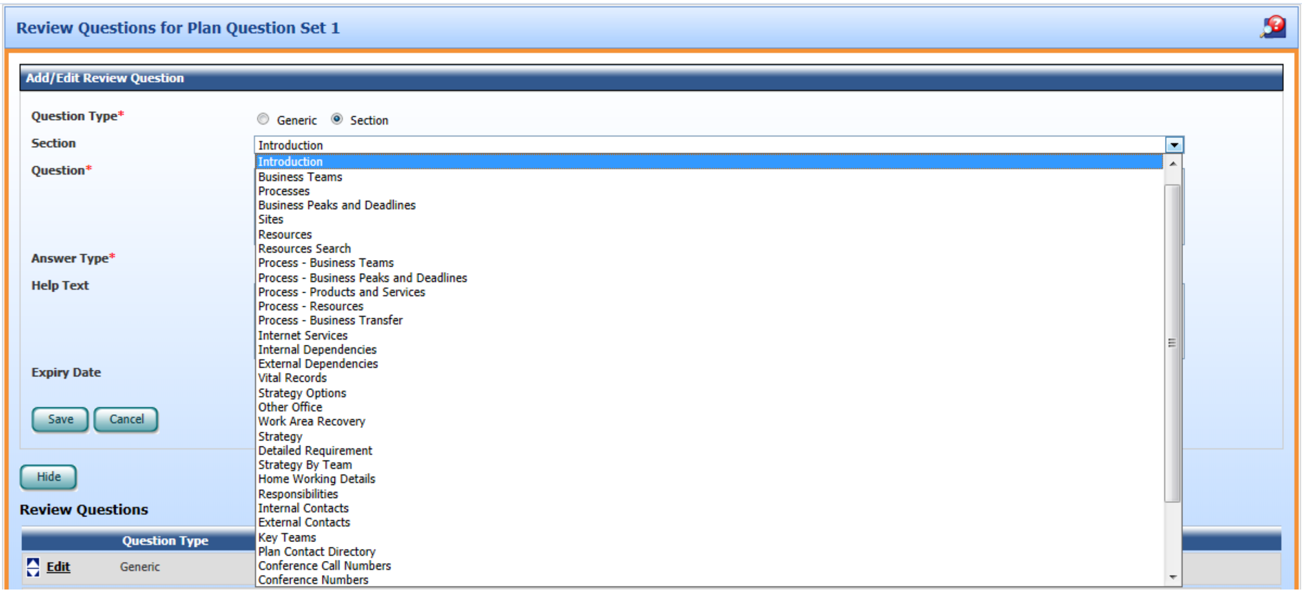
Once the set has been created, use the ‘Review Questions’ button to add questions to the set

Questions can either be ‘Generic’ or against a particular ‘Section’.



When the ‘Section’ radio button is selected a further dropdown list will appear, to select which section the question is associated with.

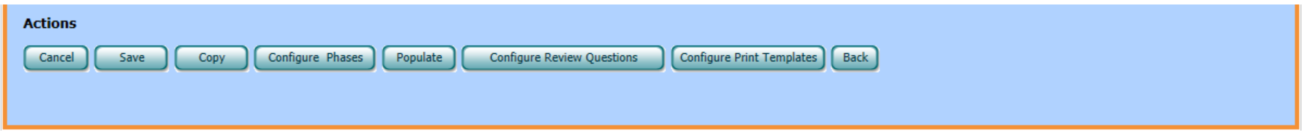
N.B. Only one question per section can be created.



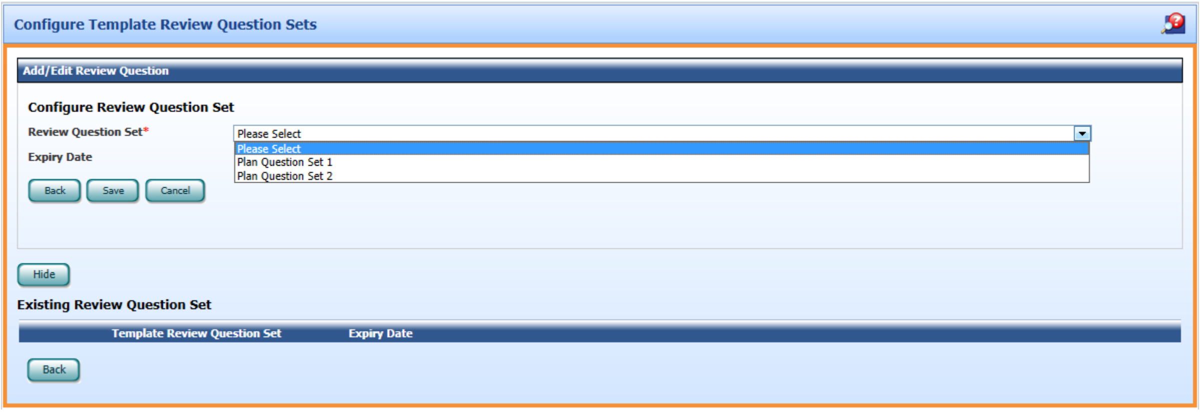
Select the answer type appropriate to the question from the list. The available answers to the ‘Review Compliance Question’ are maintained through the dropdown list.

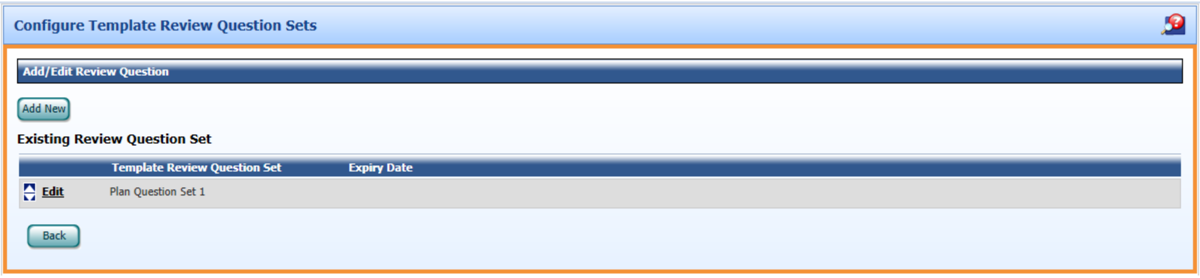
3. Templates

Once a Review Question Set has been created, it can then be applied to a template and ultimately to all entities created from the template. There is a new button 'Configure Review Questions', found at the bottom of the page



Use the 'Add New' button to select which question set is associated with the template. The list of available question sets, will only contain those associated with the same Entity Type as your template.



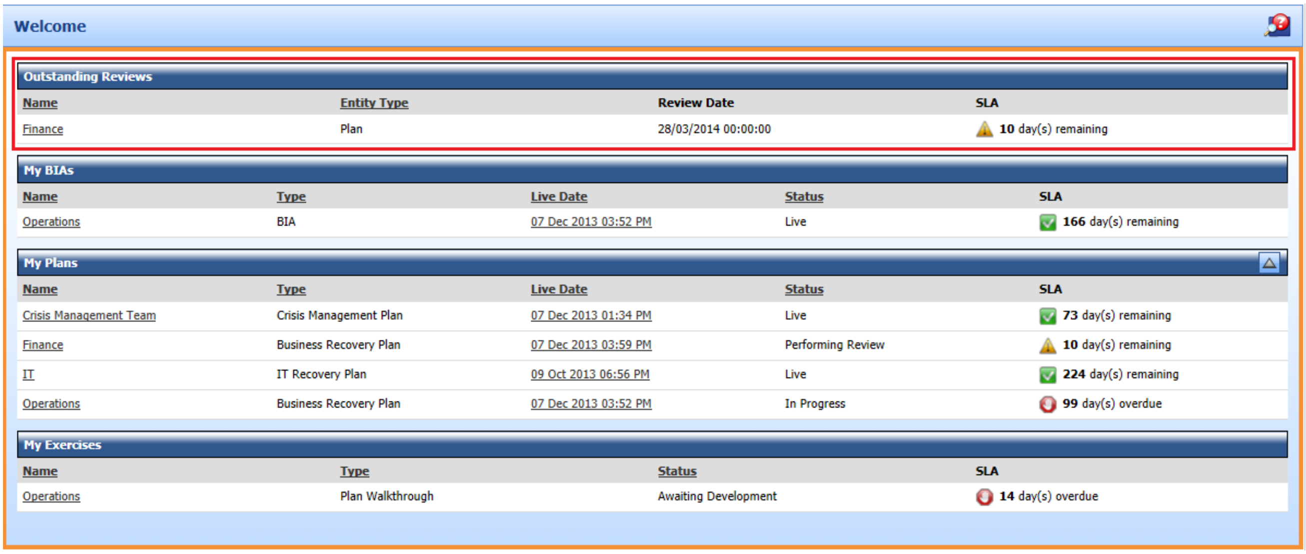


N.B. If there is more than one Review Question Set added to a template, when the entity requires reviewing, the questions will be merged together into one Review.

User

1. Perform a Review

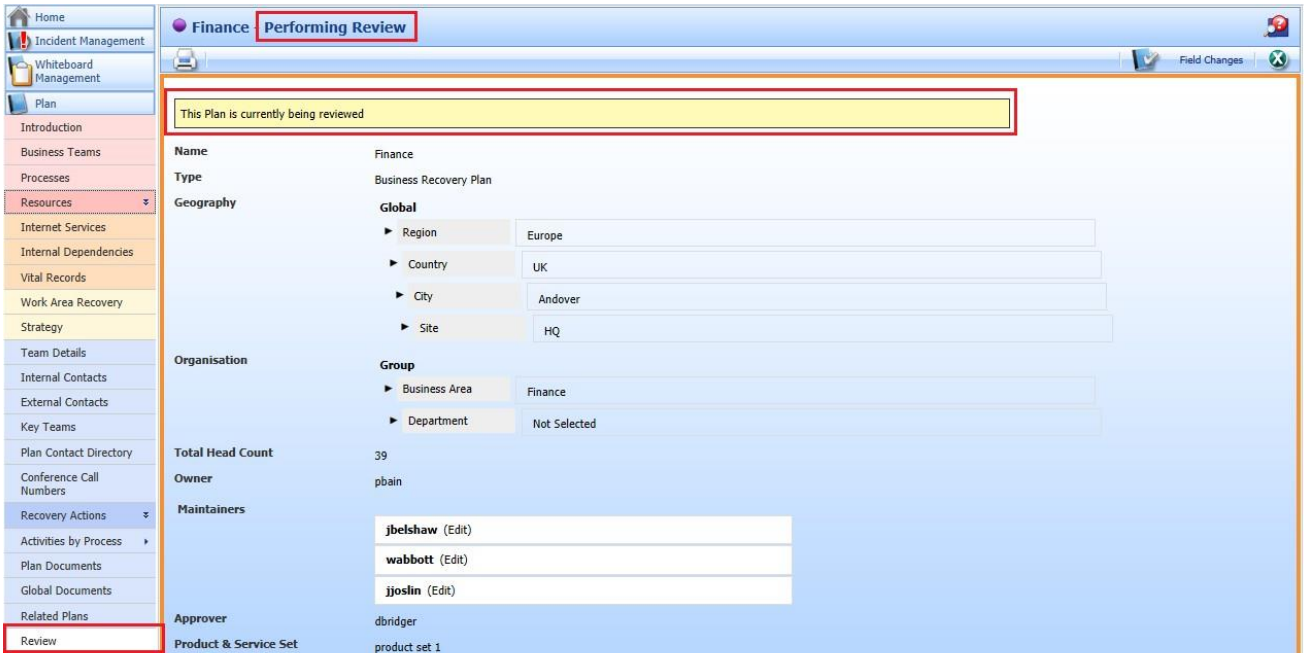
On your homepage you will have a section for 'Outstanding Reviews' which lists any entity which is due a Review.



Click on the entity name, which will take you into the entity and start the Review

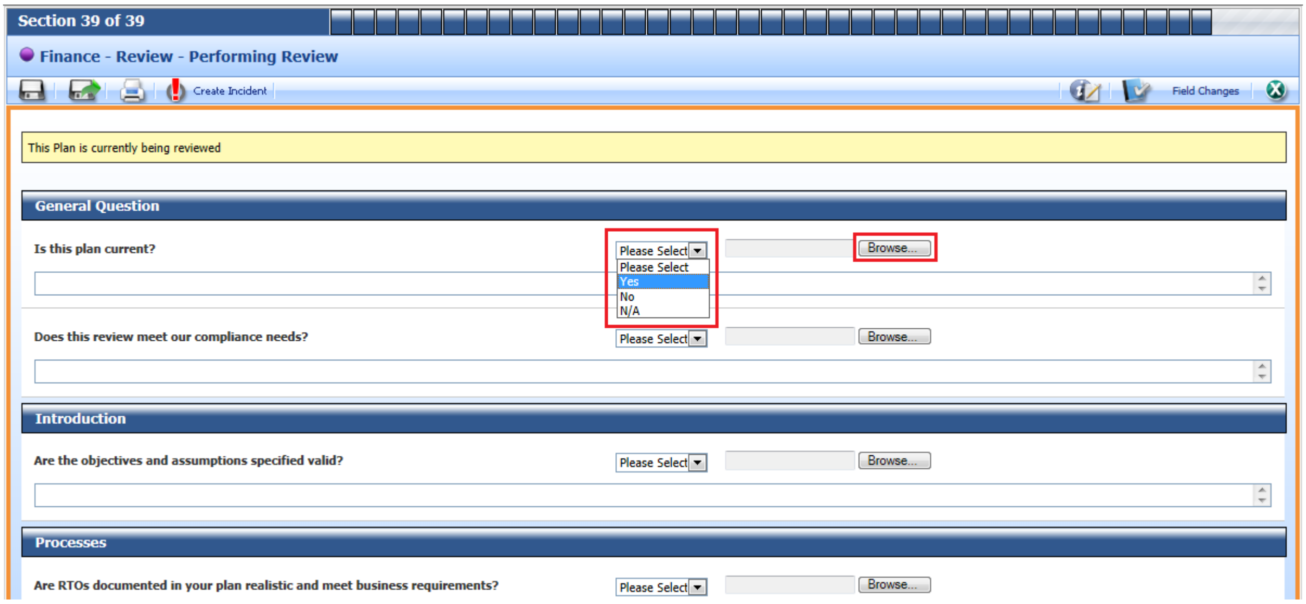
N.B. Once a Review has been started, the questions are locked. If a Question Set is altered in anyway following the start of a Review, the changes are not reflected in that Review.

The entity status changes to 'Performing Review' and at the bottom of the left hand menu, a new section called 'Review' is added.



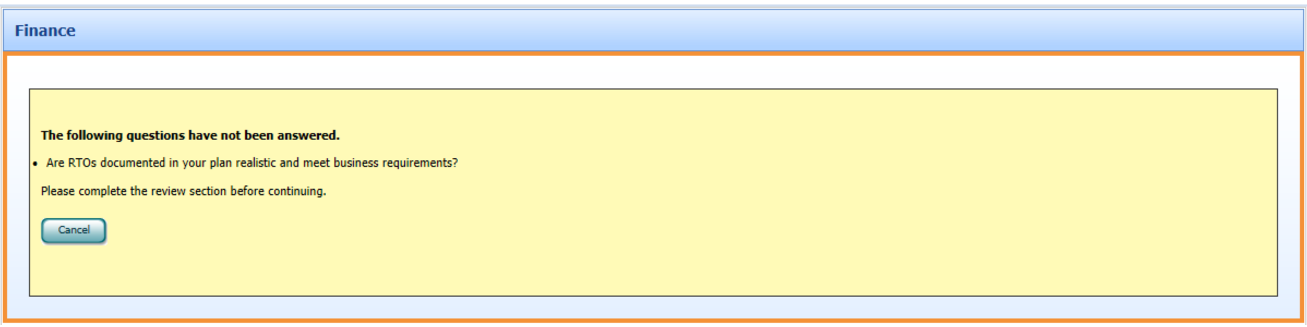
Navigate through each section of the entity, making any necessary changes to the content.

The ‘Review’ section contains the questions form the Review Question Set associated with the entity template. Generic questions appear first, followed by the specific section questions. Comments can be added along with the upload of any supporting documents.

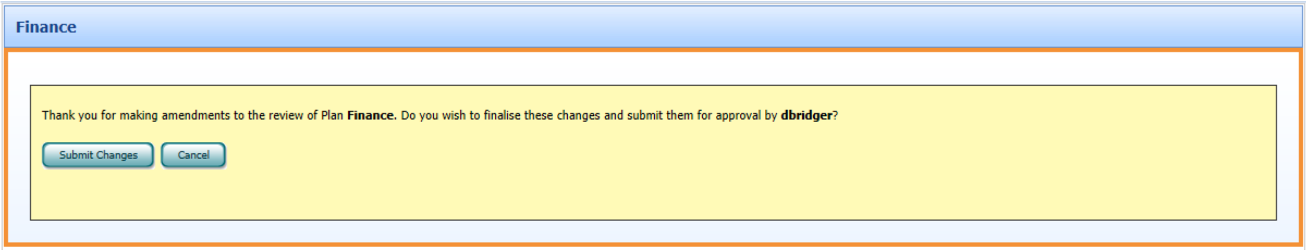


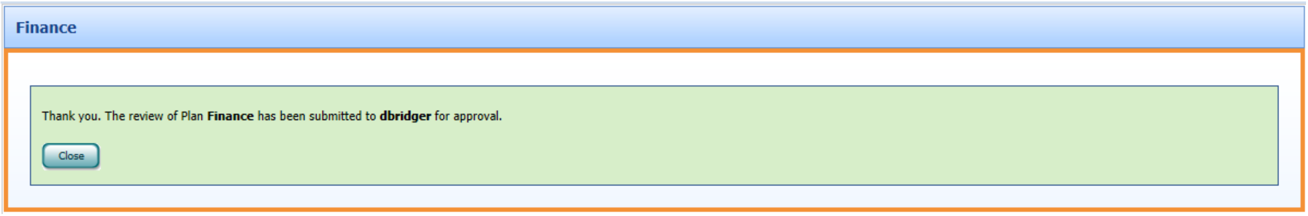
When you have completed the review, click the ‘Finish’ button to send for approval.

The questions in the Review section are all mandatory, should any have been missed the system will automatically prompt you. Click ‘Cancel’ to be returned to the Review section to complete the missing data.



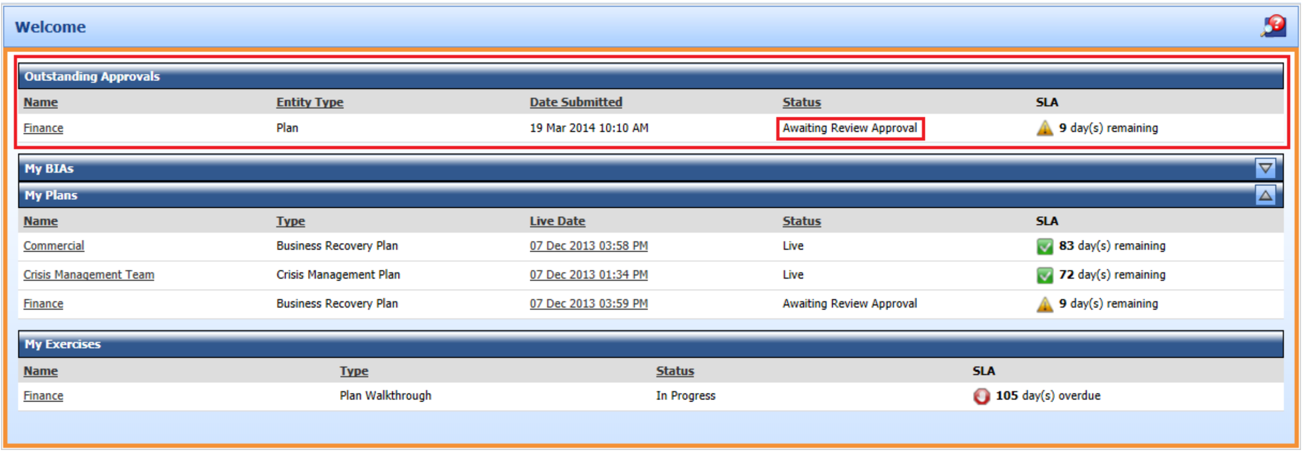
Click ‘Finish’ again, when all questions have been completed and send the Review for approval



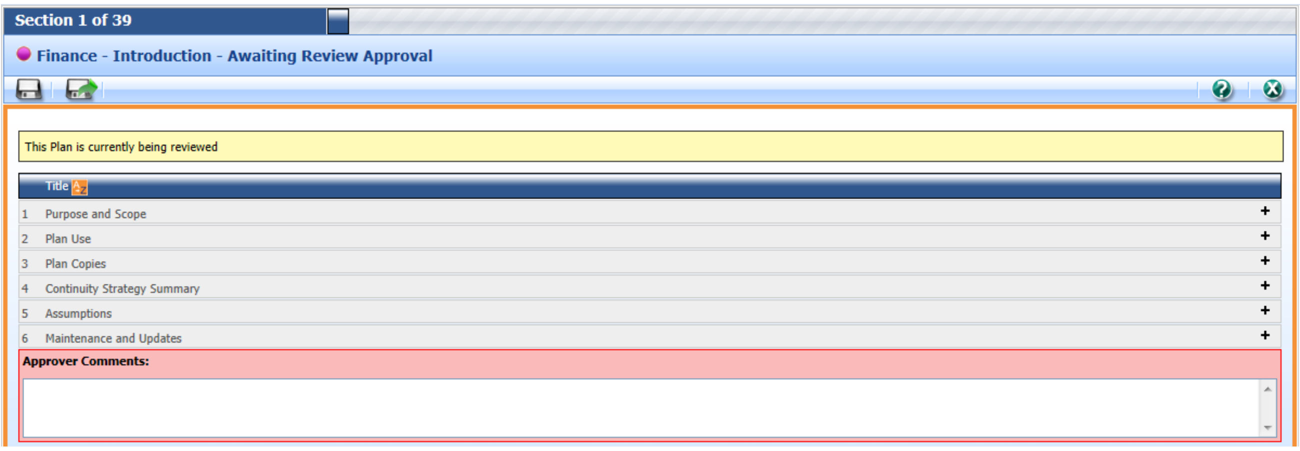


2. Review Approval

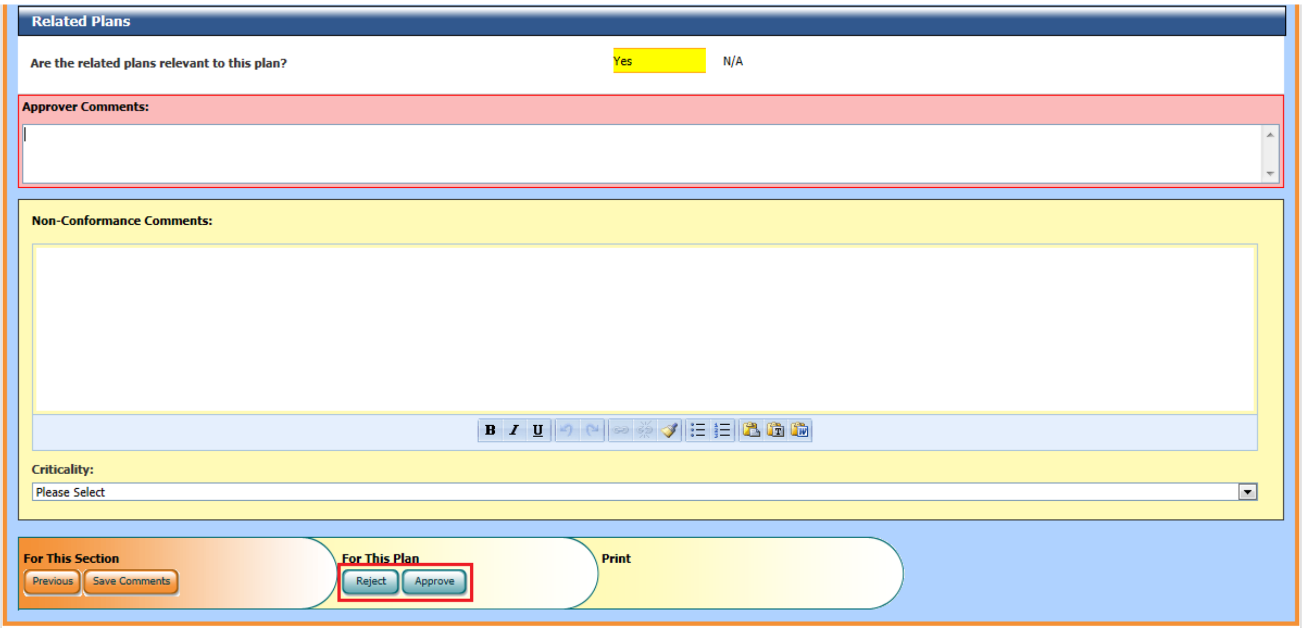
On the Approvers homepage they will have a section for ‘Outstanding Approvals’ which lists any entity which is awaiting their approval.



Click on the entity name, which will take you into the entity to approve the Review. As you navigate through the sections, you have the opportunity to add comments but are unable to edit the entity as you only see it in ‘view only’ mode.



In the Review section you will be able to see the answers given to the questions and download any supporting documents.



You can either ‘Reject’ the Review and send it back to the owner/maintainers for further work or ‘Approve’ the Review. Finish the approval by clicking ‘Submit Changes’ and make the entity ‘Live’.