

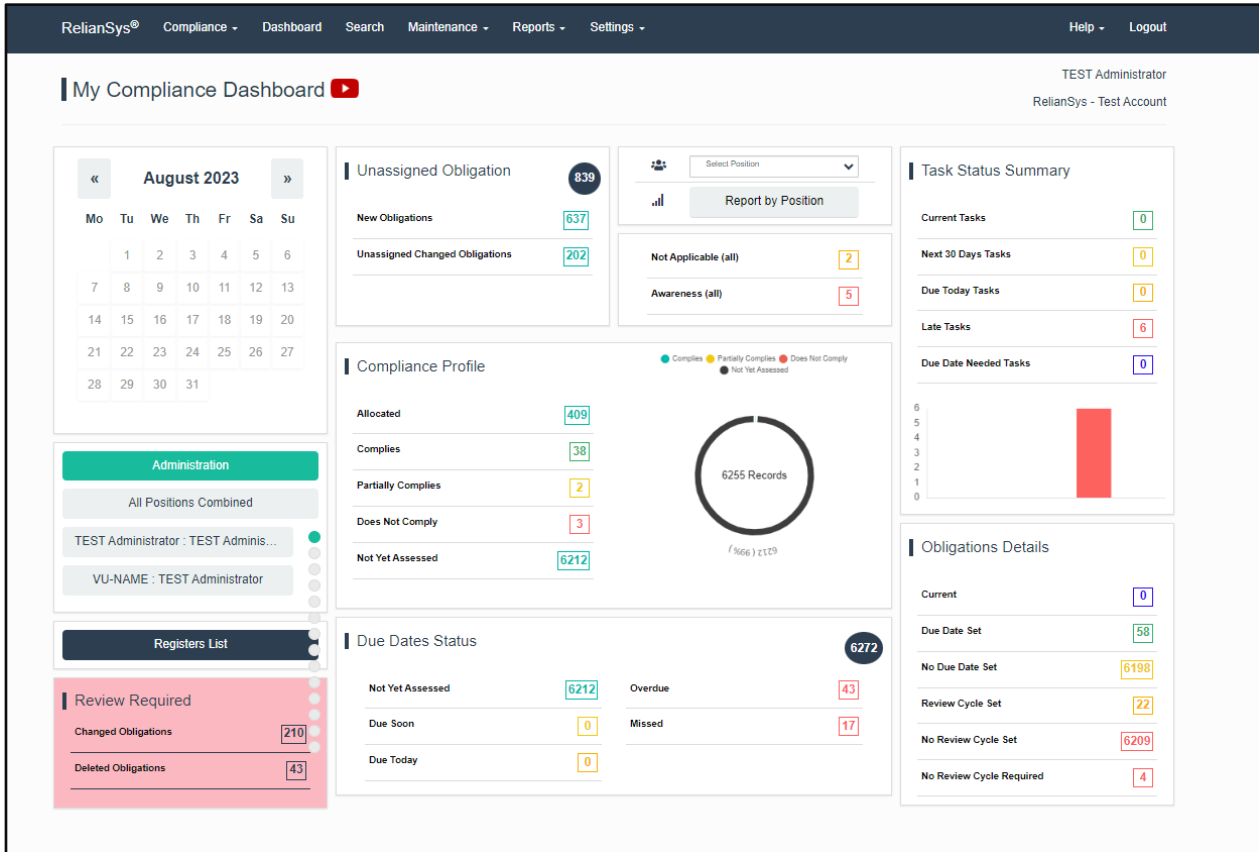


RelianSys® Compliance
Transforming Compliance

Compliance Dashboard Definitions

Compliance Module

Compliance Dashboard Definitions



ADMINISTRATOR'S OVERVIEW

Unassigned Obligations: The number of obligations that are not assigned to any positions in the RelianSys® compliance module.

New Obligations: The number of obligations that have been added to the Subscribed Registers by RelianSys Governance Suite®, in the last update of each Register, that requires allocation to Responsible Persons for compliance assessment.

Unassigned Changed Obligations: The number of obligations in all Subscribed Registers that have been amended by RelianSys Governance Suite®, in the last update of each Register, that require allocation to Responsible Persons for compliance assessment.

Not Applicable (all): The number of Obligations in all Subscribed Registers that are classified as “**Not Applicable**”; this includes both Obligations that have been Allocated to a Responsible Person, and those that have no Responsible Person Allocated.

Awareness (all): The number of Obligations in all Subscribed Registers that are classified as “**Awareness**”; this includes both Obligations that have been Allocated to a Responsible Person, and those that have no Responsible Person Allocated.

COMPLIANCE PROFILE

Allocated: The number of Obligations, I am Responsible for, less the number of Obligations that are classified as “Not Applicable” or “Awareness”.

Complies: Allocated Obligations that have been signed off as “**Complies**”.

Partially Complies: Allocated Obligations that have been signed off as “**Partially Complies**”.

Does Not Comply: Allocated Obligations that have been signed off as “**Does Not Comply**”.

Not Applicable: Obligations I am Responsible for that are classified as “**Not Applicable**”.

DUE DATES STATUS

Due Soon: The number of Allocated Obligations, for which the Next Due Date is within one calendar month from today, including the Next Due Date. This matches the rule for sending out Compliance Obligation reminder emails based on due dates.

Due Today: The number of *Allocated Obligations*, for which the Next Due Date is today.

Overdue: *Allocated Obligations* that require their compliance status to be confirmed, for which a Due Date, by which the Obligation should have been reviewed, is now in the past. This includes those Obligations that have had only a Due Date but no Review Cycle set, and those for which an Review Cycle has been set (provided only 1 and not 2 or more Due Date have been missed).

Missed: Overdue Obligations that require their compliance status to be confirmed and have missed 2 consecutive Review Cycles.

OBLIGATIONS DETAILS

Current: The total number of Obligations that have been signed off as “Complies”, “Partially Complies” or “Does Not Comply”

- without a Due Date having been set,
- with a Due Date having been set, but no Review Cycle, and
- those for which a Review Cycle has been set, AND is signed off before the First Due Date or before the next Review Cycle date is reached.

Due Date Set: Obligations which have had a Due Date entered. This is regardless of whether this is in the past or future, has been signed off or not, and whether or not a Review Cycle has been entered.

No Due Date Set: The number of Obligations which have no Due Date entered. This equates to the number of Allocated Obligations less the number of Obligations which have a Due Date Set.

Review Cycle Set: The number of Due Date Set Obligations, for which a regular date reminder has been selected.

No Review Cycle Set: The number of Due Dates Set Obligations, for which no regular date reminder has been selected (Note that this excludes those Obligations which do not require a Review Cycle.)

No Review Cycle Required: The number of Due Dates Set Obligations, for which no regular date reminder has been selected; i.e. does not require a Review Cycle.

REVIEW REQUIRED

Changed Obligations: The number of obligations (in the Subscribed Registers) that have been amended by RelianSys Governance Suite®, in the last update of each Register, that requires review by the Responsible Person.

Deleted Obligations: The number of obligations (in the Subscribed Registers) that have been deleted by RelianSys Governance Suite®, that require archival or removal by the Responsible Person.

TASK STATUS SUMMARY

Current Task:

Next 30 days Task: The number of Tasks, for which the Next Due Date is within the next 30 days from today, including the Next Due Date.

Due Today Tasks: The number of Tasks, for which the Due Date is today.

Late Tasks: The number of Tasks, that have not been actioned or signed off before the due date or which has a due date in the past from today.

Due Date Needed Tasks: The number of Tasks which have no Due Date entered.

TASKS BY STATUS

Open: The number of Tasks that are not 'Closed'. These Tasks can have any due status of Current, Next 30 days, Due Today or Late but not Complete.

Review: The number of Tasks that have been assigned to a person/user for reviewing the plan and implementation and approve/reject it.