

BC-3 Version 6.1 Reporting Function

Report	Functionality	Notes
Compliance		
> Compliance Certificate	Shows a quick view of the compliance of entities.	Shows entity, last approval date, last review date and uses traffic light systems to indicate whether entity is compliant.
Contacts		
> Contacts	Shows the details of the responsibilities section of an entity. It displays the role, the name and contact details for the employee who has been assigned the role.	Pulls information on: <ul style="list-style-type: none"> - Entity owners, maintainers and approvers - Internal and External dependencies - - Site contacts
Customised Reports		
> Create a report	Bespoke reports can be created using this tool.	
Dependencies		
> Dependency Map	Shows elements that an area of the business depends on, which can be expanded into actual items by clicking on the individual item within the element.	Can select a business unit / department and pull information on the its dependencies by RTO timeframe: <ul style="list-style-type: none"> - Resources - Upstream dependencies - Downstream dependencies - External dependencies - Internet services - Sites - Vital records
> External Dependencies	Shows the External dependencies which have been identified in entities.	Pulls information on: <ul style="list-style-type: none"> - Entity Name - Contact Type - Contact (company) - RTO - Process name (critical business function)
> Internal Dependencies	Shows the internal dependencies of an entity.	Pulls information on: <ul style="list-style-type: none"> - Dependency type (upstream / downstream) - Entity Name - Process name (critical business function) - For what? (who they are / what they are required for) - RTO
> Resource Dependencies	Shows the processes within the entities that are dependent on a particular resource.	Pulls information on: <ul style="list-style-type: none"> - Resource (IT software/hardware)

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	Allows you to determine where there may be a disconnect between what a business unit/department requires vs how quickly IT can restore a system/application.	<ul style="list-style-type: none"> - Resource capability (IT Recovery time) - Resource RTO (process RTO) - Entity Name - Process (critical business function)
> Resource Dependency Map	Identifies the resource dependency information for an area of the business.	
Employees		
> Employee Training	Details employees who have attended / passed a particular type of training.	Requires users to be inputting employee training details
> Employee Training Gap Analysis	Allows you to see what training has taken place and who has attended, allowing you to then reschedule training for those individuals are required.	
> Exercise Participation	Displays details of employees who have attended / passed a particular exercise.	Requires users to be using the Exercise Module within BC-3
Exercise		
> Exercise Completion	Shows the exercise status and information against entities and if completed exercise have passed or failed.	Requires users to be using the Exercise Module within BC-3
> Exercise Gap Analysis	Shows exercise information against entities including processes, resources, and strategies that were in or out of scope.	
Incident Management		
> Incident Review	Provides a summary of the incident and invocation progress for the incident group you selected.	Requires users to be using the Incident Management Module of BC-3
> Incident Overview	Provides a summary of the incident and invocation progress.	
Process		
> Critical Date Analysis	Report can be run for a period of time and lists all the processes that have been identified as being critical within the time period stated and match either the day of the week, calendar day, business day or calendar month.	Note: need to be using the 'Business Peaks and Deadlines' section within the BIA and/or Plan template
> Information Asset Register	Details the processes with a particular information type and/or information classification.	
> Process RTO	Shows the requested RTOs for processes from entities. If there is an Override RTO, this is displayed along with the justification.	Pulls information on: <ul style="list-style-type: none"> - Entity Name - Process (critical business function) - MAO

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		<ul style="list-style-type: none"> - Triggered by (consequence) - RTO - Justification (if RTO overridden)
> RTO Exception	Shows the details of processes that have an Override RTO which is different to the required RTO.	Can be filtered for: <ul style="list-style-type: none"> - Processes - Resources - Internal dependencies - External dependencies
Resource		
> Resources	Provides details of resource requirements based on BIA analysis.	Pulls information on: <ul style="list-style-type: none"> - Resource name - Entity name - Process name (critical business functions) - Resource RTO - Resource RPO
> Resource Dependency	Shows the processes within the entities that are dependent on a particular resource. Allows you to determine where there may be a disconnect between what a business unit/department requires vs how quickly IT can restore a system/application.	Pulls information on: <ul style="list-style-type: none"> - Resource (IT software/hardware) - Resource capability (IT Recovery time) - Resource RTO (process RTO) - Entity Name - Process (critical business function)
> Resource Dependency Map	Identifies the resource dependency information for an area of the business.	
> Resource RPO Exception	Shows the details of Resources that have a Requested RPO which is different to the Resource RPO.	Can be downloaded as an Excel 'Summary Heatmap'.
> Resource RTO Exception	Shows resources that have a Process RTO which is earlier than the resource capability. Allows you to determine where there may be a disconnect between what a business unit/department requires vs how quickly IT can restore a system/application.	Can be downloaded as an Excel 'Summary Heatmap'.
> Upstream Resource	Displays the upstream and downstream dependencies by resource, and by under and over delivery.	
Strategy		
> Business Transfer	Details the Business Transfer information against the process in your entities.	Requires users to be using the 'Business Transfer' section within the BIA and/or Plan template

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> Detailed Requirements	Provides a summary of the resource detailed requirements per recovery location.	Requires users to be using the 'Detailed Requirement' section within the BIA and/or Plan template
> Strategy	Shows the required work area recovery for a site/area of the hierarchy, over time. If the number of seats at a given location is exceeded, this is highlighted on the report for the given timeframe.	Requires users to be using the 'People Strategy' section within the BIA and/or Plan template
System Admin		
> Actions Extract	Shows the details of Actions that have been created from Pre-Exercise tasks.	Requires users to be using the Exercise Module within BC-3
> Admin Extract	Extracts the data held within BC-3 for particular 'Administration sections'.	
> Document Library	Allows you to search for documents within the Document Library.	
> Expired Items	Provides a list of expired items within entities and can include expired entities.	
> Non-Conformance	Shows the details of Non-Conformance.	
> Orphan Resource Items	Provides details of any resource items that are not referenced by any entity.	
> User Group Permissions	Exports to excel all the User Group Permission configuration settings.	
System Audit		
> Admin Activity	Shows the details of Admin Activity within BC-3.	
> Days Since Last Login	Shows all the users that have not logged in within the last 'X' days.	
> Employee Hierarchy Exception	Report lists employees that have moved within the hierarchy, following an employee import.	Note: will only show information from the last employee import.
> Entity Access Summary	Shows the details of entities that have been printed and/or viewed.	
> Entity Detail Changes	Shows the details of all changes made to a particular entity.	Could be used if you are required to present to the Board/Executive Management a summary of changes to BIAs/Plans.
> Entity History Summary	Shows the details of the history of an entity.	
> Entity Review Summary	Details the review history of an entity.	

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> Imports	Shows the details of each Import that has been run.	
> Hierarchy Management	Shows the number of entities created against the Hierarchy levels, to highlight levels that have no entities.	
> Invalid Page Requests	Shows the URL's that have been requested that do not actually exist within BC-3.	
> Incident Audit Log	Details all the changes made to the activities in an Incident, what action was taken and by whom.	Requires users to be using the Incident Management Module within BC-3
> User Changes	Shows changes made to User records.	
> User Login	Shows the details of which users have logged into BC-3 and the result (e.g. successful login, invalid username/password etc.).	
> Whiteboard Audit Log	Details all the changes made to a whiteboard, what action was taken and by whom.	Requires users to be using the Incident Management Module within BC-3
What If		
> What if	Shows the entire lifecycle of the core data within BC-3. A variety of filters can be applied and the information can be viewed onscreen, exported to excel and viewed in a GIS Map.	

Notes:

Entities = are BIAs and Plans