Release 260 August 2019:
Workflow, Access Rights and Deliverables

Workflow

Stages are now called 'Workflow' and has its own tab on the Register and Form template. This is more than just a change of name and location. We have added some neat new features as well:
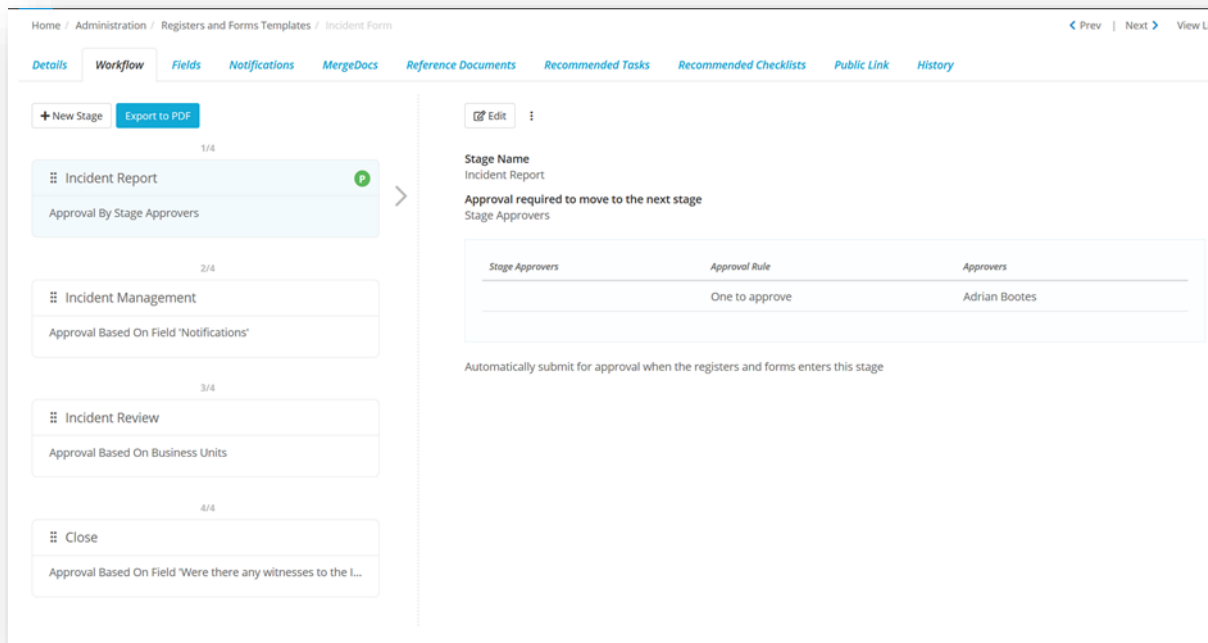
A new type of approval based on fields (Conditional Approval)

If you need approvals based on **Incident Priority** in incident management or on **Location** in contract management, you can now do this with approval rules that are based on:

- **Any single select field**
- **Any multi-select field**
- **Any hierarchical field**

This is in addition to the existing approval rules based on:

- Business Units
- Contract Value
- Or simple stage based approvals

Auto-generated workflow documentation

We have added a new feature that will let you export, workflow documentation to a PDF. Workflow documentation gives you a summary of the stages and a detailed list of approvals and approvers required to move to the next stage:

Approval Workflow - Incident Form

1	Incident Report — Approval By Stage Approvers
2	Incident Management — Approval Based On Field 'Notifications'
3	Incident Review — Approval Based On Business Units
4	Close — Approval Based On Field 'Were there any witnesses to the...'

P Public Link

complispace
make it work

1/4 **Stage Name**
Incident Report

Approval required to move to the next stage
Stage Approvers

Stage Approvers	Approval Rule	Approvers
	One to approve	Adrian Bootes

Automatically submit for approval when the registers and forms enters this stage

2/4 **Stage Name**
Incident Management

Approval required to move to the next stage
Based on Field

Field
Incident Management - Notifications

Notifications	Approval Rule	Approvers
Ambulance	One to approve	Michaela Webster (COO)
All other field answers	One to approve	Barry Chan

3/4 **Stage Name**
Incident Review

Approval required to move to the next stage
Based on Business Units

Based on Business Units	Approval Rule	Approvers
Administration	One to approve	Barry Chan
All other business units	One to approve	Florence Foo

4/4 **Stage Name**
Close

Approval required to close
Based on Field

Field
Witnesses - Were there any witnesses to the incident?

Were there any witnesses to the incide...	Approval Rule	Approvers
Yes	One to approve	Rachel Smith
All other field answers	One to approve	Robert Seale

The 'My Business Unit' and 'Current User' filter options

Sometimes in shared reports or subscribed reports, the Person Responsible filter needs to be set to the **Current User** exporting the report.

complispace
make it work

We have added the **Current User** option to the Person Responsible filter, this will dynamically pick the current user exporting the report. This saves an administrator having to set up multiple reports for different users.

The same applies to the Business Unit filter where the Business Unit may need to be the Business Unit of the user exporting the report.

In the Business Unit filter, we have added the **My Business Unit** option which will dynamically pick the user's Business Unit.

Access Rights

We have added a few changes to Access Rights, and they are listed below:

User Profiles

User Profiles are a new and easy way to assign roles to your users. A User Profile consists of multiple roles, you then assign the profile to a user and that user will now have all the roles that are in the profile. When a profile is updated, the access right changes flow through to all the users with that profile.
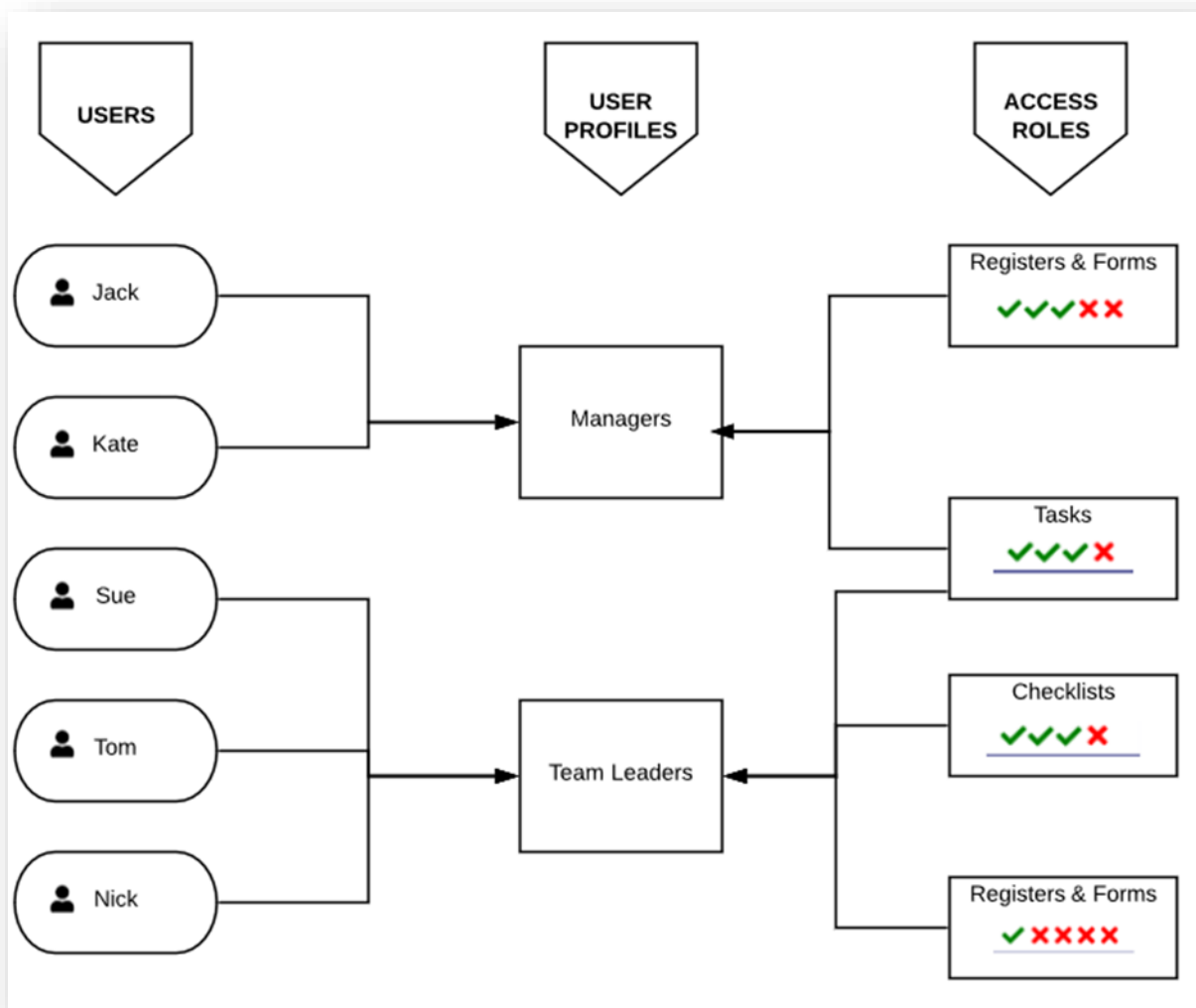
Note: If a user is given a User Profile for their access, then they **cannot be added to any other access roles.**

Creating a User Profile

To create a User Profile, click on the gearwheel in the top right of the screen to go to the admin section of Assurance, select Access Rights under the General category, and on the next screen select User Profiles:

On this screen you will see a list of the User Profiles currently in your system, as well as how many users are currently in them. To create a new profile select +Create New User Profile:
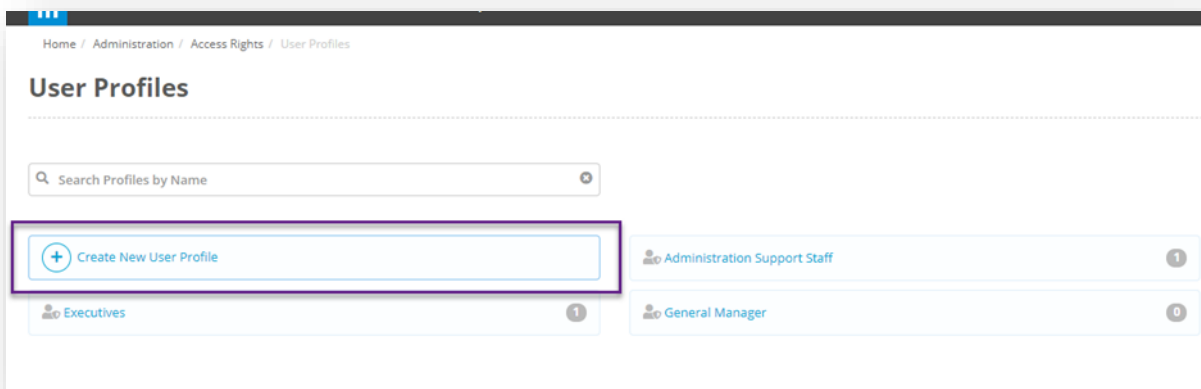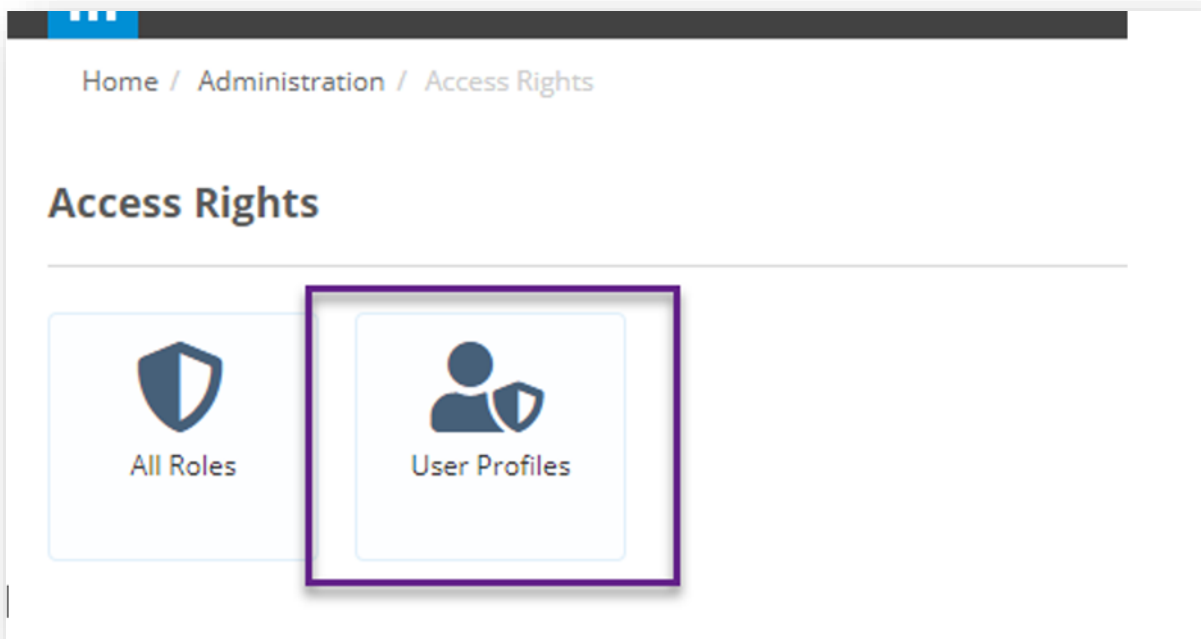
Give the profile a name then select 'Create'. This will take you to the details page for the new profile where you can start adding users and roles. To add roles click on the Roles tab:
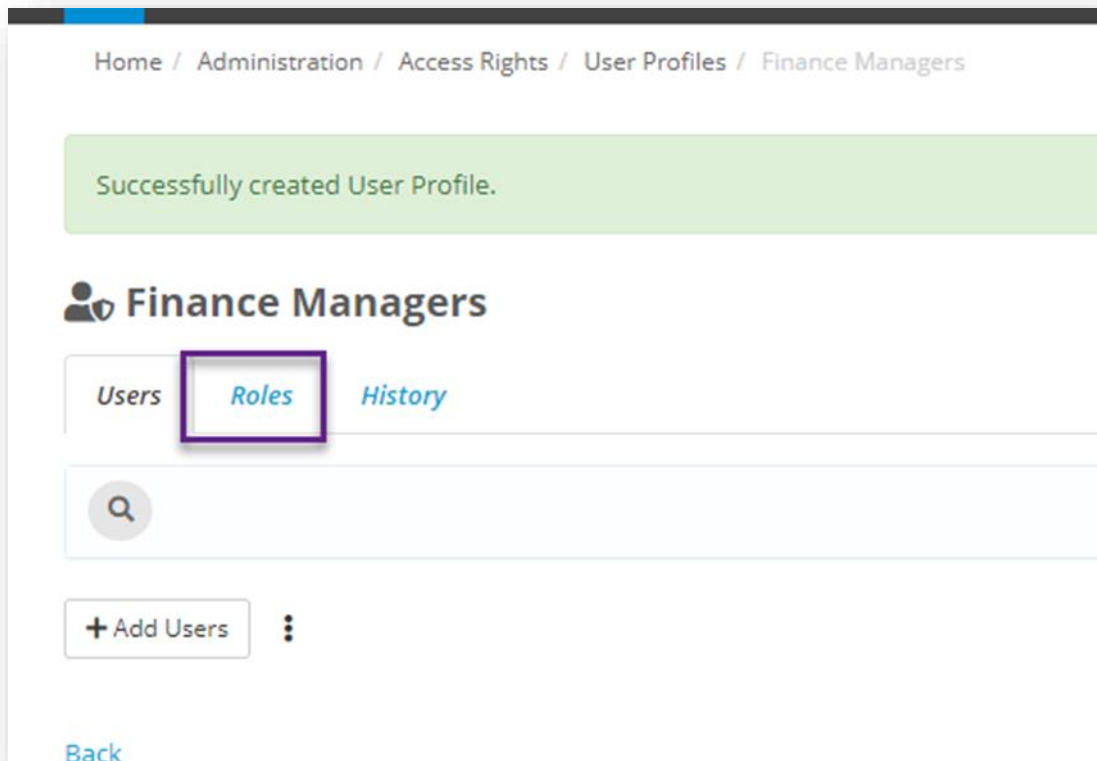
Then click on +Add Roles to start adding the roles that you want to apply to the users that have this profile:
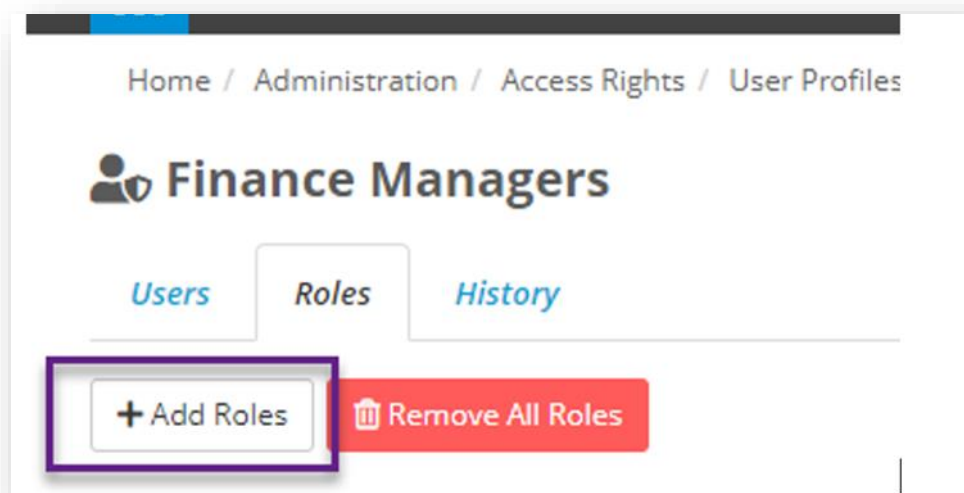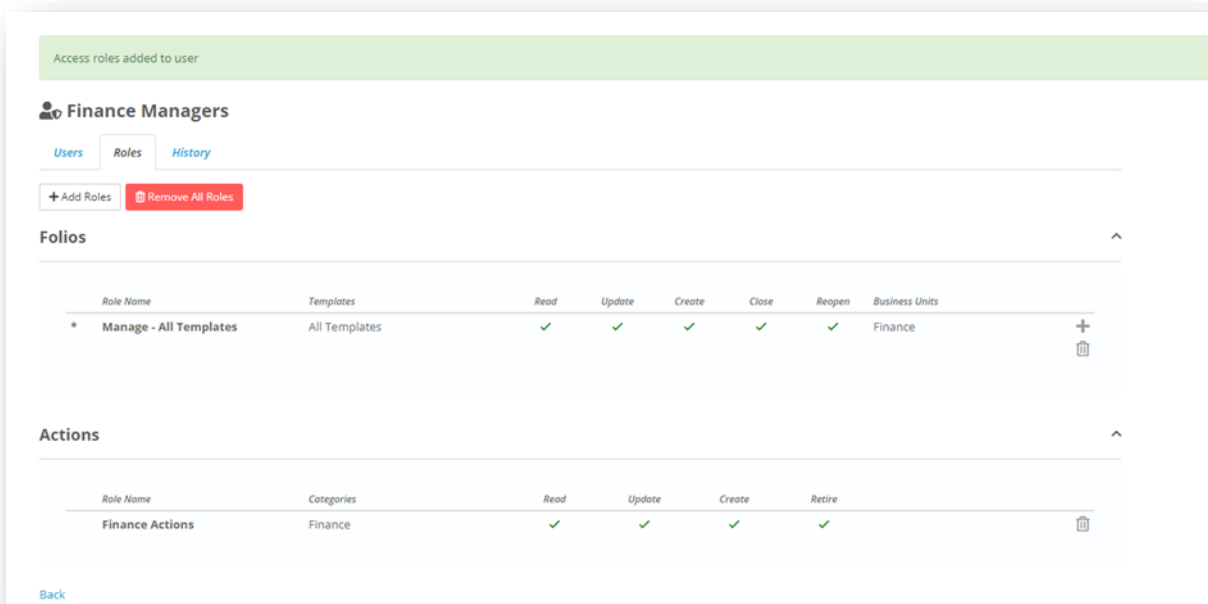

Select the role that you want then click on the +button to add the role. Repeat this process for each role that you want to include in this User Profile. For some access roles, before you click the + you will need to select the Business Units they will have access to. For **Registers and Forms,** this limits which Registers and Forms the user can see based on the selected business units. *If the template does not have business units set up as a field this is not required.*

- For **Task Assignments & Checklist Assignments,** the business units will determine which assignments can be read and/or modified by the user.
- For **Task Results & Checklist Results,** the business units determine which results the user can be read and/or completed by the user.
- By default the user is given access to their own business unit and its sub business units.
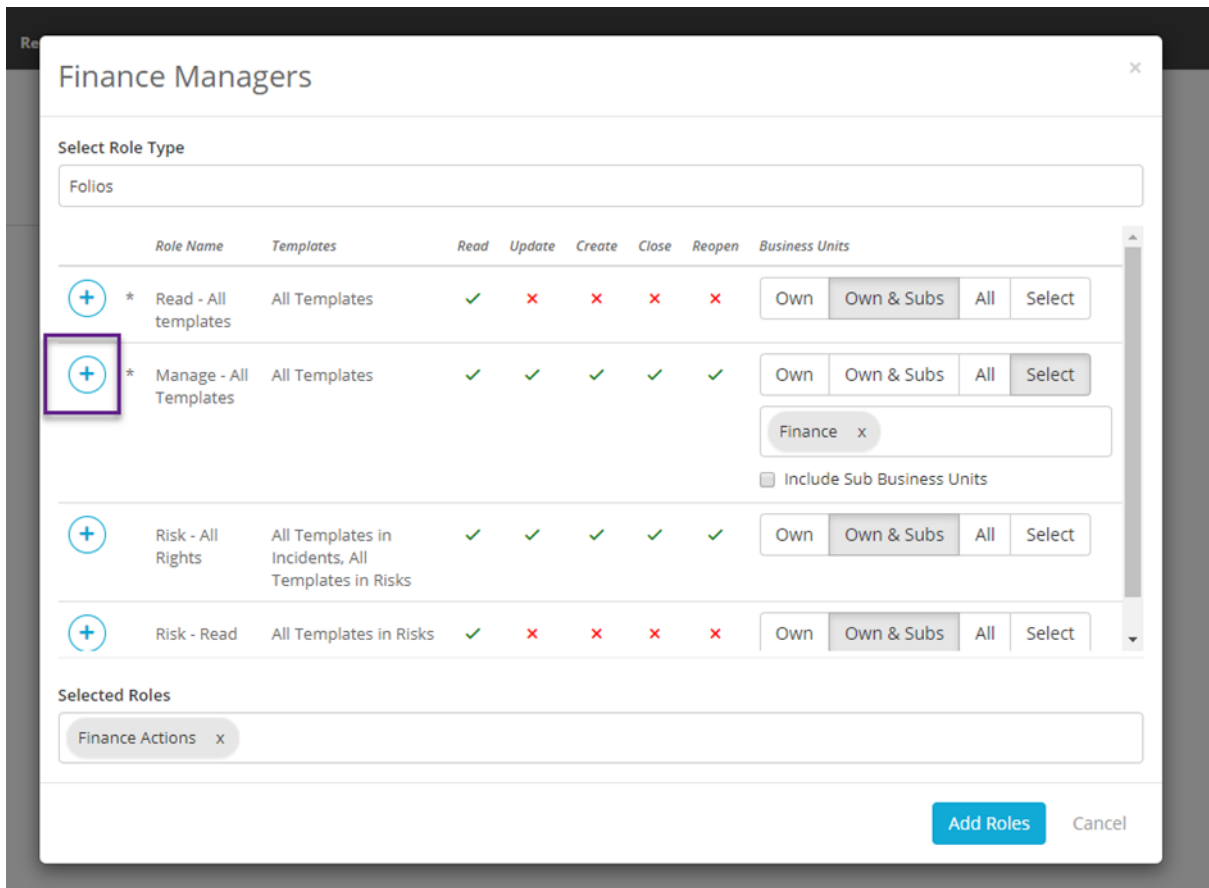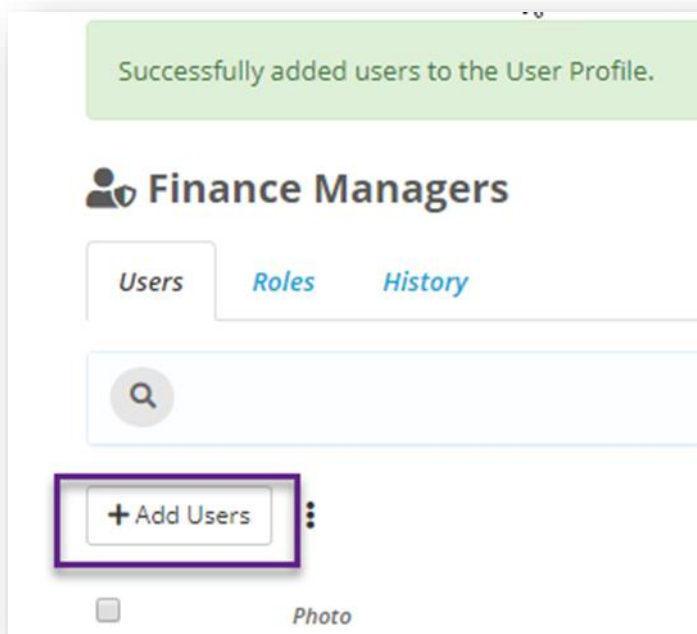
Once you are finished select Add Roles. The Roles tab will now show a list of the roles that make up this User Profile:

Applying a Profile to a User

There are two ways to add a user to a user profile.

1. You can click in the User tab of the profile and select +Add Users:

Select the Users you want then click Add. If one of the users that you have selected already has access roles applied to them then a warning box will appear letting you know that if you add them, to this Profile then their **other access rights will be removed.** Click confirm to agree and add the user to this Profile.
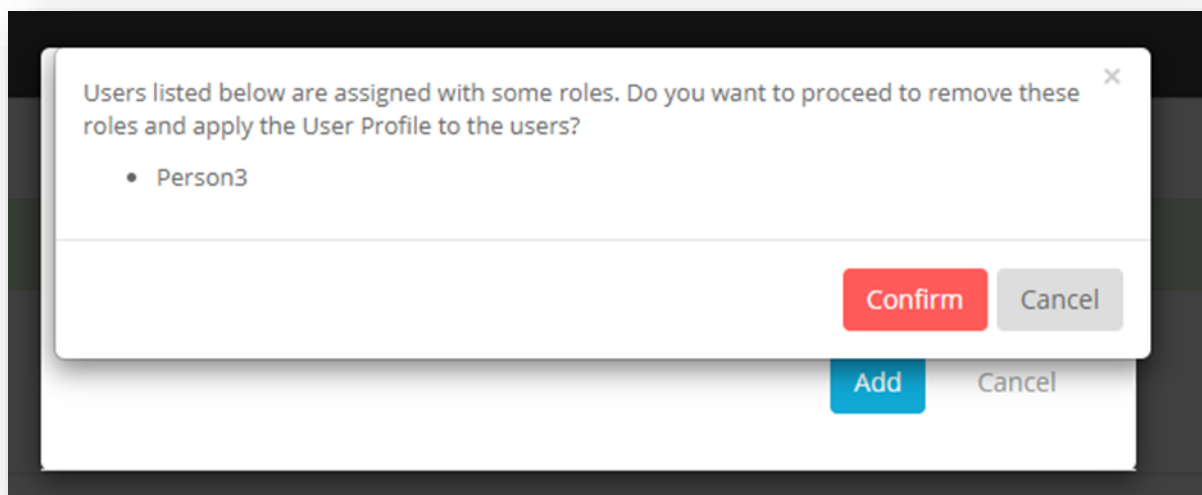
2. You can go to the Rights tab of a user profile, then select Add User Profile:
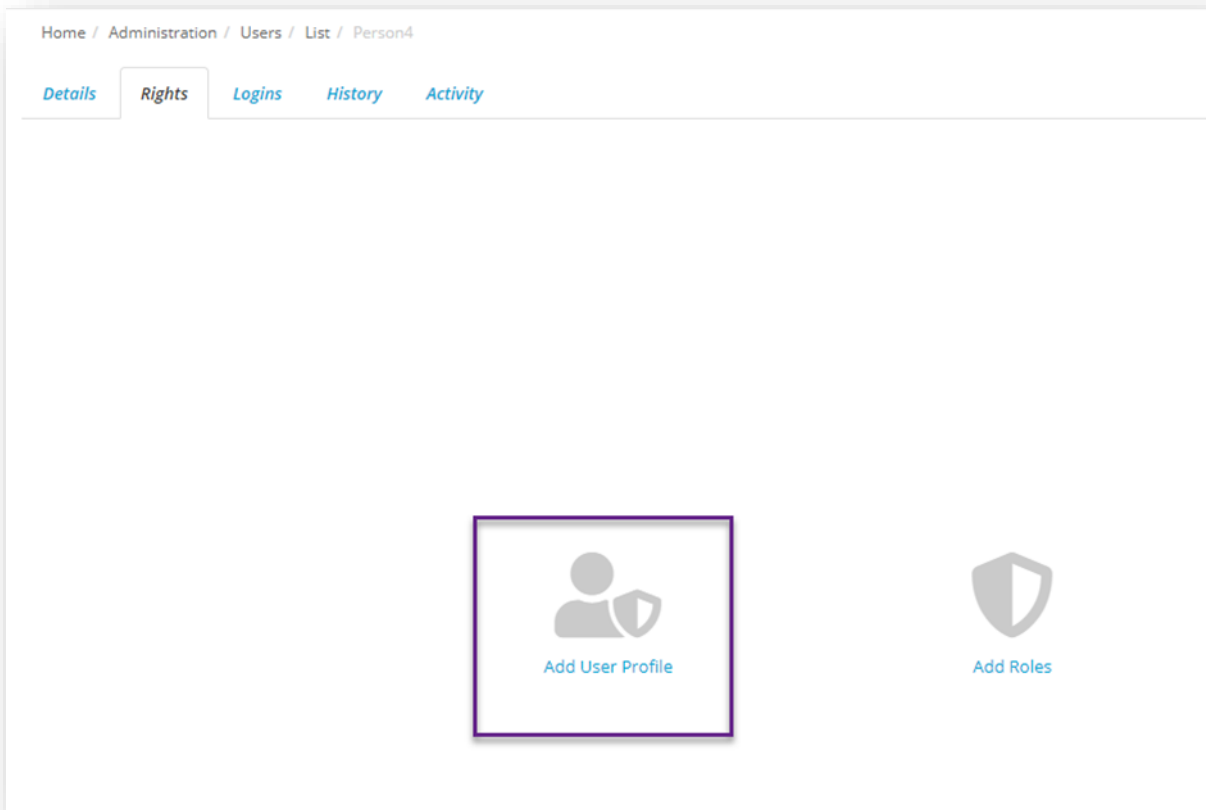
Note this option will only appear if the user has no other access rights currently applied to them.

### *Editing a User Profile*

A User Profile can be edited at any time; however, **any changes made to a user profile will apply to all users that currently have that profile applied to them.**

To edit a Profile, click on the gearwheel in the top right of the screen to go to the admin section of Assurance, select Access Rights under the General category, and on the next screen select User Profiles:
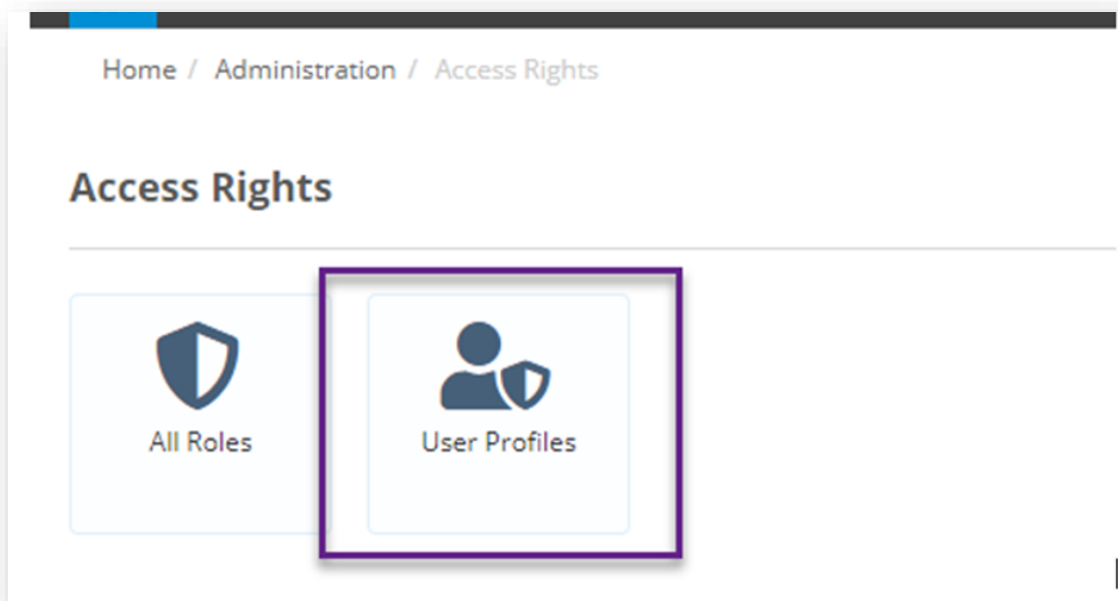
On this screen you will see a list of the User Profile currently in your system, as well as how many users are currently in them. To edit a profile click on the one that you want to edit:
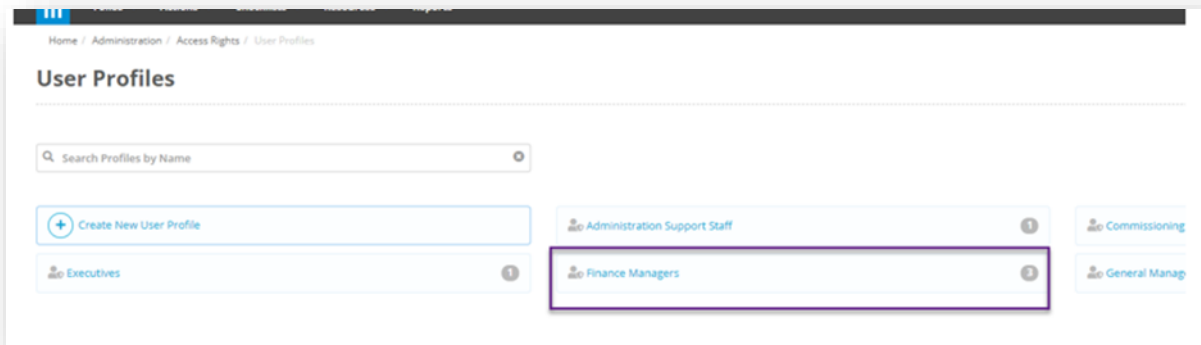

On the Users tab for the profile you can add users by following the steps outlined earlier, or remove users by clicking on the ellipsis to the right of the screen and selecting Remove User:
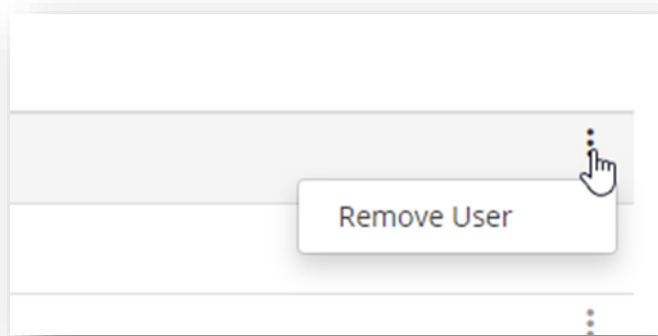
This screen also lets you export the profile to a PDF or spreadsheet by clicking on the ellipsis above the user list. You can also use this ellipsis to delete the User Profile:
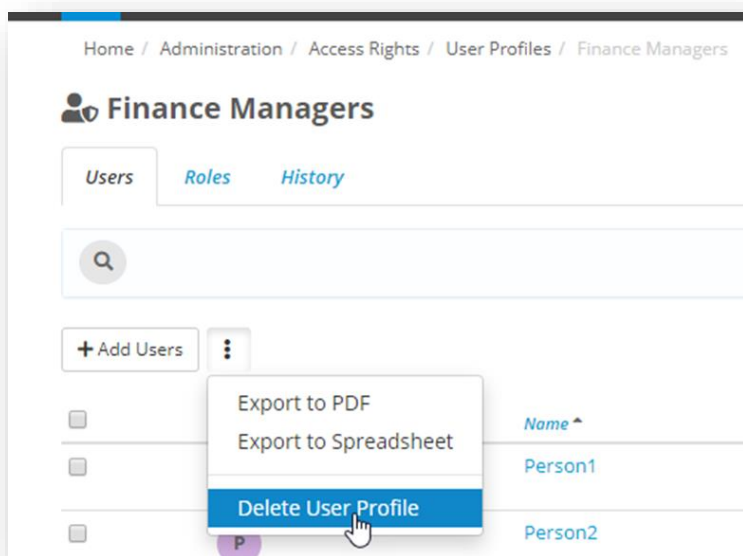
If you click on the Roles tab then you can add roles to the profile by following the steps outlined earlier. You can remove roles by either clicking on the bin next to the role that you want to remove:
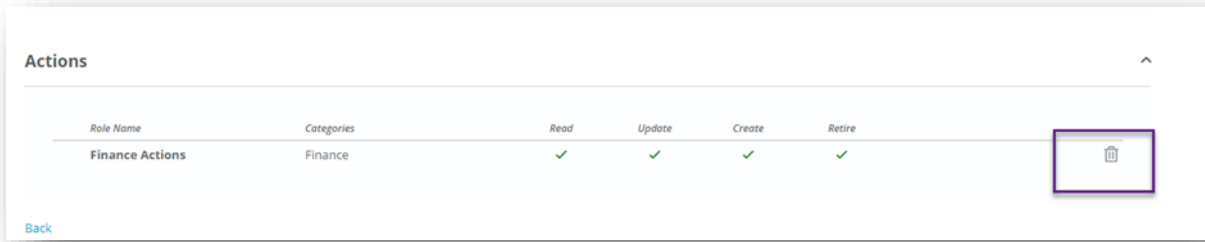

Or to remove all of the roles at once, select Remove All Roles.

Assignment rights are now inherited from Task and Checklist rights

Currently in Assurance, a user's rights to assign tasks or checklists are not limited to the tasks or checklists that they can read. They are only limited by the users they can assign to. i.e. to users in their Business Unit, Business Unit and Sub-Business Units or selected Business Units.

With this release, a user will first need to have at least read rights to the Task or Checklist Category before they inherit rights to assign Tasks or Checklists. The assignment rights will still be restricted to the business units that they have rights to.

Example:
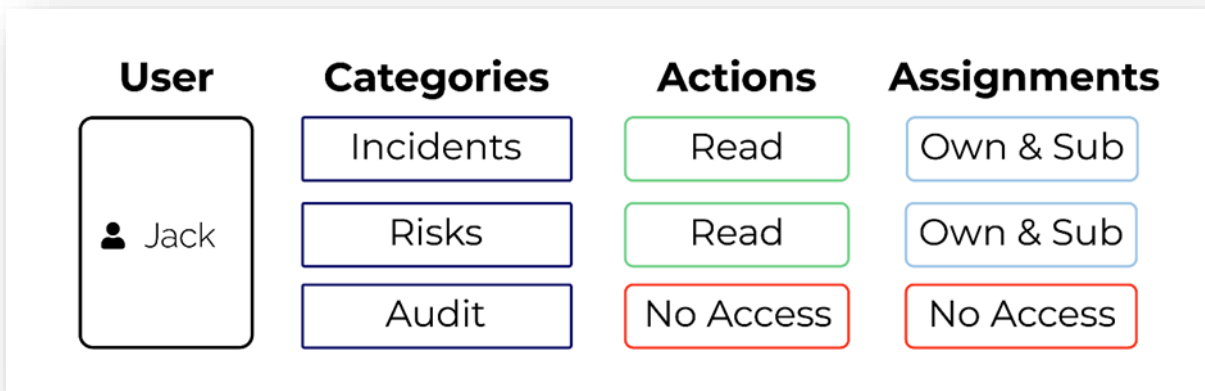
Jack has been given READ rights to two task categories - Incident Tasks and Risk Tasks but has NO ACCESS to Audit Tasks.

Jack has been given Assignment CREATE rights for his own Business Unit and Sub Business Units.

Jack will then be able to read all tasks in the categories Incident Tasks and Risk Tasks. For tasks in these task categories Jack will be able to create and edit assignments to users in his own Business Unit and Sub - Business Units.

Jack will not be able to read, create or edit assignments to tasks in the Audit Tasks Category.

Access rights based on Entity Category

Assurance has introduced Entity Categories (Note: all of your existing categories will default to the 'General' category). You are able to add new Entity Categories from the Admin Screen. The main purpose of these categories is to limit Access Rights to Entities and Contacts. You can now create Entity Access Right Roles that are based on these categories

Example:
Jack needs to be able to view all entities in the entity category Suppliers but not Customers. Jack can now be given READ rights for just Suppliers but not for the Customers Entity Category.
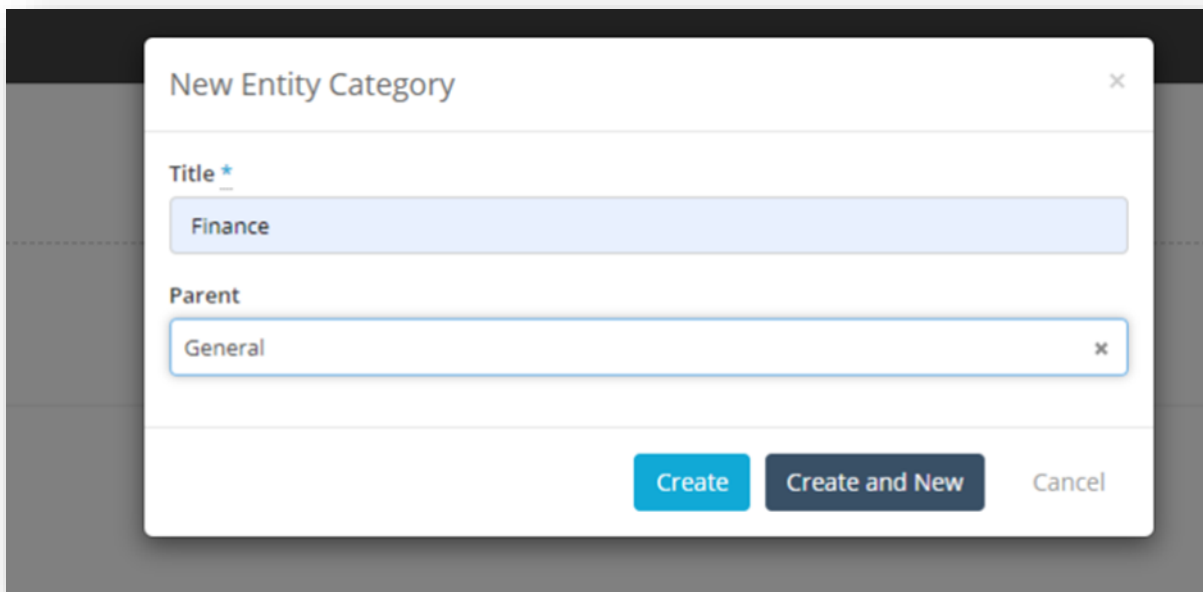
To create Entity Categories, click on the gearwheel in the top-right of the screen to go to the admin screen, then select Entity Categories:
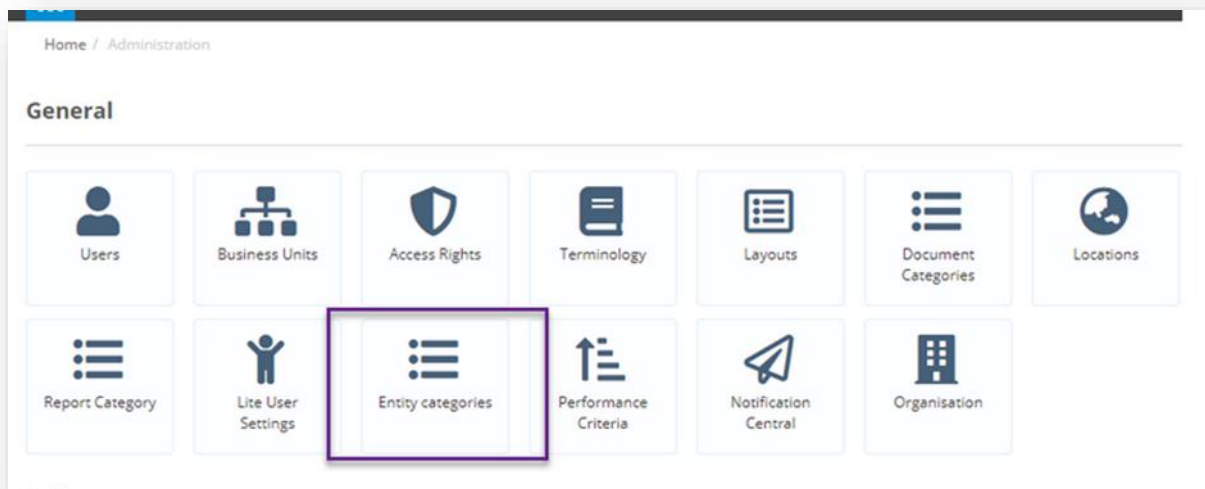
Here you will see a list of the Entity Categories in your system. To create a new category, click on +New:
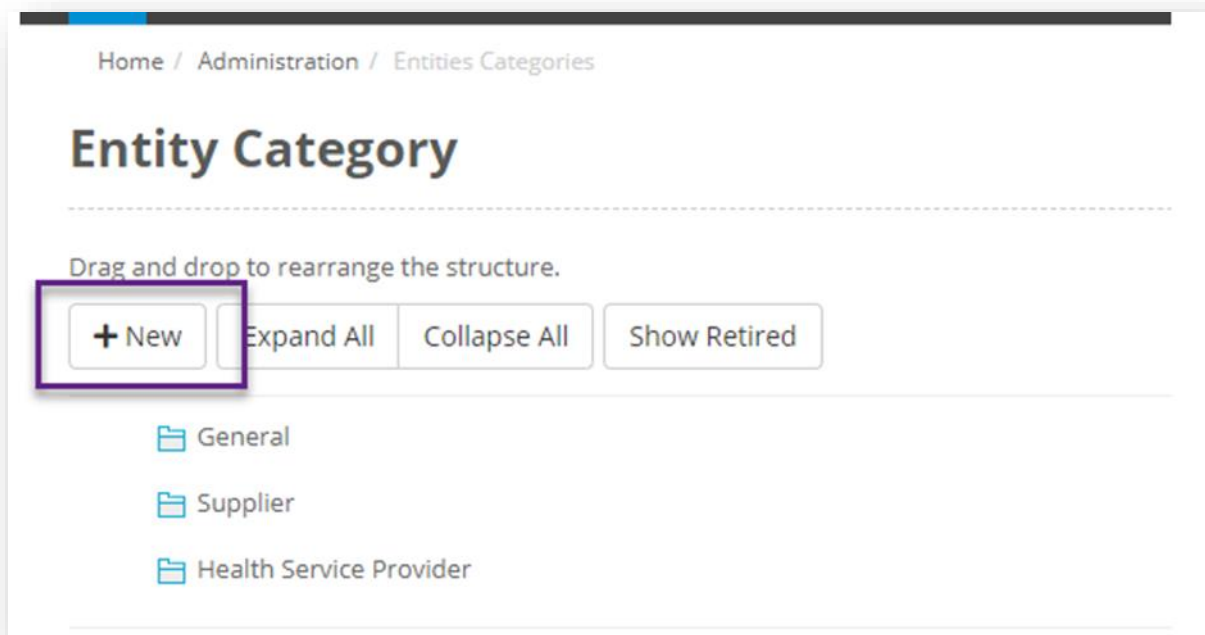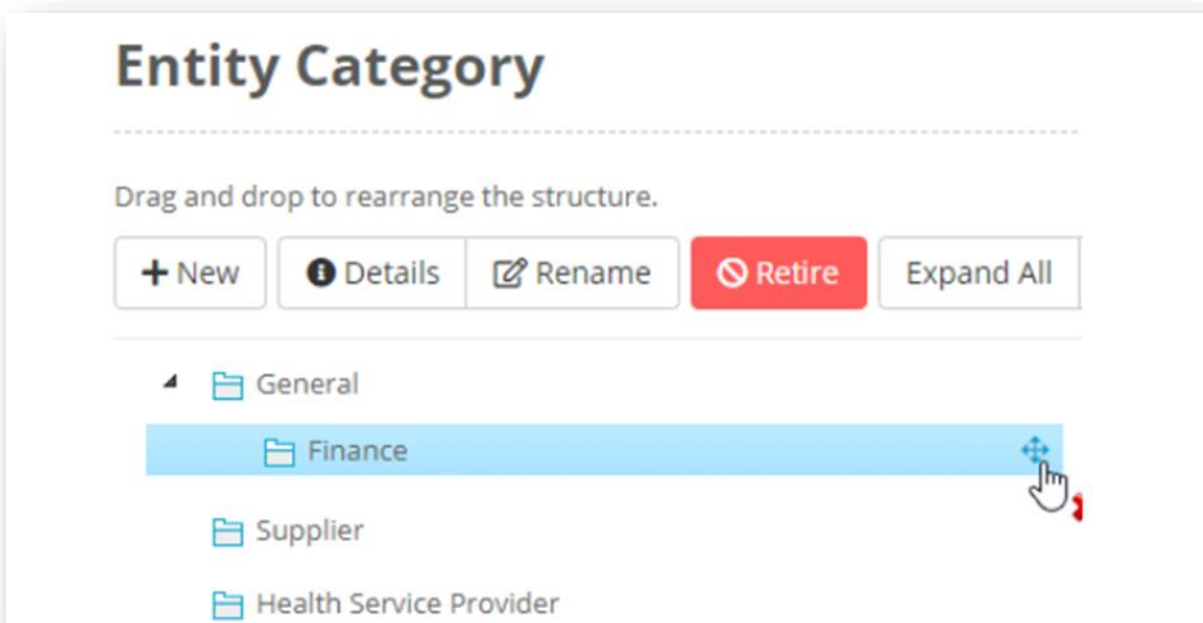
A popup will appear where you can give the category a name and a parent (if one is needed). Entity Categories follow a hierarchical structure the same as Business Units:

Then click Create or Create and New if you want to keep making categories. You can rearrange the categories in your system by clicking on them, then selecting the drag handle and moving the category where you want it:

Clicking on a category also gives you the option to Rename or Retire the category.

Once you have the categories set up you can restrict the Entities that a user sees through their Access Rights by creating a Custom Role:

New Role

Select Role Type *

Entities and Contacts

Role Name

Rights

☐ Read
☐ Update
☐ Create
☐ Retire

◉ Select Entities Categories

General   x   Finance   x

◯ All Entities Categories

Save   Cancel

Entity lookup fields can be limited by entity category

You can also limit Entity lookup fields by Entity Categories. For example supplier contracts needs to only display suppliers not all your Entities. You can limit the lookup to only displaying the suppliers category.

Risk Matrix Improvements

Control ratings can be removed from the two Risk Matrix options. If Control Rating is enabled, it now appears on the Risk.

Transferring ownership of drafts when retiring a user

Currently, when retiring a user all draft Registers and Forms are removed. Assurance now enables an administrator to transfer the ownership of a draft to another user when a user is retired.

Improving the usability of tables with more than 10 rows

Tables will no longer collapse when there are more than 10 rows. They will show you the first 10 rows, with the rest being a click away in the expand table view

New Look Approval Status

We have made some changes to how the Approval Status appear on a Register and Form. The approval status will clearly tell you that an approval is required to move from one stage to another. In brackets it will display the number of approvals required.

You will also see a new look Approve / Reject button.

Approvers will be shown by their avatars. When they complete their approval a green ring will surround their avatar. If you need any information about the approver you can click on the avatar to see their User Card.

Copy Register and Form Improvements

We have made the following improvements to the Copy Register and Form feature:

- In addition to copying all fields or selected fields a user can now copy just Stage 1 fields on the destination template.
- If there are mandatory fields on the target template that are not on the source template, Assurance will now automatically create a draft Register and Form rather than giving you an error.

Notification on Updates Task Results

Currently, if you have a notification when a Task is set to In Progress, Assurance sends the notification only when the In Progress status is first recorded. In this release, Assurance will now send the notification every time the Task result is updated with that status. This means that any new comments recorded as part of update will also be sent.

PDF now optional in Custom Notifications

PDFs are now optional on Registers and Forms Custom Notifications.

Browser Tab now includes Registers and Forms Key and Title

Your browser's Assurance tab will now include the Key and Title of the Register and Form, making it easier to find a Register and Form when you have multiple tabs open
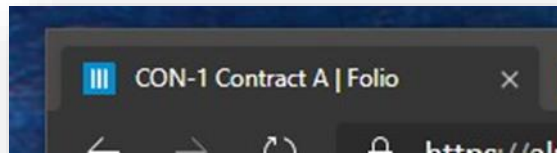
Update existing entities and contacts by import

This feature lets you update existing entities and contacts by a CSV import.

Attachment Uploader now holds documents for 365 days

When you use the Attachment Uploader you will now have a year to link these attachments to your Registers and Forms.

Register and Forms Approval Status added to Registers and Forms Report Template

When you are exporting the Registers and Forms Report you can now include the Approval Status as a field and filter on the report.

Configure Register and Form Export to PDF

Now you can create a customisable PDF Export of the Register and Form, you are able to decide what is included on this PDF. You can choose from:

- Details (the fields of the Register and Form)
- Linked Registers and Forms
- Attachments
- Notes
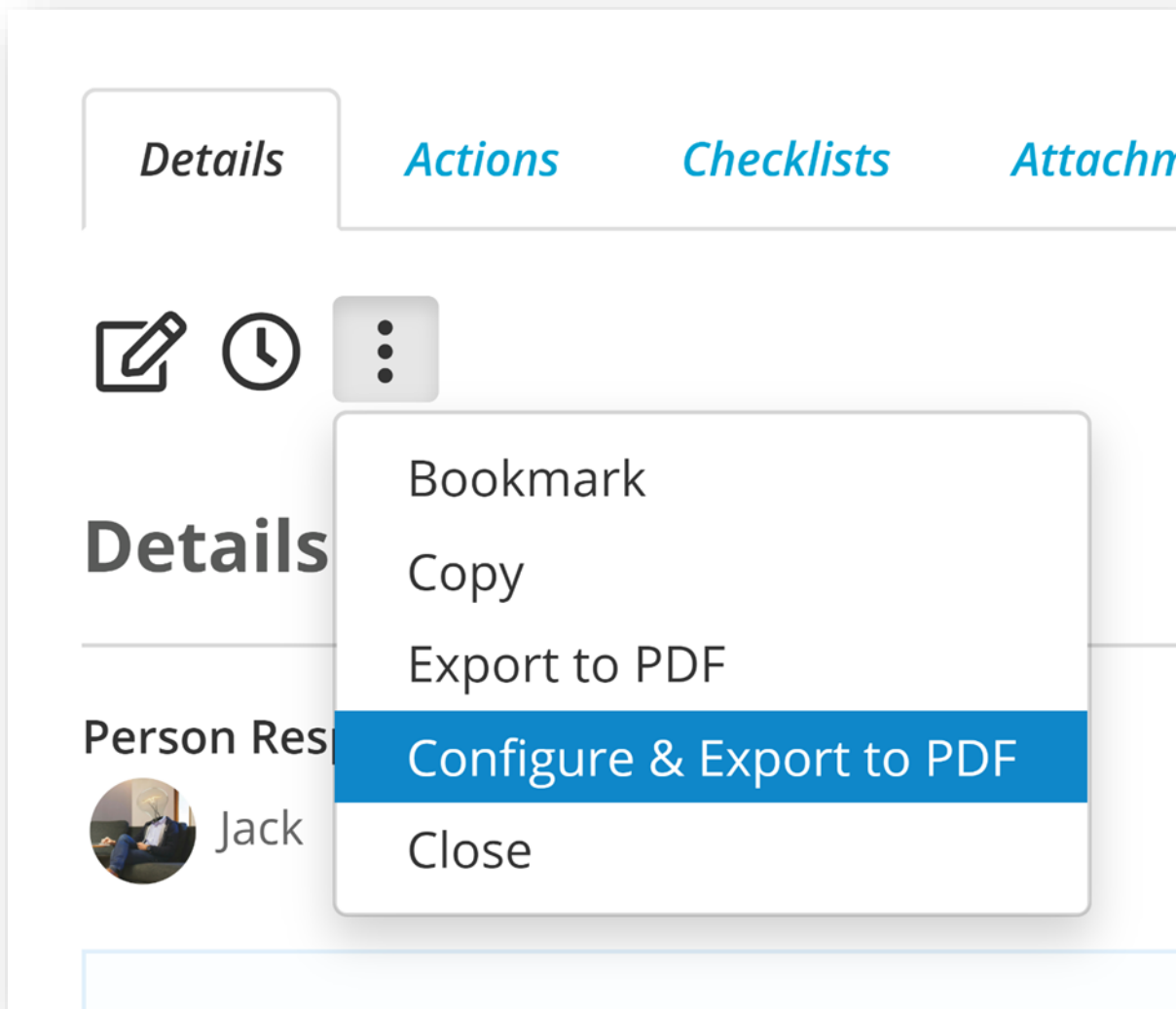
MergeDoc Long Text Field Formatting

If you have a MergeDoc with a Long Text field, Assurance will now bring across the following formatting:

- Dot Points
- Numbering
- Tables
- Bold text
- Italicised Text
- Underlined Text

MER-1 | Sample 1

Details   *Actions*   *Checklists*   *Attachments*   *History*

Go to a section or table

Details

Person Responsible

Jack

Folio Description

This is the contracts description. **It is important** *that* <u>no one</u> who is not involved with the organisation sees this document.

The Following Flowers are Cool

- Rose
- Dandelion
- Tulip

Here are my favourite Colours, in order

1. Yellow
2. Purple
3. Red
4. White

Below compares the flowers to the colours

Colour\Flower	Rose	Dandelion	Tulip
Yellow	No	Yes	Yes
Purple	No	No	Yes
Red	Yes	No	Yes
White	Yes	Yes	Yes

This document outlines an important contract,

Title

Sample 1

Contract Description

This is the contracts description. **It is important** *that* no one who is not involved with the organisation sees this document.

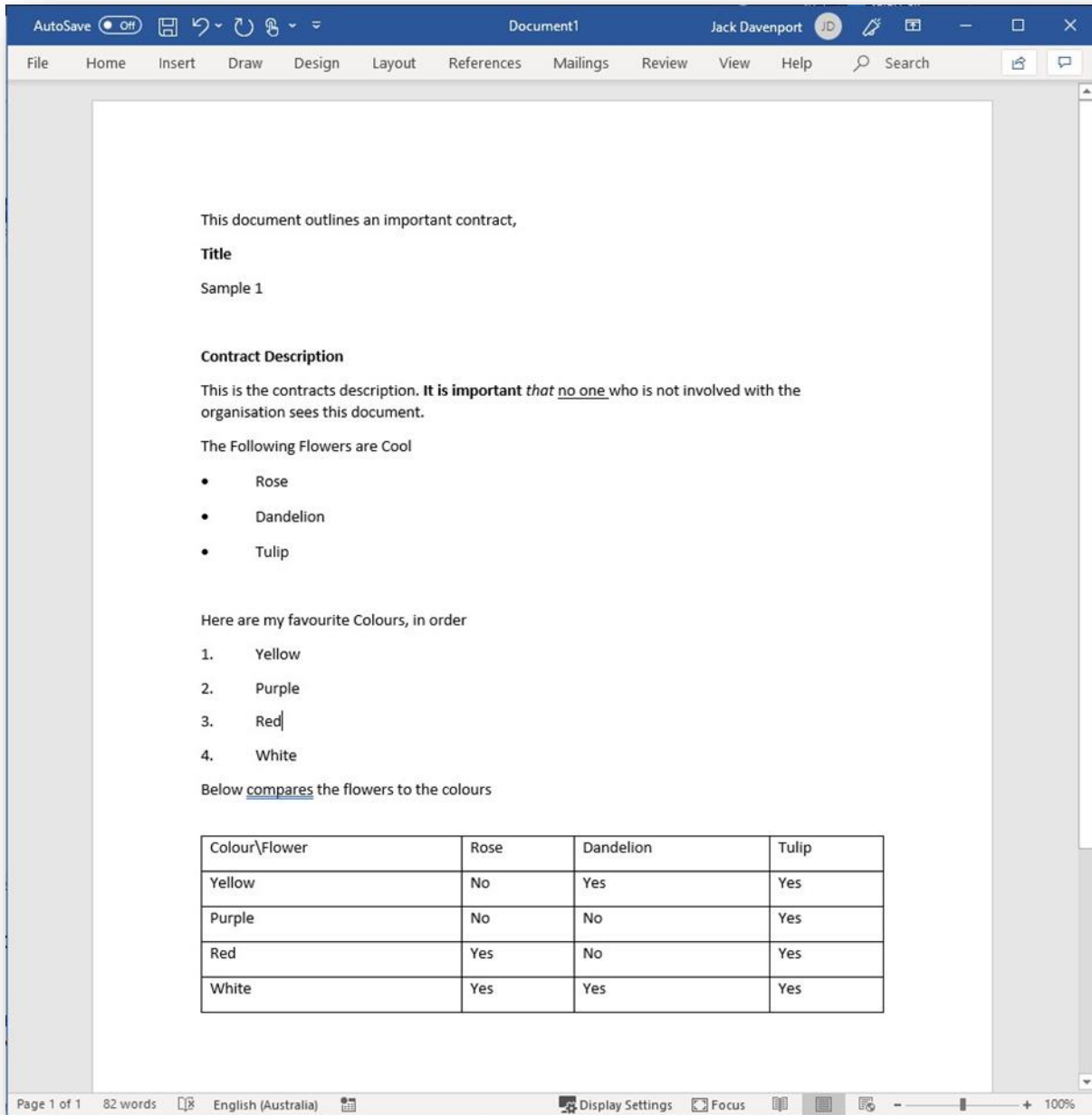The Following Flowers are Cool

- Rose
- Dandelion
- Tulip

Here are my favourite Colours, in order

1. Yellow
2. Purple
3. Red
4. White

Below compares the flowers to the colours

Colour\Flower	Rose	Dandelion	Tulip
Yellow	No	Yes	Yes
Purple	No	No	Yes
Red	Yes	No	Yes
White	Yes	Yes	Yes

Checklist Results History In Checklist Schedule & Status Report

Assurance will now show you the Checklists Result History in the Schedule and Status Report.

Deliverables

We have added new types of deliverables questions and made it easier to create a Deliverables Performance Report.

New types of Deliverable Questions

Assurance now support $ and % deliverables. Number and $ deliverables can be aggregated as a total or an average over time. The % based deliverable questions will be aggregated only as an average.

This new feature expands deliverables functionality to enable questions such as:

"What was the total spend over the last quarter?"
"% of population that have had health assessments"

The Deliverables Performance Report

The Deliverable Performance Report now supports the following:

- Reporting on both deliverable questions, other checklist questions and review questions in one report.
- Reporting on both quantitative and qualitative checklist questions in one report.