

Getting Started Guide

Risk Shield On Demand

21 February 2007

Login

To login into Risk Shield On Demand, enter the e-mail address you entered during the registration process and the password that you received in the welcoming e-mail.

1-2-3 Go

1. Login
2. Record risks, work plans, incidents or BIAs.
3. Analyse




Getting around Risk Shield

Risk Shield supports the hierarchical aspect of enterprise structures through “company tiers”. Company tiers represent the enterprise’s organisational structure from a risk-management perspective. As a rule this perspective closely corresponds to the enterprise’s standard organisational chart.



Once the appropriate company tiers have been established for your enterprise, the user adds each risk, Incident, Work Plan, etc a specific company tier as the entity is created. The company tier is selected from the top bar, just below the main system tabs, as illustrated below.



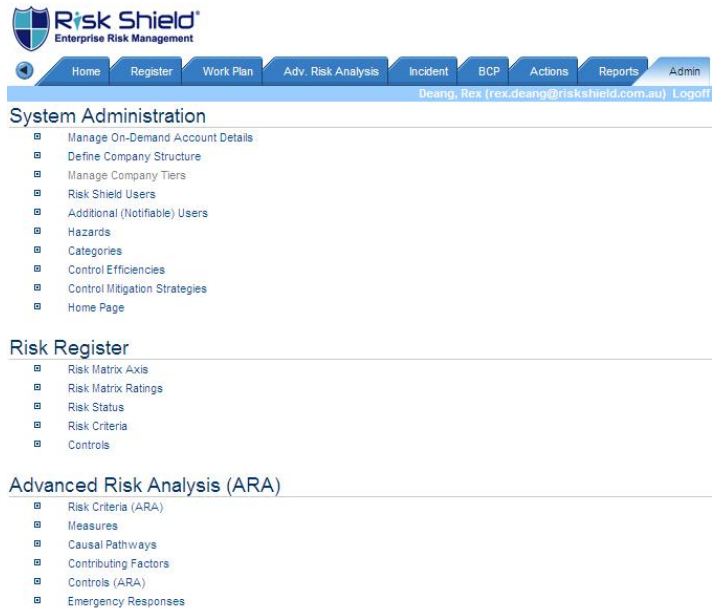
 Click on the label (e.g. Select Sate) to select a specific layer of that tier.


General


The following symbols are standard across Risk Shield.

- ✓ Adding an item or entity in Risk Shield is as simple as clicking the  icon on the screen.
- ✓ Saving an item or entity in Risk Shield is done by clicking the .

Admin



 Users can enter items to any company tier, subject to their security rights. Most Risk Shield items allocated to a higher Tier are available to the lower Tiers.

 Everything in Risk Shield can be administered or configured within the system.