



# Manual Básico Ulises GRC

Req. Evidencia/Documento y Req. Cuestionario



## ÍNDICE

1. Visualizar Entidades
2. Creación Entidades
3. Configuración Avanzada Entidades
4. .
5. .

# Necesita evidencia o documento

The screenshot shows the main application interface with a task list on the left and a context menu open over a task. The task list includes tasks like 'Riesgo3', 'Riesgo2', 'Atraco', and 'Riesgo Accidente'. The context menu has options: 'Crear Un Documento', 'Abrir Incidencia', 'Duplicar Tarea', 'Editar Tarea', and 'Borrar Tarea'. The 'Nuevo Documento' button in the top toolbar is highlighted with an arrow.

El documento debe validarse si se quiere cambiar el status de la tarea a ejecutada.

The 'Nueva Documento' form contains the following fields and options:

- CÓDIGO DEL DOCUMENTO: 3
- NOMBRE DEL DOCUMENTO: Doc
- SELECCIONAR ASCENDIENTE: PARTE 2
- TIPO: Documento Evidencia
- CATEGORÍA 1, 2, 3: --
- DESCRIPCIÓN (max. 2048 caracteres): %
- Placeholder: Escriba algo...

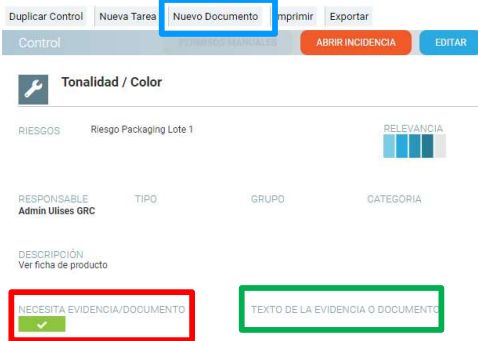
The 'DOCUMENTOS' tab is active, showing a list of documents. One document is highlighted: 'Documento Evidencia' by Marina BagL. A 'VALIDAR' button is visible next to it. Below the list, there are sections for 'ENTIDADES VINCULADAS' (Parte 1) and a 'DOCUMENTO MOSTRAR' button.



# 5 – Automatismo Ulises GRC with document/evidence required



1



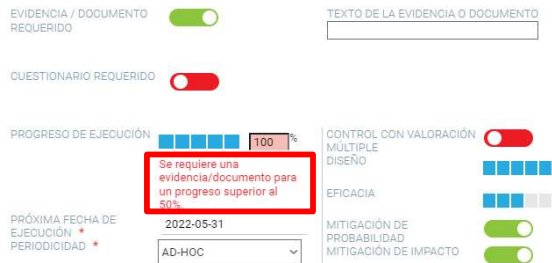
Create and add a new document

Activate this button if you want to have evidence/document required in the automatic process

Text information for document (optional)

2

DOCUMENTOS HISTÓRICO

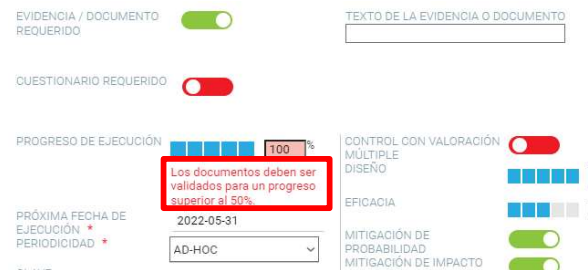


Error: There is no evidence/document here. Please attach.

3

Awaiting validation

DOCUMENTOS HISTÓRICO

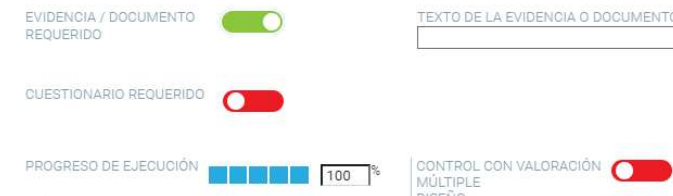


Error: This is stating that document is waiting to be validated

4

Document has been validated

DOCUMENTOS HISTÓRICO



Correct! The document is validated, and the execution progress is >50%

Reunión Kick-Off

# 5 – Automatismo Ulises GRC with document/evidence required



EVIDENCE / DOCUMENT REQUIRED

EVIDENCE/DOCUMENT TEXT  
I want pictures of holidays

QUESTIONNAIRE REQUIRED

EXECUTION PROGRESS 0%

NEXT EXECUTION DATE \* 2022-07-07

REGULARITY \* MONTHLY

CONTROL WITH MULTIPLE VALUATION DESIGN

EFFICIENCY

DOCUMENTS RECORDS

ARCHIVED D<sup>0</sup>

teset rebecca Admin Ulises G June 07, 20; 116

Next day: Ulises will automatically place execution progress to 0%, change data, and archive document.

DOCUMENTS RECORDS

D<sup>0</sup> ARCHIVED D<sup>0</sup>

document2 Admin Ulises G 122

2 different tabs:

Current documentations you have uploaded

The documents in the past that have been archived from the automatic process

CONTROLS DOCUMENTS RECORDS

D<sup>0</sup> ARCHIVED D<sup>0</sup> EV ARCHIVED EV

document Rebecca Watley 129

Archived document

Archived evidence

Archive document type documents?

yes  no

This is asking if you would like to archive the type document only (not evidence) you have provided.



# 5 – Próximos pasos



Duplicar Control Nueva Tarea Nuevo Documento Imprimir Exportar

Control PERMISOS MANUALES ABRIR INCIDENCIA EDITAR

## Tonalidad / Color

RIESGOS	TIPO	GRUPO	CATEGORIA
Riesgo Packaging Lote 1			RELEVANCIA
RESPONSABLE Admin Ulises GRC			
DESCRIPCIÓN Ver ficha de producto			
NECESITA EVIDENCIA/DOCUMENTO <input checked="" type="checkbox"/>	TEXTO DE LA EVIDENCIA O DOCUMENTO		

DOCUMENTOS HISTÓRICO

EVIDENCIA / DOCUMENTO REQUERIDO

QUESTIONARIO REQUERIDO

PROGRESO DE EJECUCIÓN  100%  
Se requiere una evidencia/documento para un progreso superior al 50%.

PRÓXIMA FECHA DE EJECUCIÓN \* 2022-05-31  
PERIODICIDAD \* AD-HOC

CONTROL CON VALORACIÓN MULTIPLE DISEÑO

EFICACIA

MITIGACIÓN DE PROBABILIDAD

MITIGACIÓN DE IMPACTO

TEXTO DE LA EVIDENCIA O DOCUMENTO

DOCUMENTOS HISTÓRICO

ID	FECHA	TÍTULO	RESPONSABLE
73		Documento adjunto	Admin Ulises GRC

EVIDENCIA / DOCUMENTO REQUERIDO

QUESTIONARIO REQUERIDO

PROGRESO DE EJECUCIÓN  100%  
Los documentos deben ser validados para un progreso superior al 50%.

PRÓXIMA FECHA DE EJECUCIÓN \* 2022-05-31  
PERIODICIDAD \* AD-HOC

CONTROL CON VALORACIÓN MULTIPLE DISEÑO

EFICACIA

MITIGACIÓN DE PROBABILIDAD

MITIGACIÓN DE IMPACTO

TEXTO DE LA EVIDENCIA O DOCUMENTO

DOCUMENTOS HISTÓRICO

ID	FECHA	TÍTULO	RESPONSABLE
73		Documento adjunto	Admin Ulises GRC 18 Mayo 2022

EVIDENCIA / DOCUMENTO REQUERIDO

QUESTIONARIO REQUERIDO

PROGRESO DE EJECUCIÓN  100%

CONTROL CON VALORACIÓN MULTIPLE DISEÑO

TEXTO DE LA EVIDENCIA O DOCUMENTO

# Control con cuestionario requerido

1. Crear Control
2. Activar Cuestionario Requerido
3. Seleccionar cuestionario
4. Fijar el porcentaje mínimo de respuestas requeridas
5. Guardar/Actualizar Control

EVIDENCIA / DOCUMENTO REQUERIDO

CUESTIONARIO REQUERIDO

 SELECCIONAR CUESTIONARIO

% MÍNIMO RESPUESTAS

% ACTUAL RESPUESTAS



Seleccionar cuestionario

- 1CREAR CENTRO DOMUSVI 2
- 3Test Canal
- CANAL DE DENUNCIA EVENTO
- CANAL ÉTICO ULISES
- CANAL PAULA
- CANAL\_ETICO\_DOMUSVIESP\_PRUEBA
- Compliance Penal
- crea documento Evento y Acción
- Cuestionario Paula TODO TIPO PREGUNTAS
- Cuestionario prueba Paula
- Cuestionario prueba Paula 2
- Cuestionario prueba Paula 3



# 5 – Automatismo Ulises GRC with questionnaire required



QUESTIONNAIRE REQUIRED 	QUESTIONNAIRE NAME <b>3Test Canal</b>	QUESTIONNAIRE VERSION <b>2</b>	% MINIMUM RESPONSES <b>100</b>	% CURRENT RESPONSES <b>0</b>
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This is where you select whether you want a questionnaire required and choose which one.

This number will vary depending on how many responses you receive.

**RECEIVERS**

QUESTIONNAIRE NAME: 3Test Canal  
VERSION: 2  
VISIBILITY: public  
LINK: [see link](#)

RECEIVERS: 1/4

<input type="checkbox"/>	NAME	EMAIL	LINK
<input checked="" type="checkbox"/>	Admin Ulises GRC	ariadna@ulisesgrc.com	
<input type="checkbox"/>	Francisco G. UlisesGRC	francisco.garcia@ulisesgrc.com	
<input type="checkbox"/>	Paula Falcon Gonzalez	paula.falcon@itaca-audidores.com	
<input type="checkbox"/>	XDzvyBWuVw	XDzvyBWuVw	

The following are the four receivers of your completed survey!

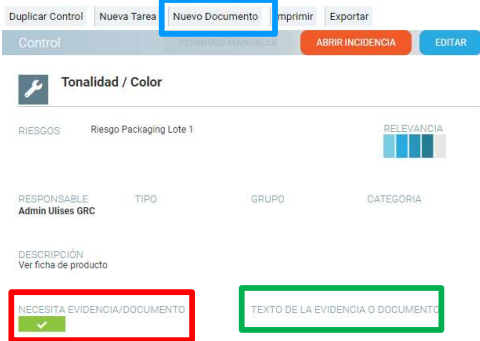




# 5 – Automatismo Ulises GRC with document/evidence required



1



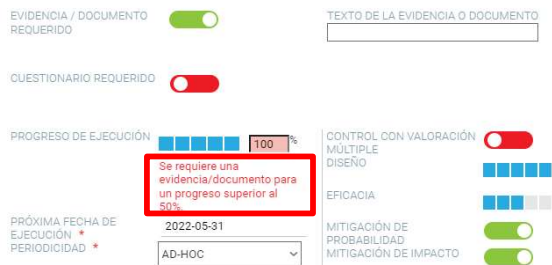
Create and add a new document

Activate this button if you want to have evidence/document required in the automatic process

Text information for document (optional)

2

DOCUMENTOS HISTÓRICO

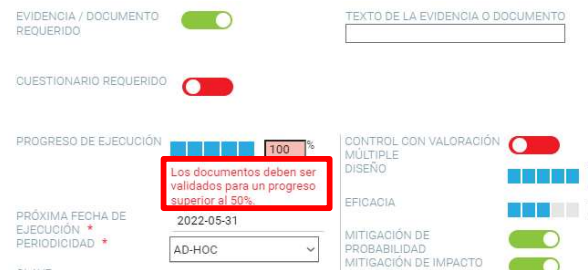


Error: There is no evidence/document here. Please attach.

3

Awaiting validation

DOCUMENTOS HISTÓRICO



Error: This is stating that document is waiting to be validated

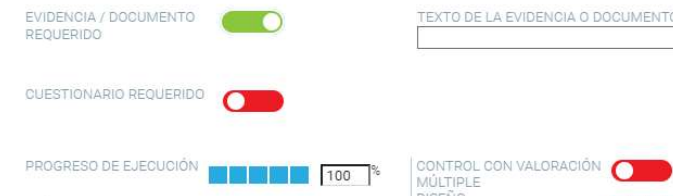
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Document has been validated

DOCUMENTOS HISTÓRICO



Reunión Kick-Off



Correct! The document is validated, and the execution progress is >50%

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document2 Admin Ulises G 122

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document Rebecca Watley 129

Archived document

Archived evidence

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# 5 – Automatismo Ulises GRC with questionnaire required



QUESTIONNAIRE REQUIRED 	QUESTIONNAIRE NAME 3Test Canal	QUESTIONNAIRE VERSION 2	% MINIMUM RESPONSES 100	% CURRENT RESPONSES 0
-------------------------------	--------------------------------------	-------------------------------	-------------------------------	-----------------------------

This is where you select whether you want a questionnaire required and choose which one.

This number will vary depending on how many responses you receive.

RECEIVERS

QUESTIONNAIRE NAME: 3Test Canal

VERSION: 2

VISIBILITY: public

LINK: [see link](#)

RECEIVERS: 1/4

<input type="checkbox"/>	NAME	EMAIL	LINK
<input checked="" type="checkbox"/>	Admin Ulises GRC	ariadna@ulisesgrc.com	
<input type="checkbox"/>	Francisco G. UlisesGRC	francisco.garcia@ulisesgrc.com	
<input type="checkbox"/>	Paula Falcon Gonzalez	paula.falcon@itaca-audidores.com	
<input type="checkbox"/>	XDzvyBWuVw	XDzvyBWuVw	

The following are the four receivers of your completed survey!

Visibility: Public or private

