

Release Notes

For RiskMan Version 2010

Last reviewed November 2020

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Introduction

This document provides an overview of new features, and enhancements to existing features, included in RiskMan version **2010**. The previous released version of RiskMan was 2009.

All new features introduced in a new version of RiskMan are turned OFF by default, unless stated otherwise. This allows for decision to adopt new features, decide who will use the new features and complete change management tasks.

This document does not include corrections, improvements, bug fixes, and other “invisible” changes made to the back end of the system, however an exhaustive list of these modifications can be found by navigating to *Help > Release History*.

Should you have further questions about the content of this document, please contact RiskMan Support on **+61 3 9686 5456**, or via email: support@riskman.net.au.

If you would like to enquire about formal training for any of the features listed in this document, please contact the training team on **+61 3 9686 0009**, or via email: training@riskman.net.au.

Application Management

Security Testing

Each release is subjected to automated testing against the 10 known Open Web Application Security Project (OWASP) security vulnerabilities. The top 10 known OWASP security vulnerabilities can be viewed here <https://owasp.org/www-project-top-ten/>

In the event of a High rated outcome, RLDatix undertakes a risk assessment to ensure any resolution implemented will not result in a negative impact on the application. The vulnerability will either be resolved prior to release, or if unable to be resolved, the vulnerability will be internally managed on the RLDatix APAC Risk Register

If the event of a Medium outcome, then RLDatix will work to resolve the vulnerability, where possible prior to release or if unable, then the vulnerability will be placed on the development pathway.

If the event of a Low or Information Only outcome, RLDatix consider the applicability and if to be resolved included on the product roadmap for future development.

Regression Testing

Regression testing occurs prior to every release and focuses on the likelihood that Bugs may have been reintroduced into the latest version.

Any reintroduced Bugs are resolved or the feature disabled to enable release, and the Bug managed as part of the development pathway.

Functionality Testing

Functionality testing is completed by RLDatix employees to ensure that all features are working as expected.

The results are reviewed and any issues are resolved prior to release.

New Features

New features are rated on a scale of 1 to 3 by their significance, and need for training. This rating system is designed to provide you with a simple method for identifying the impact the introduction of a new feature might have if you elect to use it.

Significance Scale Explanation

● ○ ○	A small or simple feature which makes using the system easier
● ● ○	A significant feature; might be used by a select group of your users
● ● ●	A major feature which greatly enhances the system, OR is a complete re-write of an existing feature

Need for Training Scale Explanation

● ○ ○	Users may only need to be told the feature is there; intuitive and simple, generally no training required
● ● ○	A feature that will likely require internal training to ensure proper use, or you might learn it yourself
● ● ●	A feature which is more involved and is likely to require RiskMan training in its proper use

Note

All new features introduced in a new version of RiskMan are turned OFF by default, unless stated otherwise.

Classification Editor

Significance: ● ● ○ **Need for training:** ● ● ○

The Classification Editor gives RiskMan Administrators full control over the content and layout. The 'Classification Editor' gives system administrators the following functions:

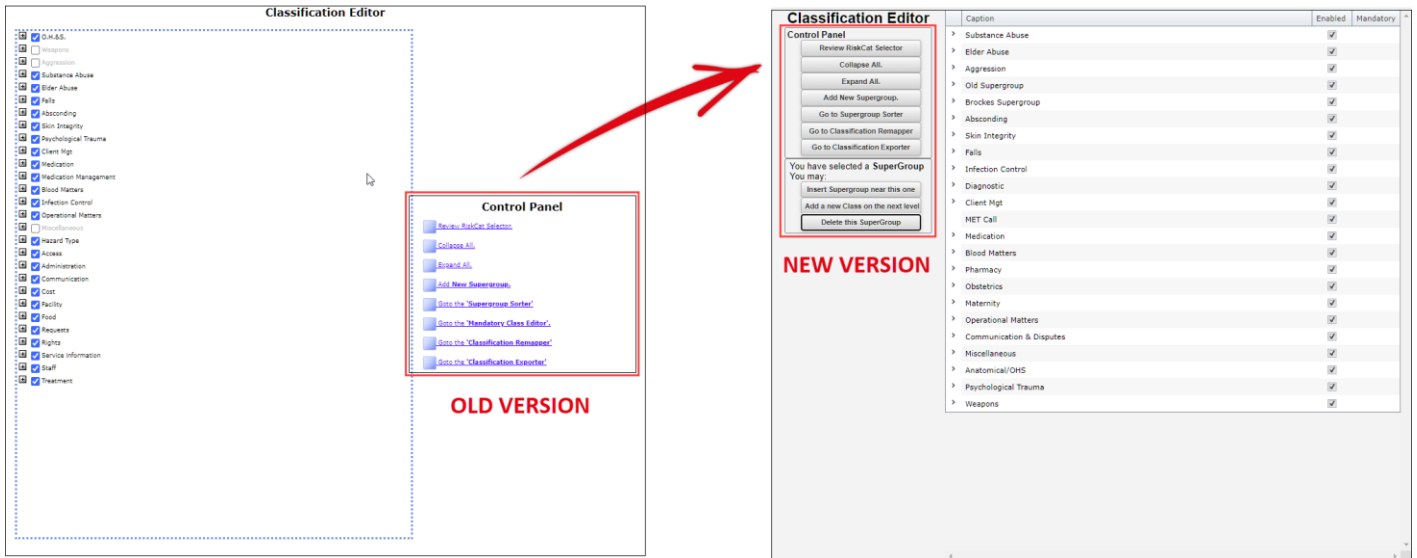
- Ability to add new, delete existing, or rename Supergroups, Classes and Definitions
- Design the layout of the Classifications by changing the order in which the Supergroups are displayed as well as the order in which the accompanying classes and definitions are displayed within each Supergroup
- Specify the text and background colours for each Supergroup (and accompanying Classes and Definitions)
- Specify which Supergroups are not displayed for specific "Incident Involved" types
- Ability to re-map existing unposted and/or posted incidents to new Supergroups/Classifications/Definitions

We have completely revamped the look of the Classification Editor along with some added functionality.

The following summary of current functionality has been included in order for us to clearly illustrate how the Classification Editor experience has changed.

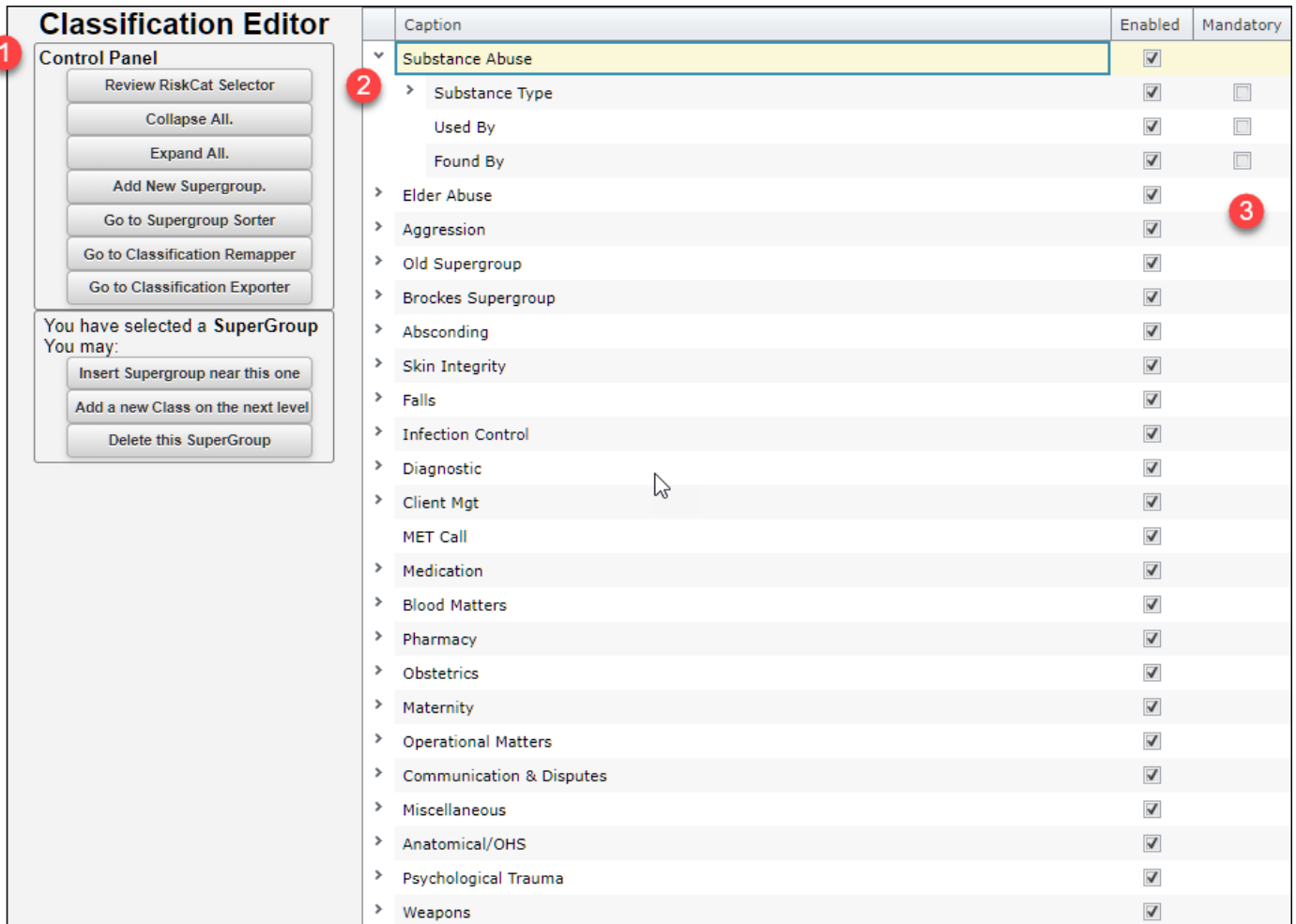
Classification Editor Control Panel

The Control Panel has been repositioned to the top-left of the Editor window



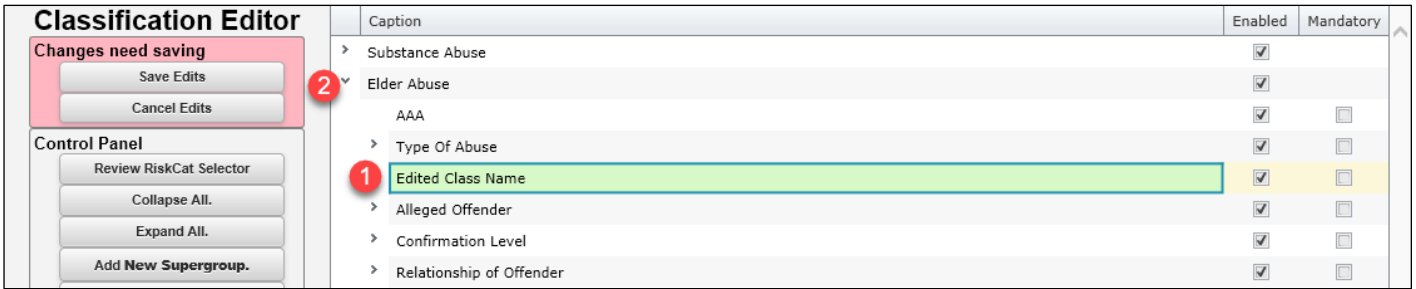
The entire interface look has been restyled to make Classifications management more functional and intuitive.

- ❶ The Control Panel now uses a fixed set of buttons
- ❷ The Supergroup list now sits permanently to the right of the Control Panel
- ❸ Mandatory Classes are now set by selecting the Mandatory checkbox



Editing Classification Names

Saving edits is now only required when editing the name of a Supergroup, Class, or Definition.



To edit an existing Supergroup, Class, or Definition, ❶ double click on the name, make the required edit, click away from your selected edit. ❷ Click on the **Save Edits** button to save your text changes.

New Supergroups, Classifications, or Definitions

It is no longer necessary to save your changes when adding new Supergroups, Classifications, or Definitions. Once you have added your new Supergroup, Class, or Definition it is automatically saved.

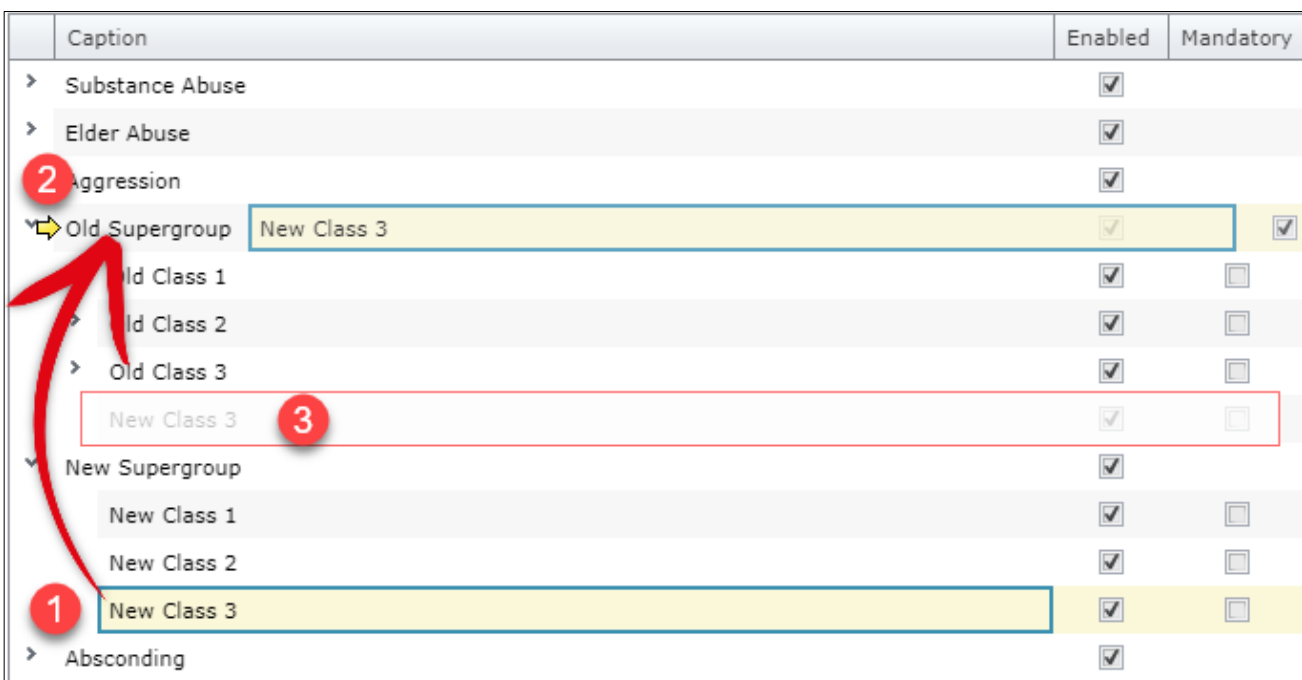
Moving Classifications and Definitions in the Classification Editor List

Classifications and Definitions can now be moved positions in the Classification Editor List by dragging and dropping. Supergroups cannot be repositioned from the list view. The Supergroup Sorter allows repositioning of Supergroups, this is covered in the Classifications Editor User Guide.

<p>Dropping a Class on a Supergroup The dropped Class will be placed at the last Class position in that Supergroup.</p>	<p>Dropping a Definition on a Supergroup The dropped Definition will be placed at the last Definition position in that Supergroup.</p>
<p>Dropping a Class on a Class The dropped Class will be placed after the Class it was dropped on.</p>	<p>Dropping a Definition on a Class The dropped Definition will be placed at the last Definition position in that Class.</p>

Example

- ❶ Click and drag the Class you want to move.
- ❷ Drop the Class on the Supergroup you want to place it under.
- ❸ The dropped Class will appear as the last Class under the chosen Supergroup.



Classification Supergroup Sorter

The Supergroup Sorter interface has been restyled and you now have the ability to copy the style from one Supergroup and paste it to another Supergroup.

- 1 Click on the Supergroup whose style you want to copy
- 2 Click the **Copy Details** button
- 3 Click on the Supergroup that you want to paste the copied style to
- 4 Click the **Paste Details** button
- 5 Click on the **Save Changes** button to commit your changes

Classification Supergroup Sorter

Control Panel

Review RiskCat Selector

Classification Editor

Classification Remapper

There are Unsaved Changes.

Save Changes

Cancel Changes.

Click, hold and drag the to move the Supergroups to where you want them. Click on a Supergroup to edit its properties. If you need more space, save. The grid will always start with 3 extra rows and columns.

Substance Abuse	Old Supergroup	Absconding	Medication	Obstetrics	Operational Matters	Weapons
Elder Abuse	New Supergroup	Skin Integrity	Blood Matters	Maternity	Communication & Disputes	
Aggression		Falls	Pharmacy		Miscellaneous	
		Infection Control			Anatomical/OHS	
		Diagnostic			Psychological Trauma	
		Client Mgt				
		MET Call				

Text Color #000000 Change Color

Background Color #f577 Change Color

Title Text Color #ffff00 Change Color

Title Background Color #ee0000 Change Color

When shown, an entry in this supergroup is Mandatory.

You may only select one item from this Supergroup.

Hide the selected Supergroup when 'Incident involved' is of these types

Hint: Hold <Ctrl> to select multiple items.

Supergroup Initial State Expanded To Class

Supergroup Title Alignment center

Client Patient/Client Resident Staff Member Volunteer Relative/Visitor

Copy Details Paste Details

Classification Remapper and Classification Exporter

The Classification Remapper and Classification Exporter interfaces have been restyled. Their functions have not changed.

Enhancements and Changes

Enhancements and changes are rated on a scale of 1 to 3 by their significance, and need for training. Some enhancements and modifications made to existing system features might be invisible

Significance Scale Explanation

● ○ ○	A small change that would scarcely be noticed, or something has been made much easier than before
● ● ○	A significant change; expansion of existing functionality that may change the way you use the system
● ● ●	A major enhancement or modification that would require proper planning to be rolled out

Need for Training Scale Explanation

● ○ ○	Users may only need to be told about the change; intuitive and simple, so usually no training required
● ● ○	A change that will likely require internal training to ensure proper use; you may pick it up yourself
● ● ●	A change which is highly involved and is likely to require RiskMan training in its proper use

Note

Where the ability to do so exists, all new functionality and settings introduced in a new version of RiskMan are turned OFF by default, unless stated otherwise.

Alerts Version 2: Alert Logging

Significance: ● ○ ○ **Need for training:** ● ○ ○

Alert edit logging now includes details of changes to recipients, chaining and processes. For example, if a user is deleted from the recipients list, the “show edit details” will display the user who was removed.

Alerts Version 2: Alert Chaining “Show All”

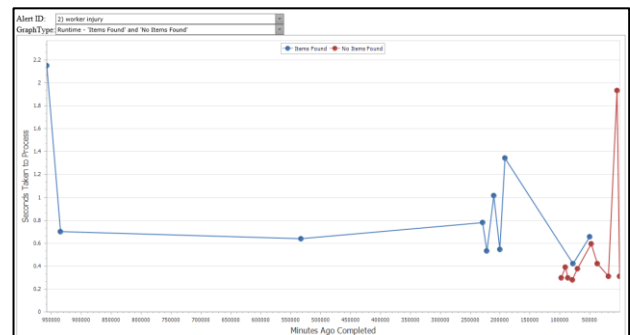
Significance: ● ○ ○ **Need for training:** ● ○ ○

Alerts will only be displayed if they have been selected and are part of the Alert Chain. To manage the list and to be able to add additional Alerts to this chain, a Show All button has been added to display all alerts to add additional to the chain

Alerts Version 2: Alert Logging Graph

Significance: ● ○ ○ **Need for training:** ● ○ ○

Visually represent the alert logging in a graph and its performance. The graph displays Items found and No Items Found data. You can select the Alert you want view along with the graph type.



Alerts Version 2: Alert Current Status Window

Significance: ● ○ ○ **Need for training:** ● ○ ○

The Alerts list page allows you to view the “current status of Alerts Vsn 2”. This is a live feed and a way to identify that Alerts are “working” behind the scenes. It will show you details as that last run cycle of alerts and the most recent alert to process

ID	Name	Register	Alerts To	Is Enable	Created By	Created On	Last Edited By	Last Edited On	Times Activated	Last Activated On	Last Run Error	#
1	Incident at Arcacia private	Incident	Lauren Haupt (lhaupt@arcacia.com), Brett Fernandez (bfernandez@arcacia.com), <<Reporters Mana	<input checked="" type="checkbox"/>	Manager	24 Apr 2017 14:06:13	Manager	24 Apr 2017 14:13	0			
017					Manager	17 Jun 2019 14:23			56	13 May 2019 14:38		
017					Manager	21 Jul 2017 15:05			0			
2017					Manager	20 Jul 2018 15:38			0			

Background Tasks Processing Status

Pause page refresh.

Current Server Time: 17 Jun 2019 14:37:53

Alerts Vsn 1, waiting

Alerts V1 last completed a Process cycle at 17 Jun 2019 14:37:41 (12 seconds ago)

Alerts Vsn 2, waiting

The most recent Alert to complete was ID 3, 'digest alert test' at 17 Jun 2019 14:37:41 (11 seconds ago)

Alerts Version 2: Digest Emails

Significance: ● ○ ○ **Need for training:** ● ○ ○

Digest emails are now available for Periodic Alerts. A time when you would use this, you may wish to see all the actions that are due this week.

Roam: Generate Insert

Significance: ● ○ ○ **Need for training:** ● ○ ○

Generate Insert allows you to build your Roam script in your training site, test it and make the decision to apply it to your live site. In previous system versions, you would need to replicate the script again within your live site.

The newest feature in Roam is the ability to “Generate an Insert”. This means you can copy the script across sites and not have to build the script again to replicate that script.

Generate Insert ⓘ

Script ID: <input type="text" value="35ea9268-1fc6-4fd7-a900-5674cf9953cb"/>	<input type="button" value="Generate new script id"/>
Pass key: <input type="text" value="1806"/> ✓	Web Service URL: <input type="text" value="http://192.168.7.37/RoamLocalClientWebService/"/>
Build: <input type="text" value="100006"/>	Description: <input type="text" value="RMI-MEHUL ACUTE1802"/>
Site ID: <input type="text" value="10000"/>	Organisation Name: <input type="text" value="QA - ACUTE - Internal Testing Site"/>

```

INSERT INTO [dbo].[tblRoamMobileScripts ] ([GUID], [Client Name],[Script Description],[Build Number],[App Build],[Service URL],[Last Edited By],[Published],[IsEnabled],[Script ] VALUES ('35ea9268-1fc6-4fd7-a900-5674cf9953cb','QA - ACUTE - Internal Testing Site','RMI-MEHUL ACUTE1802',100006,1,'http://192.168.7.37/RoamLocalClientWebService/','Manager','Y',1,{'timestamp':'2020-06-19T01:44:48.816Z','map':{'status':{'alwaysRedraw':true,'footerRequired':false,'continueRequired':false,'id':'status','question':'My Records','navigate':{'condition':'return ''[key]'' == ''addNew''','map':{'enterSubmodule':{'condition':'','map':{'status':{'class':'InformationText','options':{'id':'statusText','buttons':{'bottom':{'class':'Buttons','options':{'buttons':{'id':'addNew','text':'Add New'}}}}}}}}}},'enterSubmodule':{'backRequired':false,'id':'enterSubmodule','question':'I need to record a new...','navigate':{'progress':14,'condition':'return ''[Submodule]'' == ''Incidents','map':{'Incidents_IncidentInvolved_72248':{'condition':'return ''[Submodule]'' == ''RMFeedback','map':{'confirmation','progress':100},{'condition':'return ''[Submodule]'' == ''RiskRegister','map':{'RiskRegister_Description_37294','progress':50},{'condition':'return ''[Submodule]'' == ''Quality','map':{'confirmation','progress':100},{'condition':'return ''[Submodule]'' == ''NoSubForm','map':{'confirmation','progress':100},{'condition':'return ''[Submodule]'' == ''Incidents','map':{'confirmation','progress':100},{'condition':'','map':{'confirmation','progress':100}},'controls':{'class':'AndrewsList','options':{'serverField':'Submodule','list':'register','selectiontype':'single','selectionmap':0,'filter':''}}}},'confirmation':{'navigate':{'condition':'','map':{'status'}},'controls':{'class':'InformationText','options':{'id':'confirmText','buttons':{'bottom':{'class':'Buttons','options':{'buttons':{'id':'submit','text':'Submit','addText':'All details are correct'}}}}}}}}},'confirmation':{'question':'Please confirm all details are correct before submitting','alwaysRedraw':true,'continueRequired':false,'Incidents_IncidentDate_15180':{'controls':{'class':'DatePicker','options':{'inputType':'date','dataType':'datetime','serverField':'IncidentDate','optional':false}},'id':'Incidents_IncidentDate_15180','question':'Enter Incident date','navigate':{'condition':'','progress':85,'map':{'Incidents_IncidentTime_43850'}},'Incidents_IncidentTime_43850':{'controls':{'class':'TimePicker','options':{'inputType':'time','dataType':'datetime','serverField':'IncidentTime','optional':false}},'id':'Incidents_IncidentTime_43850','question':'Enter Incident time','navigate':{'condition':'','progress':100,'map':{'confirmation'}}},'Incidents_Description_97324':{'controls':{'class':'InputField','options':{'inputType':'textarea','dataType':'varchar','serverField':'Description','label':'Summary','optional':false}},'class':'InputField','options':{'inputType':'textarea','label':'Details','serverField':'Detail'}},'id':'Incidents_Description_97324','question':'Enter Summary','navigate':{'condition':'','progress':100,'map':{'confirmation'}}},'Incidents_Description_70154':{'controls':{'class':'InputField','options':{'inputType':'textarea','dataType':'varchar','serverField':'Description','label':'Summary','optional':false}},'id':'Incidents_Description_70154','question':'Enter Summary','navigate':
                
```

LDAP Test login: Remove LDAP Administration Authentication requirement

Significance: ● ○ ○ **Need for training:** ● ○ ○

Prior versions required Users to contact RiskMan Support to obtain an Authentication code in order to be able to conduct LDAP testing. This requirement has now been removed. LDAP Login testing no longer requires an Authentication code.

LDAP Test Login ⓘ

Username:

Password:

List Pages: Enable Multi-Select Fields to List Page Columns

Significance: ● ○ ○ **Need for training:** ● ○ ○

Any List Page a user is able to access, may this be My Entered Incidents or Risk Register, users are able to change the columns displayed. The columns are fields that are available on the register form. Previously, users were not able to add multi select fields to the columns. A Multi-select field is a field that allow users to be able to select more than one value in one field.

Posted Incidents										
Incidents accepted and reviewed, ready for reports.										
Drag a column header here to group by that column										
	Dist	ID	Group	Incident Date	Incident Involved	Severity	Site	Reporters Name	Multi Select Checkbox	
✓	None	16955		4 Oct 2020	Patient	Major (ISR 2)	Site A	Lauren Haupt	Ward A Ward B Ward C	
✓	None	16949		1 Oct 2020	Patient	Moderate (ISR 3)	Site A	System Manager	Ward C Ward D	
✓	None	16948		1 Oct 2020	Patient	Moderate (ISR 3)	Site-B	System Manager	Ward A Ward B Ward D	
✓	None	16895	16896	23 Sep 2020	Patient	Major (ISR 2)	Site'D	System Manager	Ward A Ward B Ward D	
✓	None	16894		23 Sep 2020	Relative/Visitor	Catastrophic (ISR 1)	Site-B	System Manager	Ward A Ward B Ward C	
✓	None	16896	Master	23 Sep 2020	Patient	Major (ISR 2)	Site A	System Manager	Ward C	
✓	None	16864	Master	22 Sep 2020	Patient	Moderate (ISR 3)	Site"C	System Manager	Ward C Ward D	
✓	None	16863		22 Sep 2020	Patient	Moderate (ISR 3)	Site A	System Manager	Ward C Ward D	
✓	None	16862	16864	22 Sep 2020	Patient	Moderate (ISR 3)	Site A	System Manager	Ward A Ward B	
✓	None	16892		22 Sep 2020	Employee	Moderate (ISR 3)	Site A	System Manager	Ward A Ward B	

387 Records Found (Page 1 of 39) Items per page: 10 <<< 1 >>>

Note

A pop up will present when users add the multi-select field to their list page. Selecting a multi – select field may impact performance of the system if the user is applying a filter in the multi-select column.

Filtering Multi-select fields

When filtering your list that is a multi-select field, you must use the “contains” filter and not “equal”. The reason for this is the way the values are stored behind the scenes and for technical reasons that you won’t be able to see.

Site	Reporters Name	Multi Select Checkbox
Site A	System Manager	Ward A Ward B Ward C
Site"C	System Manager	Ward A Ward B Ward C
Site A	System Manager	Ward A Ward B Ward C
Site A	System Manager	Ward A Ward B Ward C
Site'D	System Manager	Ward A Ward B Ward C
Site-B	System Manager	Ward A Ward B Ward C
Site A	Lauren Haupt	Ward A Ward B Ward C
Site-B	System Manager	Ward A Ward B Ward C
Site A	System Manager	Ward A Ward B
Site A	System Manager	Ward A Ward B

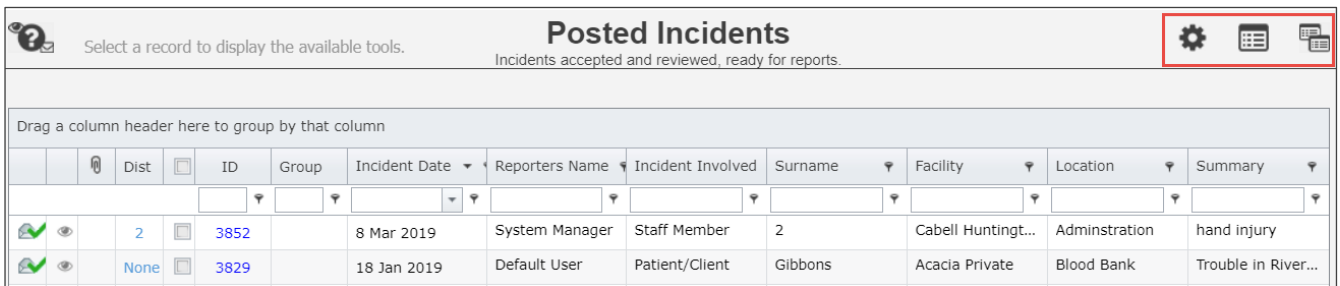
List Pages: Disable Excel Exporter on a Register List page

Significance: ● ○ ○ **Need for training:** ● ○ ○

The Export to Excel function is turned on by default for List pages.



It is now possible for Administrators to hide the Export to Excel function for each Register through the Permissions settings in Templates.

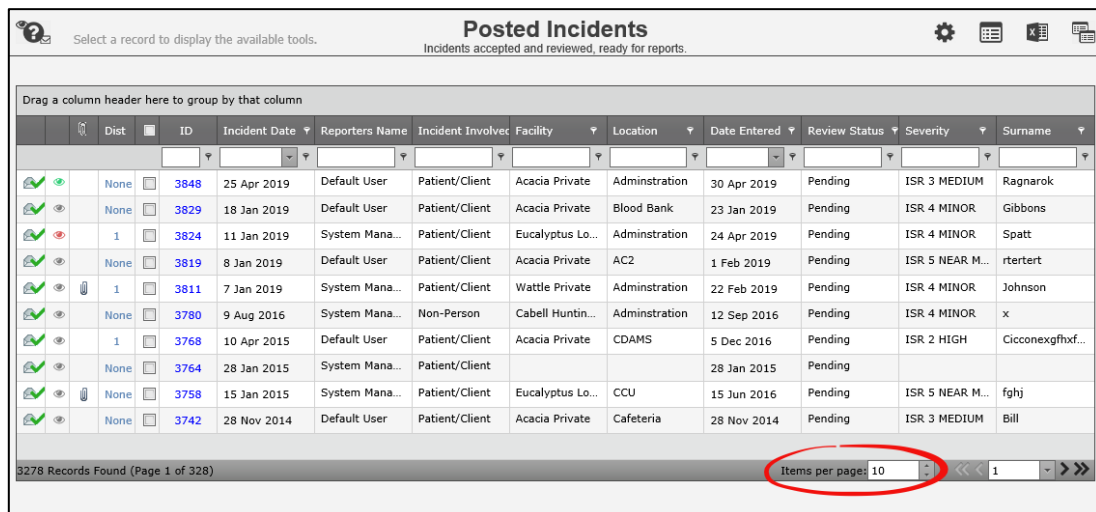


List Pages: Items per page

Significance: ● ○ ○ **Need for training:** ● ○ ○

Changed the row count control on List Pages, for example the Inbox. This allows a user to enter a number instead of selecting a pre-defined number of records. Whilst a page is loading, you can also expect the action spinner to display that the records are loading.

A new global setting has been added to limit the number of records to display on one page. Explained below



List Pages: Allow filtering of empty values (Date fields)

Significance: ● ○ ○ ○ **Need for training:** ● ○ ○ ○

The ability to be able to identify fields that do not have values within a date fields has been included. This has always been available for text fields but not for date fields.

The screenshot shows a table titled "Posted Incidents" with columns: Dist, ID, Group, Incident Date edited, Incident Involved, Severity, and Site. A dialog box is open over the table, allowing filtering of empty values. The dialog box contains the following options:

- From: [] To: []
- Show All
- Show non Blanks
- Show Blanks
- OK Cancel

Dist	ID	Group	Incident Date edited	Incident Involved	Severity	Site
None	12210		9 Aug 2018			Site"C
None	11661		2 Apr 2018			Site"C
None	12071		14 May 2018		(ISR 2)	Site A
None	12076		14 May 2018		(ISR 2)	Site A
None	12075		14 May 2018		(ISR 2)	Site A
None	12073		14 May 2018		(ISR 2)	Site A
None	12070		14 May 2018	Patient	Major (ISR 2)	Site A

InfoCentre: Zoom

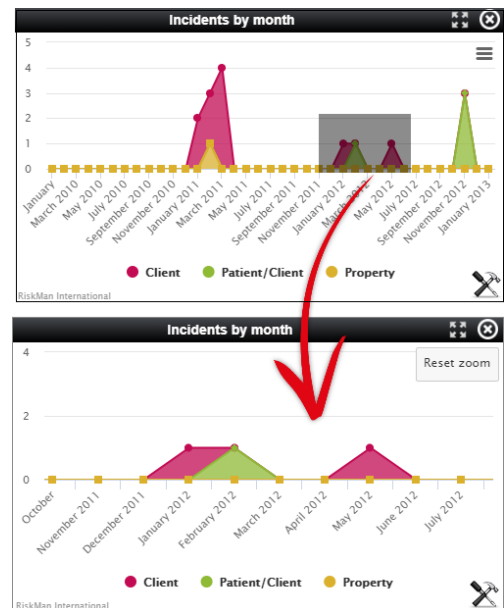
Significance: ● ○ ○ ○ **Need for training:** ● ○ ○ ○

The zoom function allows you to zoom in on **Bar/Column** and **Line charts**.

To zoom, click and drag a rectangle over the chart area that you wish to focus on and release the mouse button.

To zoom out, click the **Reset zoom** button in upper right of the Widget window.

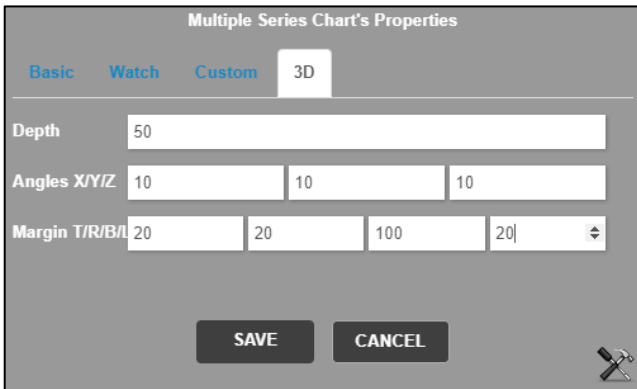
You can only zoom-in on Bar, Column, Line, and Area charts. You cannot zoom in on Pie charts, Gauges, Frames, or Grids.



InfoCentre: 3D

Significance: ● ○ ○ ○ **Need for training:** ● ○ ○ ○

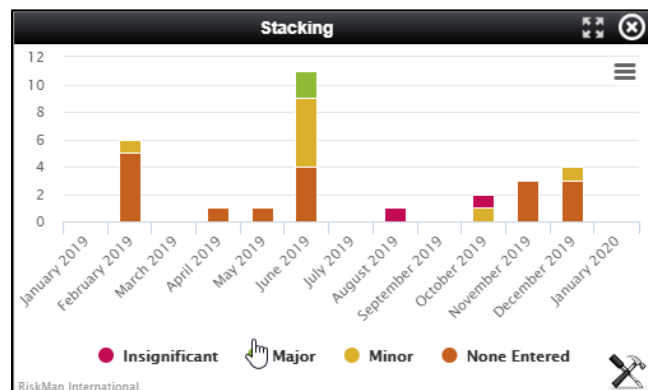
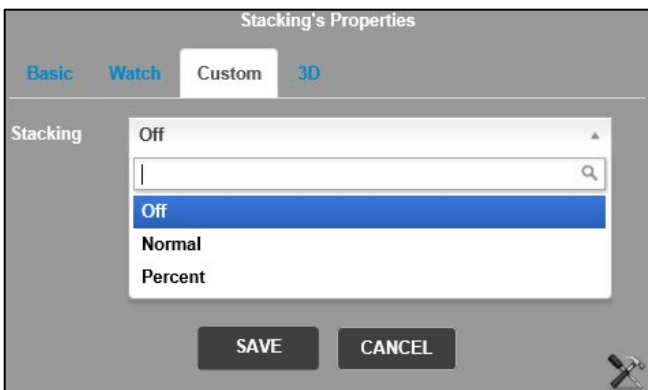
Bar, Column, and Pie charts can be displayed with a 3D effect applied. The settings can be used as a starting point if you wish to try this effect.



InfoCentre: Stacking

Significance: ● ○ ○ ○ **Need for training:** ● ○ ○ ○

You can select to display a Multiple Series chart in a stacked format, calculated by number or percentage.



InfoCentre: Watch / Broadcast

Significance: ● ○ ○ ○ **Need for training:** ● ○ ○ ○

The InfoCentre Broadcast / Watch functions allows InfoCentre Widgets to send and receive data to each other.

The effect of this is that a user can click on an element in one widget and the data in a different widget will change, being filtered by the user's selection. This needs to be configured within a datasource.

	<p>The Gauge Widget is displaying the total number of incidents (28) recorded and is watching Location (Site).</p> <p>The Bar chart is displaying Incidents by facility and is broadcasting Location (Site).</p>
	<p>If you click on the Cabell Huntington bar which has 5 incidents, the Facility Widget will Broadcast the Cabell Huntington site data as a filter to the Gauge that is watching.</p>
	<p>The Gauge will receive the Broadcast data and change to display only the number of incidents at the Cabell Huntington Location.</p>
	<p>If you view the Watch tab under the Widgets Properties you can see the Watch and Broadcast properties of each Widget.</p> <p>Note that the field being Broadcast is called @@Site, this is the database name of the Incident form field.</p>
	<p>The System Broadcast Monitor (SBM) is a default Datasource that is available to you for checking and resetting Broadcast data.</p> <ol style="list-style-type: none"> 1 The Widget is Broadcasting Site 2 The SBM shows the Key and Value 3 Click Clear All to reset Widget data

Email Modifications

Significance: ● ○ ○ **Need for training:** ● ○ ○

We have updated some of the email settings in the system, in particular to enable support for Office365. If your organisation uses, or is planning to use Office365, there will now be a more seamless integration between it and RiskMan.

Old Feedback Register Improvements

Significance: ● ● ○ **Need for training:** ● ● ○

If your RiskMan system was previously on version 15 of RiskMan and wanted to upgrade to version 16 may have encountered an issue with the Feedback module. The older version of feedback was not supported by versions of Internet Explorer above version 7. This has been improved to be more functional and useful to you. This change is automatically applied with upgrading, unlike other features that are defaulted as off as previously mentioned in this document.

Key points:

- **Cross Browser compatible.**
Previously, old feedback was only compatible with Internet Explorer 7 in compatibility mode. You can now open Old Feedback with Chrome for example.
- **No longer an individual menu item.**
Old feedback is now managed through all menu items as all other registers. This also means that old feedback will not open another browser window to be managed.

Webserver and Database Server Timestamps

Significance: ● ○ ○ **Need for training:** ● ○ ○

We have added the ability to apply a field within a form to capture the date and time a record was submitted via a database field. Within the review history, the date and time stamp would be recorded based on where the database server is stored. For example, if you enter an incident in Adelaide, and the database server is stored in Melbourne, the Review History would stamp the details in Melbourne and whatever the time was there not in Adelaide.

Who is entering the incident?

Person entering the incident: System Manager

Browser Date/Time: 2019-09-25 10:18:49.393

Person's contact phone: 431286316

Are you reporting the incident on behalf of another person? Yes No

Review History		
Date	User	Notes
25 Sep 2019 11:48	System Manager (Manager)	Created the incident item.
25 Sep 2019 11:48	System Manager (Manager)	Incident item posted.
25 Sep 2019 11:49	System Manager (Manager)	Most recently viewed.

If utilising this feature, The Review History will still record the database server time but the time the incident was submitted will be recorded in the database field.

Note

This feature will be applied in consultation with RiskMan. A number of decisions will be considered on how this detail will be captured and viewed by the end user

Homepage Modifications: Shortcuts

Significance: ● ○ ○ ○ **Need for training:** ● ○ ○ ○

The Shortcuts menu will not display unless there are saved or shred Shortcuts. The cog (settings icon) will stand alone. This allows for more spacing with in the Homepage for visible Widgets to be displayed.

This screenshot shows the RLDatix homepage with a 'Shortcuts' menu in the top right corner. The menu includes a settings cog icon. A red arrow points to this cog icon. The main content area features a 'By Severity' bar chart and an 'Incident involved' pie chart.

Severity	Count
ISR 1 SEVERE	1
ISR 2 HIGH	2
ISR 3 MEDIUM	8
ISR 4 MINOR	15
ISR 5 NEAR MISS	6

Location	Count
Eucalyptus Lodge	1
Cabell Huntington	5
Acacia Private	29

This screenshot shows the RLDatix homepage with a 'Shortcuts' menu in the top right corner. The menu includes a settings cog icon. A red arrow points to this cog icon. The main content area features an 'Outstanding Tasks' section and an 'Incident involved' pie chart.

Outstanding Tasks:

- Journal Entry 29 for Feedback Item 158 has been allocated to you by barb for follow-up
- Action 248 for Risk Staff Fatigue has been allocated to you for follow-up before 3 Sep 2012

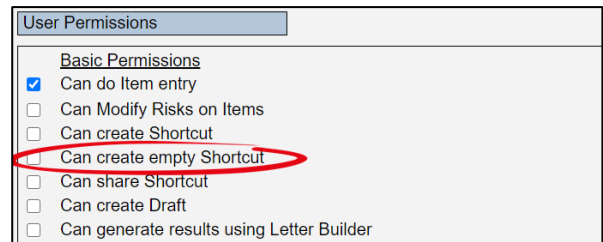
[Click here to see all reminders.](#)

Location	Count
Eucalyptus Lodge	1
Cabell Huntington	5
Acacia Private	30

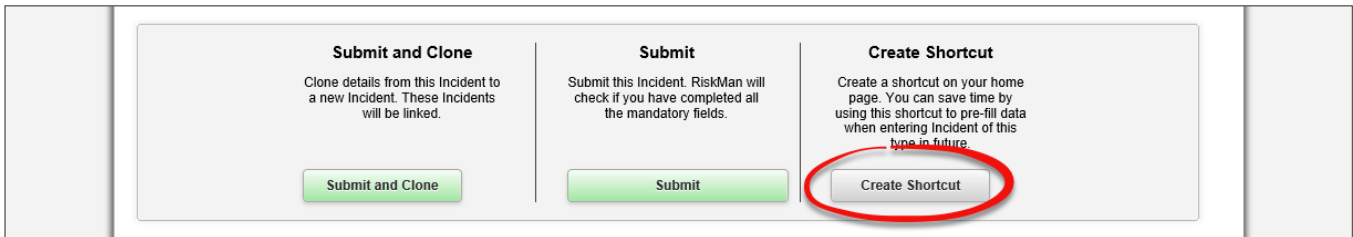
Permissions: Can Create Empty Shortcuts

Significance: ● ○ ○ ○ **Need for training:** ● ○ ○ ○

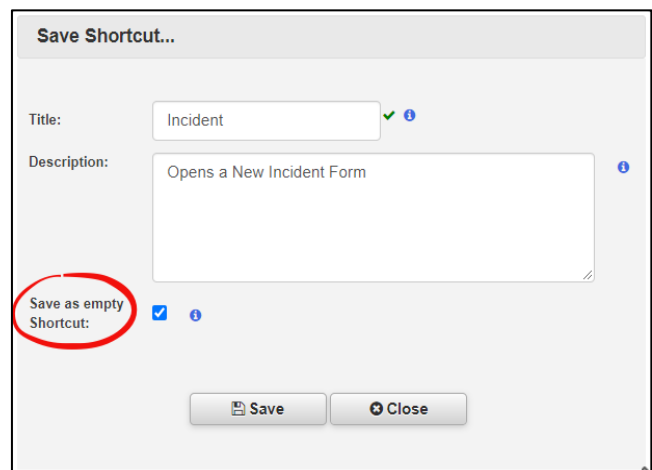
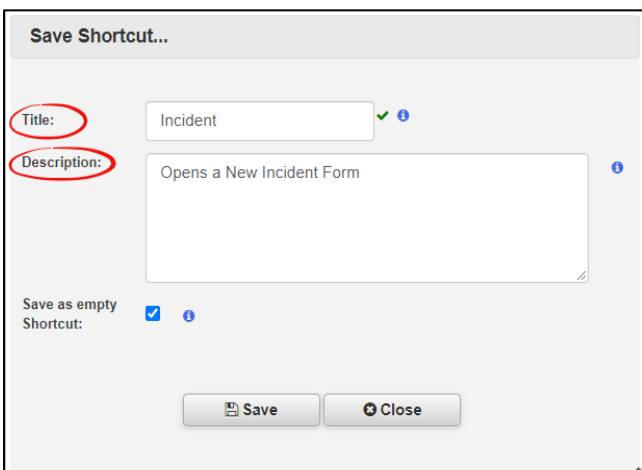
One of the default Shortcuts is a “blank or empty” Shortcut. This acts as an additional way to navigate to a new record within the Shortcut menu. As Shortcuts may be deleted, you’re able to create an empty shortcut so if, by accident or on purpose remove the navigation to a new form, you’re able to recreate this.



Scroll to the bottom of the form, and click the **Create Shortcut** button:



On the **Save Shortcut** page enter a Title and Description. A suggested title would be the name of the register you are creating the shortcut for. The description, to keep in line with other standard shortcuts would be “Opens a new Incident form”.



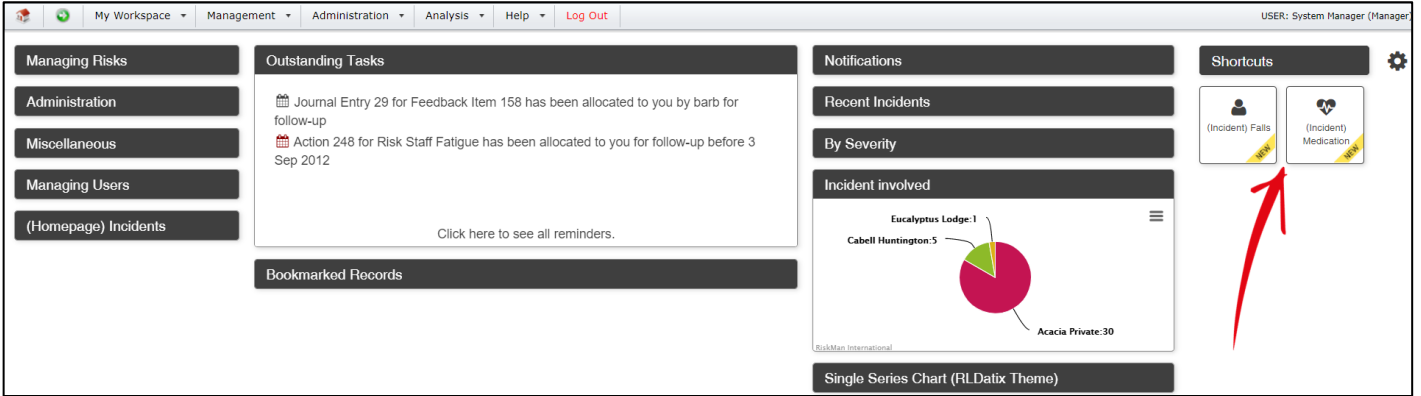
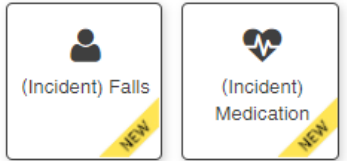
Click **Save as empty shortcut** followed by **Save**

Shortcuts: “New” Indicator

Significance: ● ○ ○ ○ **Need for training:** ● ○ ○ ○

When a Shortcut has been created by a user or shared with you by another user, it will be marked “New”. This makes it clearly visible that this is a new Shortcut. The “New” banner will no longer display once the short cut has been opened or moved.

Shortcuts



System Changes

The following changes relate to administrative functionality in the system.

Global Setting: How many minutes before Session Timeout?

Significance: ● ○ ○ **Need for training:** ● ○ ○

This setting contains the number of minutes that must elapse before a user's session is timed out.

A time-out occurs when the user does not submit a page, by clicking a hyperlink or button, within the nominated time-frame. When a user's session is timed out, a RiskMan login pop-up window will appear allowing the user to log back into RiskMan. They will be returned to the last page they were working on. The default value is 45 minutes.

Note

The maximum possible value is 32,000 minutes.

Note

When the 'Authentication Method' (under 'Users') is set to SAML2 or ADFS, this functionality is disabled.

Updated Global Settings

The following Global Settings has been updated:

Administration > 20) How many minutes before Session Timeout?

Global Setting: Bypass the Submit or Submit and Clone pop-up page

Significance: ● ○ ○ **Need for training:** ● ○ ○

When a user submits a record, the Submit or Submit and Clone pop-up page will display to that user. This Global Setting will allow you to determine if this Submit and Clone pop-up page presents to the user or not. You need to consider the user's ability to create Drafts. Submit and Clone pop-up page bypass cannot be set to "yes" if the user has the ability to create Draft records.

This global setting can be made Register specific, but if there is no Register specific setting then it will apply to all Registers

This Global Setting applies to the Post, Update and Save buttons on the bottom of a record.

New Global Settings

The following Global Settings have been added:

Item Entry Default > 190) Bypass the Submit or Submit and Clone pop-up page

Scheduler Service: Date and Timestamp of Scheduler Edits and Installation

Significance: ● ○ ○

Need for training: ● ○ ○

The initial installation of the Schedule Service will now be recorded. The time and date are also recorded if there are any edits or changes to the schedule Service. This time and date stamp will automatically update based on the installation or edit times

New Global Settings

The following Global Settings have been added:

Scheduler Service Server Settings > 70) Date that the scheduler was installed or last updated.

List Page: Limit Records Per Page

- **Set the maximum number of records to be able to be displayed per list page e.g. Inbox**

Significance: ● ○ ○

Need for training: ● ○ ○

Allowing very large numbers of rows in List Pages can cause possible performance issues. The time taken to retrieve the rows can vary dramatically depending upon the selected columns shown and the general configuration of your system, so a practical number suitable for your system should be chosen. If the number is too large and under specific conditions, after a certain amount of time the system may error with a "time out", which is a bad experience for the end user. The maximum number is 500, reducing this return may help avoid possible negative experiences.

New Global Settings

The following Global Settings have been added:

Register Item List > 60) Maximum number of rows allowed in Inbox and other listing pages

List Page: Limit Records by Month Parameter

- **Default the Entered Item pages to display only the most recent "X" months**

Significance: ● ○ ○

Need for training: ● ○ ○

Allowing large amounts of data within List Pages can cause possible performance issues. The time taken to retrieve the data can vary dramatically depending on the number of records entered by users, so a practical number suitable for your system should be chosen for how far back a user can view records. This Global Setting is applicable to My Workspace > Review My > Register lists only.

Alerts Version 2 Recipients: Deleted or Expired User Profiles

- **Stops alerts triggering and notifying users whose profiles have been deleted or expired**

Significance: ● ○ ○

Need for training: ● ○ ○

If this global setting is set to **yes**, RiskMan will not sent alerts to deleted or expired users. When **No**, RiskMan will still alert users marked as deleted or expired. This can be appropriate in some situations. For example, if there are a large number of agency staff who are temporarily expired when not required.

New Global Settings

The following Global Settings have been added:

Alerts > 40) When finding recipients for Alerts Vsn2, don't include Deleted or Expired users.

Alerts Version 2: Periodic Alerts Processing

- **Stops alerts processing too many records at a time**
Significance: ● ○ ○ **Need for training:** ● ○ ○

When processing Periodic Alerts, it is possible to configure an alert so that they return large numbers of records. This can potentially slow your system. Some Alerts may return all records for a register (Think of the System Manager who accesses all records). This could return thousands of records. Assigning or revoking permissions, for example, would take many hours and cause processing issues on normal pages.

'When Saved' alerts will handle this by processing in batches of 500, then allowing alerts to continue, then processing a further 500 in the next run, etc. It will eventually complete after some time. Periodic alerts cannot use this technique. Having a periodic alert return more than this number of records will cause an error. The alert will then be disabled until the conditions are corrected. Setting "0" means no there is no limit set.

New Global Settings

The following Global Settings have been added:

Alerts > 50) Maximum records when processing Periodic Alerts (Vsn 2)

Alerts Version 2: Maximum Time to Process Alerts

- **Terminate an alert for high run time**
Significance: ● ○ ○ **Need for training:** ● ○ ○

If an alert process for more than the specified number of minutes, an error will be generated and the alert terminated (rolled back). The alert will be disabled until corrected. A notification email will be sent to the nominated "Risk Manager" to advise that the alert has been disabled. Alerts will 'notice' if this changes while the alert is processing, providing a way to terminate a long running alert. Setting "0" means disabled.

New Global Settings

The following Global Settings have been added:

Alerts > 60) Maximum time to allow an individual Alert (Vsn 2) to process

Alerts Version 2: Maximum Time to Allow Alerts to Batch Process

- **Stops alerts processing too many alerts in one batch**
Significance: ● ○ ○ **Need for training:** ● ○ ○

After Alert Vsn2 processing starts, it will process Alert after Alert until it either, encounters an alert it has already processed in this batch, or a time limit is reached. This setting indicates the number of minutes before reaching that time limit. After control is surrendered, emails can be sent and other processes completed, and then Alerts will begin processing again from where they left off.

New Global Settings

The following Global Settings have been added:

Alerts > 70) Maximum time to allow Alerts (Vsn 2) to batch process before surrendering control

Alerts Version 2: Number of Error Log Records to Present

- **Set the maximum number of error logs in alerts logging**
Significance: ● ○ ○ **Need for training:** ● ○ ○

Alerts Vsn2 will log errors for an individual Alert to the Alert Log. The log is limited in how many records it keeps for each log type for each Alert, so that the total number of records is not unreasonable. Records in excess of the specified amount will be deleted, oldest first. The minimum set value is 10.

New Global Settings

The following Global Settings have been added:

Alerts > 80) How many 'Error' log records to keep per Alert V2

Note

This global setting will be applied to ALL alerts in your system. You're able to limit error logs for individual alerts and not all via List and Code Maintenance. List Name: (Alerts) Vsn 2 Custom Log Settings

Alerts Version 2: Number of Records Found Log to Present

- **Set the maximum number of “records found” logs in alerts logging**
Significance: ● ○ ○ **Need for training:** ● ○ ○

Alerts Vsn2 will log details to the Alert Log when it 'finds records' to process for an individual Alert. The log is limited in how many records it keeps for each log type for each Alert, so that the total number of records is not unreasonable. Records in excess of the specified amount will be deleted, oldest first. The minimum set value is 10.

New Global Settings

The following Global Settings have been added:

Alerts > 90) How many 'Records Found' log records to keep per Alert V2

Note

This global setting will be applied to ALL alerts in your system. You're able to limit record found logs for individual alerts and not all via List and Code Maintenance. List Name: (Alerts) Vsn 2 Custom Log Settings

Alerts Version 2: Number of “Process Complete” Log to Present

- **Number of process complete entries found in an Alert log**
Significance: ● ○ ○ **Need for training:** ● ○ ○

Alerts Vsn2 will log details to the Alert Log when it completes a processing run without finding matching records for an individual Alert. The log is limited in how many records it keeps for each log type for each Alert, so that the total number of records is not unreasonable. Records in excess of the specified amount will be deleted, oldest first. The minimum set value is 10.

New Global Settings

The following Global Settings have been added:

Alerts > 100) How many 'Process Complete' log records to keep per Alert V2

Note

This global setting will be applied to ALL alerts in your system. You're able to limit process complete logs for individual alerts and not all via List and Code Maintenance. List Name: (Alerts) Vsn 2 Custom Log Settings

Alerts Version 2: Number of “Digest Complete” Log to Present

- **Number of digest complete entries found in an Alert log**
Significance: ● ○ ○ **Need for training:** ● ○ ○

Alerts Vsn2 will log details to the Alert Log when it completes processing a Digest Alert. The log is limited in how many records it keeps for each log type for each Alert, so that the total number of records is not unreasonable. Records in excess of the specified amount will be deleted, oldest first. The minimum set value is 10. Remembering that not all Alerts generate a Digest.

New Global Settings

The following Global Settings have been added:

Alerts > 110) How many 'Digest Complete' log records to keep per Alert V2

Note

This global setting will be applied to ALL alerts in your system. You're able to limit digest complete logs for individual alerts and not all via List and Code Maintenance. List Name: (Alerts) Vsn 2 Custom Log Settings

Alerts Version 2: Set How Many Rows Allowed in a Digest Alert

- **Number of rows (records) a digest alert may process at any one time**
Significance: ● ○ ○ **Need for training:** ● ○ ○

When running a Periodic Alert, it is possible to return a large number of rows. When the Alert utilises a Digest email, each row requires separate processing and cumulatively this could take a very long time. This could adversely affect normal system operations. To prevent this situation, this setting then places a limit to the number of rows allowed for a Periodic Digest Alert. An error will be generated if the retrieved number of rows exceeds this value. A notification email will be sent to the nominated “Risk Manager” to advise of the maximum number has been reached. Alert settings, e.g. number and type of recipients, will affect how long an alert takes to process. Please keep this in mind, and run tests, before increasing this limit. Consider scheduling alerts out of peak system times would allow some leeway in processing times.

New Global Settings

The following Global Settings have been added:

Alerts > 120) The maximum number of retrieved rows allowed in a Periodic Digest Alert

Reports Version 2: Limit the number of folders per structure in Reports Library Vsn 2 and My Reports Vsn 2

- **Set a limit to how many sub folders a user can add**

Significance: ● ○ ○

Need for training: ● ○ ○

This setting controls how many levels of sub folders may be created in the Report Library and My Reports. Setting this to 1 means that users are able to create folders, but those folders cannot have sub folders created within them.

Please Note: Changing this setting to a value lower than the current value can result in inconsistent behaviour in the system as well as potential loss of data. Please contact RiskMan support if you want to change this value to one lower than what is currently set.

New Global Settings

The following Global Settings have been added:

Reports > 220) What is the maximum number of folder levels allowed in the My Reports / Report Library structure?