

BarnOwl Voting, Surveys & Questionnaires Course

Streamline and simplify your risk assessment process now using BarnOwl's powerful voting function. This booster course covers the creation, setup and application of votes, surveys and questionnaires throughout BarnOwl's Risk, Compliance and Audit functions. You will learn how to:

- Create a template which can be re-used throughout your organisational structure
- Specify recurrence settings so that a vote is automatically created and sent to users based on a specified timeframe
- Escalate non-activity in votes to a senior manager
- Specify a user to review the vote results

BarnOwl Custom Fields Course

BarnOwl's unique custom field functionality enables you to include unique, organisation-specific information to the BarnOwl standard forms. For each risk object, you can create text boxes, drop-down lists, check boxes, date picker controls and other fields to enhance your risk profile and personalise your organisation's risk methodology. You will learn how to:

- Create custom fields using BarnOwl's 16 different field types
- Specify an automatic action plan each time an action plan condition is met
- Specify automatic email generation when a condition is met
- Create conditional visibility for fields
- Create category-specific custom fields for risks, risk incidents, key indicators and contributing factors
- Incorporate custom fields into reports

BarnOwl Open License Course

BarnOwl's easy-to-use Web Interface can be accessed from any browser, and enables users to complete votes and update action plans without purchasing additional licenses. BarnOwl provides an Open License which enables users to access the voting and action plans using the Web Interface. You will learn how to:

- Complete votes, surveys and questionnaires in the Web Interface
- Add or link to Action Plans during a vote
- View the Action Plan register and update Action Plan information
- Review votes as a Reviewer

BarnOwl Compliance Course

BarnOwl enables you to identify, assess, manage and monitor all Compliance requirements in the Regulatory Universe. Users can import Acts and other Regulatory requirements from Microsoft Excel, identify applicable provisions and then apply the provisions to units as required. The Compliance registers contain CRMPs, enabling you to manage areas of non-compliance. You can also generate a compliance survey.

You will learn how to:

- Obtain Regulatory material and import it into BarnOwl
- Rating regulatory risk for individual units as well as per provision
- Create, manage and monitor CRMPs
- Create Compliance surveys based on sections and provisions
- Generate and customise Compliance reports

BarnOwl Incident Management Course

BarnOwl enables you to create custom incident registers. BarnOwl provides three standard risk incident types, but you can add as many custom incident types as you require. These customised risk incident registers enable you to capture information about events which are linked to your organisational risk. By keeping track of risk events, you can monitor progress and compile a database of “lessons learnt”. You can also specify a Conflict of Interest Declaration, in which Risk Incident owners must declare a conflict of interest before accessing the incident. This is particularly useful for larger organisations who deal with sensitive information.

You will learn how to:

- Create custom risk incident registers
- Use custom fields to enhance risk incident registers
- Capture and monitor risk incidents
- Link incidents to risk objects (such as risks, controls or contributing factors)
- Generate and customise Risk Incident reports

BarnOwl Lite Course

BarnOwl Lite enables users to perform a set of Risk Management functions in the BarnOwl Web Interface. Users have access to the Objective, Risk, Key Indicator and Risk Incident registers, and can capture, edit and manage information in the registers. Any information captured in the Lite registers is automatically updated to the live BarnOwl database. You can also set up and manage “Moderation Mode”, which requires moderation users to submit changes for review before the live database is updated. If you have a BarnOwl Lite license, you will also be able to access the Voting and Action Plan functions in the Web Interface.

You will learn how to:

- View, capture and edit items in the Lite registers
- Capture child items, such as controls, directly against risks
- Enter ratings and key indicator values
- Export registers as reports

BarnOwl Security & Permissions Course

This booster course is designed to assist BarnOwl administrators manage and maintain system security and permissions. BarnOwl security can be customised to suit your organisation’s needs, and you can specify user permissions as well as field level permissions (which units or processes a user can view).

It is recommended that these users have a well-grounded knowledge of the BarnOwl application.

You will learn to:

- Import your Windows Active Directory and capture users manually
- Understand the different permission types in BarnOwl
- Set password security
- Create user groups and assign permissions to users and user groups
- Assign Unit permissions
- Specify Field level permissions

BarnOwl Audit Report Builder Course

The report builder enables users with administrative permissions to set up Internal Audit Report templates in Microsoft Word, using their standard Company Template, inserting “snippets” of BarnOwl information in a similar way to mail-merge.

The majority of work creating customised Audit reports occurs in Microsoft Word. It is therefore recommended that users attending this course are experienced in using Word's advanced features, including merge fields, content controls and advanced formatting.

You will learn how to:

- Creating a new Report template
- Use BarnOwl “Snippet” functionality to extract information from the BarnOwl database
- Insert advanced features such as combination columns and nested tables to sort and group the information in the report into a logical and well-formatted report.

BarnOwl Workshop Course

The BarnOwl Workshop is an interactive and easy-to-use tool which enables you to run a smooth and efficient workshop. You can hold workshops to determine

- Strategic and operational objectives
- Risk identification and ratings for each objective
- Control effectiveness ratings
- Contributing factors and their impact on risk realisation