



How to add/edit Processes in a Plan Process Builder

Revision History

Date	Revision	Change by	Revision #
08/02/17	Document Creation	Lori Gorman	V1
09/12/17	Removed references to cloning processes	Claudette Martin-Wus	V2
3/19/18	Further definition of process	Heather Volkomer	V3
10/15/19	Update BCDR team email address	Lori Gorman	V4
4/11/22	Update BCIC access information	Lori Gorman	V5

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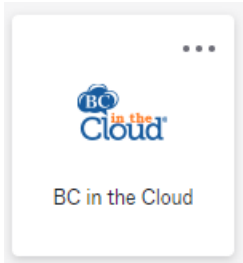
Summary

The basic building blocks of any COOP plan is the identification of the business processes and their dependencies. These processes are the core functions performed by an organization that support its mission. Each process should be identified by name, assigned a criticality level (in keeping with the state criticality scale), frequency, peak business times, and a requested Recovery Time Objective (RTO). In addition, each process has certain dependencies that should be identified in the COOP plan. These dependencies include the team that performs the process (Process Team), any tasks related to the process, application requirements, and vital records necessary for the performance of the process. BC in the Cloud allows users to link existing processes, create new processes, and edit existing processes in their plans.

Accessing Plan - Process Tab

Step 1. Log into the tool

This application has been added to Delaware's SSO platform. Log into <https://ID.Delaware.gov> using your normal network credentials. Select the BCIC tile pictured below.



Step 2. Locate the Plan to be updated.

The screenshot shows the BC in the Cloud application interface. The browser address bar displays the URL: <https://app.bcinthecloud.com/prod2/m/main.jsp?pagelId=43139880&applId=43145866&tabId=43145500>. The navigation menu on the left includes 'BC User Home', 'Dashboards', and 'Reports'. A dropdown menu is open under 'BC User Home', showing options: 'BIA', 'Plans', 'Processes', 'Employees', 'Process Teams', and 'To-Dos'. A red arrow points from the 'Plans' option to a text box that says 'Go to the plan tab under BC User Home or select Manage Plans.' Below this, another red arrow points to the 'Manage Plans' button in the main content area. The main content area is titled 'My Planning Items' and contains two sections: 'My Processes' and 'My To-Dos'. Both sections show 'No records to display.' The 'My Processes' section has columns for 'Process Status', 'Process', 'Process Creator', 'Requested RTO', 'Updated At', and 'Updated By'. The 'My To-Dos' section has columns for 'Status Summary', 'To-Do Summary', 'Workflow Actions', and 'Task Link'.

Step 3. Select the Plan you wish to update.

Select the plan you wish to update by clicking on the plan name.

The screenshot shows the 'Plans' page in the BC in the Cloud system. A search bar is at the top, and a table of plans is displayed below. A callout box highlights the 'ZZZ Continuity of Operations Test Plan' row, indicating that clicking on the plan name will open it.

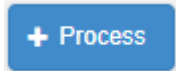
Status	Plan Name	Next Update Date	Continuity Coordinator(s)	Updated At	Updated By	count attach
Created	Industrial Affairs Department Plan	09-00-00	Office-Chief Security Officer	06/16/2017, 10:47 AM	LAGProcessbuilder Trainer	13
Created	Office of Human Relations Plan	00-00-00		05/25/2017, 11:15 AM	SoD Prod 1 Admin 1	0
Created	OMB Office of Management and Budget	00-00-00		05/25/2017, 11:16 AM	SoD Prod 1 Admin 1	0
Created	ZZZ Continuity of Operations Test Plan	11-02-01	/DTI-Security Office-Chief Security Officer	06/29/2017, 9:34 AM	SoD Prod 1 Admin 1	9
Expired	ZZZ MG COOP Plan	11-02-01	/DTI-Security Office-Chief Security Officer	06/25/2017, 8:58 AM	Server Side User	0
Created	ZZZ SOD Test Plan	11-02-01	/DTI-Security Office-Chief Security Officer	06/20/2017, 8:21 AM	SoD Prod 3 Admin 3	2

Step 4. Go to the Process tab.

The screenshot shows the 'Plan: ZZZ Continuity of Operations Test Plan' page. The 'Processes' tab is selected in the navigation menu, and a table of processes is displayed below. A red arrow points to the 'Processes' tab in the navigation menu.


Actions	Process ID	Process	Requested RTO	Process Summary	Criticality	Business Entity	DDS
	PROC04275	Accept new Filings	Day 28	3 Applications 4 Vital Records 1 Dependent Processes	1- Critical	/DTI-Security Office-Chief Security Officer	11-02-01
	PROC04282	CVM Test Process	Day 28	1 Applications 0 Vital Records 1 Dependent Processes	4- Limited	/DTI-Security Office-Chief Security Officer	11-02-01
	PROC04276	DECCC Process	Day 2	2 Applications 0 Vital Records 1 Dependent Processes	3- Moderate	/DTI-Security Office-Chief Security Officer	11-02-01
	PROC04274	ZZZ Test Process 2_Lori	Day 14	2 Applications 0 Vital Records 1 Dependent Processes	2- Significant	/DTI-Security Office-Chief Security Officer	11-02-01
	PROC04340	zzz CVM Test BIA Process	Day 21	1 Applications 1 Vital Records 0 Dependent Processes	3- Moderate	/DTI-Security Office-Chief Security Officer	11-02-01
	PROC00004	ZZZ Facilitate Continuity of Operations Planning (COOP) with all State Agencies	Day 28	0 Applications 0 Vital Records 0 Dependent Processes		/DTI-Security Office-Chief Security Officer	11-02-01
	PROC04288	ZZZ Progress Test	Day 14	0 Applications 0 Vital Records 0 Dependent Processes	5- Minimal		11-02-01
	PROC04341	ZZZ SEA test	Day 21	0 Applications 0 Vital Records 0 Dependent Processes	2- Significant	/DTI-Security Office-Chief Security Officer	11-02-01
	PROC00001	zzz test Process 1	Day 14	1 Applications 0 Vital Records 0 Dependent Processes	1- Critical	/DTI-Technology Office-Applications Delivery	11-02-01
	PROC04279	ZZZ Test Process 52417	Day 28	1 Applications 0 Vital Records 0 Dependent Processes	5- Minimal	/DTI-Security Office-Chief Security Officer	11-02-01

Creating a New Process



Step 1. Click on the  **icon**

- Complete the process Details tab including all required fields.

Hovering over the  will display help text concerning the field.

New Process Cancel Save

Process Details | Process Team | Dependencies

The following form will help to assess and determine Processes critical to the Organization in the event of a disruption. Separate tabs have been created for the various factors to consider when evaluating each Process.

Process

Process Description

Business Entity

DDS

Other Description

Criticality

Process Frequency

Work Around Procedure

Process ID: PROCC04359

Risk Rating

Identify the requested Recovery Time Objective (RTO) and identify if this process has any critical times of the year, month or week by selecting the appropriate boxes below.

Requested RTO

Critical Days of Week

Critical Weeks of Month

Critical Times of Year

Required fields include: Process, Business Entity, DDS (make sure this reflects the DDS of the user), Criticality, Process Frequency, Work Around Procedures (Y/N), Procedures Documented (Y/N), and Requested RTO.



- Click .

Step 2. Select the Process newly created and click Edit.

See “Editing a Process”

Editing a Process (Process Dependencies)

Step 1. Locate and select the process you wish to edit and go to the View Screen.

- Choose the Actions Drop down and choose edit,

The screenshot shows the LAGprocessbuilder interface. At the top, there's a navigation bar with 'BC User Home', 'Dashboards', and 'Reports'. Below that, a header for the plan 'Plan: ZZZ Continuity of Operations Test Plan' includes buttons for 'Preview Plan', 'Publish Plan', and 'Edit'. The main content area is titled 'Processes' and contains a table with columns: Actions, Process ID, Process, Requested R..., Process Summary, Criticality, DDS, and Business Entity. The 'ZZZ Test Process 2_Lori' row is selected, and its 'Edit' button is highlighted.

Actions	Process ID	Process	Requested R...	Process Summary	Criticality	DDS	Business Entity
<input type="checkbox"/>	PROC042...	Accept new Filings	Day 28	3 Applications 4 Vital Records 1 Dependent Proces...	1- Critical	11-02-01	/DTI-Security Office-Chief Security Officer
<input type="checkbox"/>	PROC043...	Active Directory		0 Applications 0 Vital Records 0 Dependent Proces...	3- Moderate	11-02-01	/DTI-Department of Technology and Information
<input type="checkbox"/>	PROC009...	Active Directory		0 Applications 0 Vital Records 0 Dependent Proces...	3- Moderate	00-00-00	
<input type="checkbox"/>	PROC042...	CVM Test Process	Day 28	1 Applications 0 Vital Records 1 Dependent Proces...	4- Limited	11-02-01	/DTI-Security Office-Chief Security Officer
<input type="checkbox"/>	PROC042...	ZZZ Test Process 2_Lori	Day 2	2 Applications 0 Vital Records 1 Dependent Proces...	3- Moderate	11-02-01	/DTI-Security Office-Chief Security Officer
<input type="checkbox"/>	PROC042...	ZZZ Test Process 2_Lori	Day 14	2 Applications 1 Vital Records 1 Dependent Proces...	2- Significant	11-02-01	/DTI-Security Office-Chief Security Officer
<input type="checkbox"/>	PROC043...	ZZZ CVM Test BIA Process	Day 21	1 Applications 1 Vital Records 0 Dependent Proces...	3- Moderate	11-02-01	/DTI-Security Office-Chief Security Officer
<input type="checkbox"/>	PROC000...	ZZZ Facilitate Continuity of Operations Planning (COOP) with all State Agencies	Day 28	0 Applications 0 Vital Records 0 Dependent Proces...		11-02-01	/DTI-Security Office-Chief Security Officer
<input type="checkbox"/>	PROC042...	ZZZ Progress Test	Day 14	0 Applications 0 Vital Records 0 Dependent Proces...	5- Minimal	11-02-01	
<input type="checkbox"/>	PROC043...	ZZZ SEA test	Day 21	0 Applications 0 Vital Records 0 Dependent Proces...	2- Significant	11-02-01	/DTI-Security Office-Chief Security Officer

or click on the process name to view Process Details.


The screenshot shows the 'Process: ZZZ Test Process 2_Lori' details page. At the top, there's a header with the process name and an 'Edit' button. Below that, there's a 'Process Details' section with tabs for 'Process Teams', 'Dependencies', and 'System Info'. A 'Process Completion' bar shows 100%. Below that, there's a description of the process. The 'Process Information' section contains various attributes:

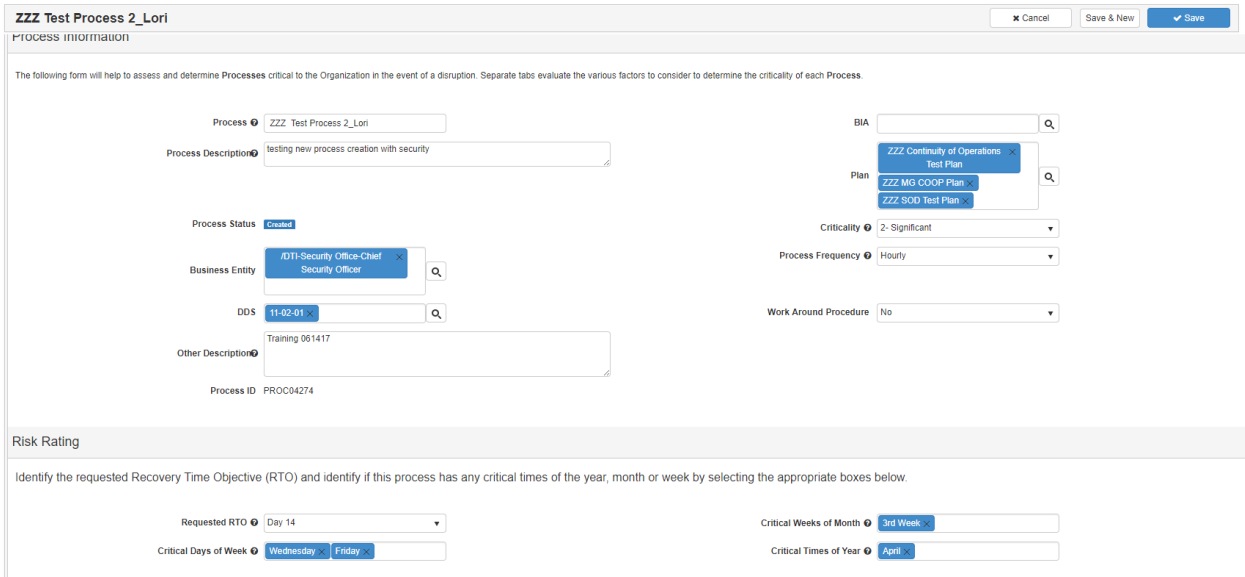
- Process: ZZZ Test Process 2_Lori
- Process Description: testing new process creation with security
- Process Status: Created
- Business Entity: /DTI-Security Office-Chief Security Officer
- DDS: 11-02-01
- Other Description: Training 061417
- Process ID: PROC04274
- BIA: BIA
- Plan: ZZZ Continuity of Operations Test Plan | ZZZ MG COOP Plan | ZZZ SOD Test Plan
- Criticality: 2- Significant
- Process Frequency: Hourly
- Work Around Procedure: No

Step 2. Update fields in the Process Details Tab.

***Note: you may only edit Process Details from the Edit Screen.**

All other fields are updated directly from the View Screen.*

- Click on the  button in top right hand corner.
- You may edit process name, description, business entity, DDS, other description, criticality, process frequency, work around procedure, requested RTO, critical days of week, critical Weeks of month, and critical times of year.
- Click on the Save button.



ZZZ Test Process 2_Lori Cancel Save & New Save

Process Information

The following form will help to assess and determine Processes critical to the Organization in the event of a disruption. Separate tabs evaluate the various factors to consider to determine the criticality of each Process.

Process: ZZZ Test Process 2_Lori

Process Description: testing new process creation with security

Process Status: Created

Business Entity: /D11-Security Office-Chief Security Officer

DDS: 11-02-01

Other Description: Training 061417

Process ID: PROC04274

BIA: [Search]

Plan: ZZZ Continuity of Operations Test Plan, ZZZ MG COOP Plan, ZZZ SOD Test Plan

Criticality: 2-Significant

Process Frequency: Hourly

Work Around Procedure: No

Risk Rating

Identify the requested Recovery Time Objective (RTO) and identify if this process has any critical times of the year, month or week by selecting the appropriate boxes below.

Requested RTO: Day 14

Critical Days of Week: Wednesday, Friday

Critical Weeks of Month: 3rd Week

Critical Times of Year: April

Step 3. Assign/edit Process Tasks on the Plan Details Tab.

See Process Tasks

Step 4. Assign/Edit Process Teams under the Process Teams Tab.


See Process Teams

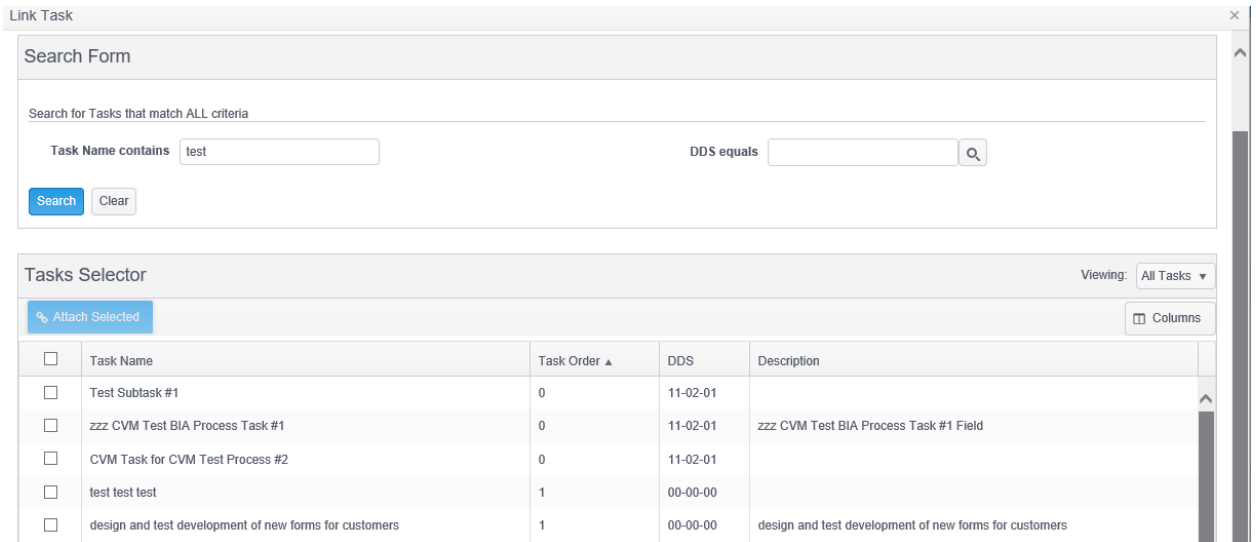
Step 5. Assign/edit Application and Vital Record dependencies under the Dependencies Tab.

See Dependent Process, Application Dependencies, and Vital Record Dependencies

Process Tasks

Linking a Process Task

- Select the  Link Task button.
- Using the Search Form, locate your desired task by completing the Task Name contains field, or the DDS Equals field and clicking on the Search button.
Completing multiple fields requires all criteria to be valid in the search results and may limit your options



The screenshot shows a web interface titled "Link Task". It features a "Search Form" section with the instruction "Search for Tasks that match ALL criteria". There are two input fields: "Task Name contains" with the value "test" and "DDS equals" which is empty. Below these fields are "Search" and "Clear" buttons. Below the search form is a "Tasks Selector" section. It includes a blue button labeled "Attach Selected" and a "Columns" button. A table lists tasks with columns for checkboxes, Task Name, Task Order, DDS, and Description.

<input type="checkbox"/>	Task Name	Task Order ▲	DDS	Description
<input type="checkbox"/>	Test Subtask #1	0	11-02-01	
<input type="checkbox"/>	zzz CVM Test BIA Process Task #1	0	11-02-01	zzz CVM Test BIA Process Task #1 Field
<input type="checkbox"/>	CVM Task for CVM Test Process #2	0	11-02-01	
<input type="checkbox"/>	test test test	1	00-00-00	
<input type="checkbox"/>	design and test development of new forms for customers	1	00-00-00	design and test development of new forms for customers

Once the desired task is located place a check next to the task name and click on the

 Attach Selected button.

Editing a Process Task

- Select the Task Name you wish to edit. This will take you to the task details view screen.

Task: Meet at alternate location (test task)

Task Info System Info

Task Information

DDS 11-02-01
Task Order 2
Task Name Meet at alternate location (test task)
Description designated employees are to meet at the Alternate location to begin site set up for COOP restoration.


Duration

Duration Time 5 Time Units Hour(s)

Utilization

Times Used in Exercises 0
Average Duration in Exercises NaN days, NaN hours, NaN minutes, NaN seconds

You are only able to Edit tasks with your matching DDS.

- Click on the  button.
You may edit the task name, task description, task order, and Duration Time/ Time Units.

Removing a Process Task

Select the Actions drop-down and select . This will only remove the task from this process- it does NOT delete the Task.

Process Tasks

Viewing: All Tasks

Link Task + Task Export

Actions	Task Name	Task Order	DDS	Description
<input type="checkbox"/>	test MG	1	00-00-00	
<input type="checkbox"/>	test 2	2	00-00-00	
<input type="checkbox"/>	designated employees are to meet at the Alternate location to begin site set up for COOP restoration.	2	11-02-01	

1 - 3 of 3 items

Process Teams

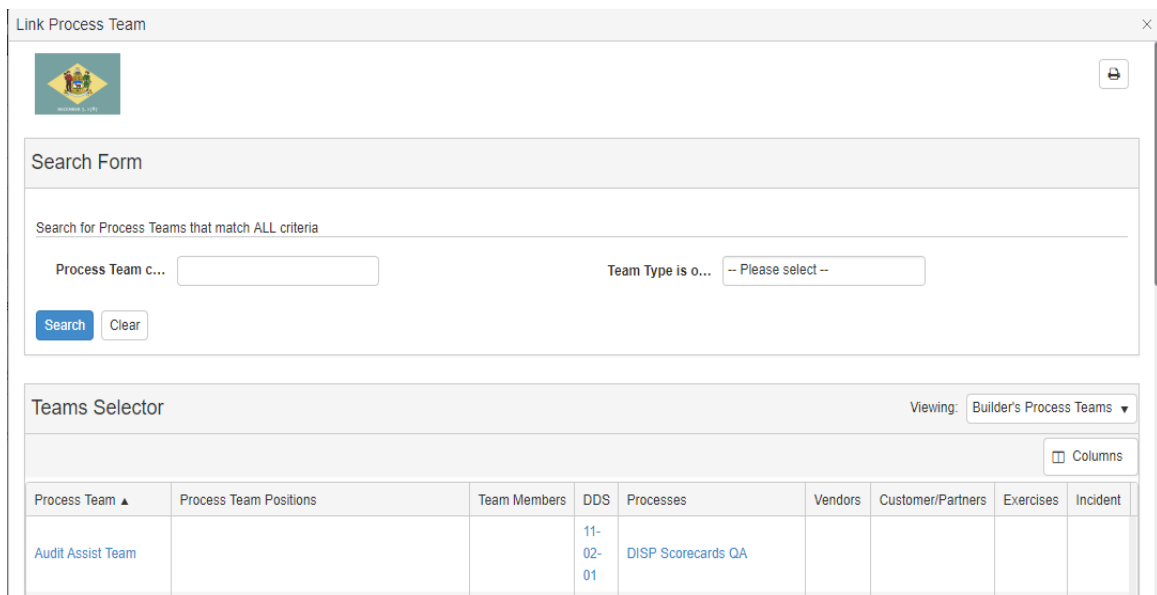
Employees are assigned into a plan directly onto teams/team positions. Some employees may be assigned to multiple teams. There are two types of teams: Process Teams which are linked directly to a process; and Plan Teams which are built at a plan level and are not linked to a process. All employees should be assigned to a team (whether a process team or a plan team). Employee information for individuals assigned to Process teams displays in *Section 3.0: Process Dependencies* of the published plan. **Organizations that choose to build teams at a plan level only will NOT be able to assign or even view Process Teams.** For more information on Plan Teams go to the *Plan Teams* instructions.

Linking an Existing Process Team

- Select the Link Process Team button.

Note: you are only able to link teams within your Security DDS.

- Search for a team using the “Process Team Contains” field or the “Team Type is One of” Fields in Search Form. To select a team click on the Process Team.



The screenshot shows a web interface titled "Link Process Team". At the top left is a logo for "Security DDS". Below the logo is a "Search Form" section with the instruction "Search for Process Teams that match ALL criteria". It contains two input fields: "Process Team c..." and "Team Type is o..." with a dropdown menu showing "-- Please select --". There are "Search" and "Clear" buttons. Below the search form is a "Teams Selector" section with a "Viewing:" dropdown set to "Builder's Process Teams" and a "Columns" button. A table is displayed with the following data:

Process Team ▲	Process Team Positions	Team Members	DDS	Processes	Vendors	Customer/Partners	Exercises	Incident
Audit Assist Team			11-02-01	DISP Scorecards QA				

Creating a New Team

- Click on the **+ Process Team** button.
- Assign the correct DDS, Process Team name, Team Description and staffing requirements and click Save.

The screenshot shows a web browser window with the URL <https://app.bcinthecloud.com/prod1/m/main.jsp>. The page title is "BC in the Cloud | Process T...". The navigation bar includes "BC User Home", "Dashboards", and "Reports". The main content area is titled "New Process Team" and contains two sections: "Team Information" and "Staffing Requirements".

Team Information

DDS:

Process Team:

Team Description:

Staffing Requirements

Staffing under normal conditions

Staffing Normal Level:

Telecommute:

Buttons:

Editing a Team

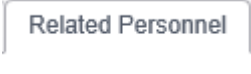
- View team details by clicking on the Team Name. Here you can view the team information, staffing requirements, and team positions.

- Click edit to make changes.

From the edit screen, you may add/delete Team positions, assign employees to the position, and change normal staffing requirements.

Related Personnel

There are some cases in which a Process Team may be comprised of individuals from outside of the organizations. For example, a Damage Assessment Team assigned to the COOP Activation process may need a representative from Facilities Management (Customer/Partner- state entity), or Verizon (Vendor).

- Select the Process Team.
- Click on the  tab.

Adding Customer/Partners to a Team

- Click on the  button.

- If your Customer/Partner is not a State entity, select the appropriate information from the Customer/Partner Details fields using the search icons.

- Click on the Search Icon beside Customer/Partner Company field.
- Use the Search Form: Customer/Partner Company Name Contains field, and selecting Search.

Search Form

Search for Customer/Partner Company that match ALL criteria

Customer/Partner Company ... Artesian




Search Clear

Customer/Partner Records Selector

Viewing: Customer/Partner by Company

Status Summary	Customer/Partner Company Name	Updated At	Updated By
Active	Artesian Water	05/05/2017, 3:07 PM	SUD Prod 1 Admin 1

1 - 1 of 1 Items

- Click on the  icon beside the Customer Reps field.
- Use the Search form to narrow the Customer Rep Search.
- If the desired Customer Rep is **not** available, close out of the search box and click on the  icon.
- Complete all required fields and click on  button.

New Customer Rep

Quick Create

Customer Rep ID CRP00512

First Name

Last Name

Work Number
Format: (###)###-####

Ext.

Cell Number
Format: (###)###-####

Work Fax

Save Cancel

- If the Customer/Partner is a State Entity, click on the Is State Entity check box. This will change the search fields below.

New Process Team Customer Org

Cancel Save


Team Customer/Partner Company Information


Process Team ZZZ test process team 2

Identify if this Customer/Partner is a State Entity.
If yes, check the box and enter in the appropriate Entity and State Employee.
If it is not, leave the box unchecked and enter in the related Customer/Partner Company and related Customer Reps.

Is State Entity

State Entity

Business Entity 

State Employee 

- Select the desired State Entity and State Employees by using the Search icons beside the fields.
- * Note: If you are unable to locate the correct State Entity, search the Customer/Partners records.*


Adding Vendors to a Team

- Click on the  button.

New Process Team Vendor Cancel Save

Team Vendor Information



Process Team: *ZZZ test process team 2*


Vendor: 

Notes:


Website:

Vendor Reps

Vendor Reps:  

- Click on the  icon by Vendor field.


Select Item(s) and Close Dialog Refresh Close



Search Form

Search for Vendors that match ALL criteria

Vendor Name contains


Vendor Reps is one of 

Search Clear


Vendors Selector Viewing: All Vendors Columns

Vendor Name ▲	Address 1	Main Phone	Vendor Reps	Vendor Number
1 - TOUCH SOLUTIONS LLC	17 MARIE LN			000001991700001
1 800 PACK RAT	3331 HERITAGE TRADE DR STE 110	(877)751-9378	Test First Name Test Last Name	000008566900001
1 A LIFESAFER OF DELAWARE INC	4290 GLENDALE MILFORD ROAD			000020019100001
1 BROOKSIDE DRIVE LLC	111 ST JOHN DRIVE			000025663100001
1 SMARTECH LED INC	109 DIMINISH DR	(215)833-9339		000022263700001

- Utilize the Search Form fields to locate the desired Vendor.
- Select the desired Vendor by clicking on the Vendor Name.
- Add any Notes or Website information specific to the Vendor for this process team (this is plan specific data and does not show in other plans).

- Add a select Vendor Rep by clicking on the  icon beside Vendor Reps field.
- Use the Search Form to narrow the search to vendor reps specific to the previously selected Vendor.


Select Item(s) and Close Dialog



Search Form

Search for Vendor Reps that match ALL criteria

Vendor Rep contains

Vendor is one of 

Vendor Reps Select Viewing: All Vendor Reps ▼

<input type="checkbox"/>	Vendor Rep	Position	Work Number	Email Address	DDS
<input type="checkbox"/>	Lucy Goosy	VERIZON	help	(444)444-4444	11-02-01
<input type="checkbox"/>	Test Claudette Test Martin-Wus	VERIZON			11-02-01
<input type="checkbox"/>	zzzJason Lee	VERIZON			11-02-01

1 - 3 of 3 items

Check boxes for Reps that apply and click on Attach Selected.

- Link Vendor Reps by placing a check mark in the boxes beside the desired names and clicking on the Attach Selected box.

Application Dependencies:

Link an Application dependency

- Click the  button.


Click + Application to link a Application to your Process.

Viewing: All Required Applications

+ Required Application Export Columns Filter

Actions	Application ID	Required Application	Business RTO	Application RTO	Maximum Tolerable Data Loss	RTO Compliance	Process
	APP002000	21st Century Fund	Day 28	0		Compliant	ZZZ Test Process 2_Lori
	APP002002	A Better Chance -	Day 14	0		Compliant	ZZZ Test Process 2_Lori

1 - 2 of 2 items

- Click on the  icon to locate the application.

New Required Application Cancel Save

IT Business Dependency Information

Application

Application must be specified

Business RTO -- Please select --

Maximum Tolerable Data Loss -- Please select --

Using the Search Form, locate your desired application by completing the Application Name contains field **OR** the Application Alias contains fields and clicking on the Search button.

Completing both fields requires both criteria to be valid in the search results and may limit your options If your desired application does not show in the search results, you may clear the search or change your criteria. Select the application by clicking on its name.

Select Item(s) and Close Dialog

Search Form

Search for Applications that match ALL criteria

Application Name con... FSF Application Alias cont...


Search Clear

Application Selector

Application Number	Application Name	Description	Criticality	Business Entity	DDS
APP000103	First State Financials (FSF)	A statewide implementation of PeopleSoft Financials that consolidated the current mainframe accounting systems	2-Significant		00-00-00
APP001059	FSF Test Database	Oracle DB used to support Test environment			00-00-00
APP001057	FSF Training Database [FN91SC, and FN91TR]	Contains FSF system components/data used in training sessions			00-00-00
APP001179	FSFRepository	Reporting and budget management app for data extracted from FSF	3-Moderate		00-00-00
APP000712	Motor Fuel Special Fuel (MFSF)	Tracking, registration, and taxation of motor fuel and special fuel dealers.			00-00-00

1 - 5 of 5 items

- Assigned the desired Business RTO (Recovery Time Objective) for this application as it applies to the process you are working on.
- Assign the Maximum Tolerable Data Loss for the application as it applies to the process you are working on.

- Click .
- Repeat until all dependent applications are identified.

[View Application Details](#)

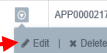
Once an application dependency is assigned, users should confirm the Application Details to confirm all relevant data is captured.

- Click on the Application Name.

- Contact Administrator to update any blank or inaccurate application fields via email at DTI_BCDR_Team@delaware.gov

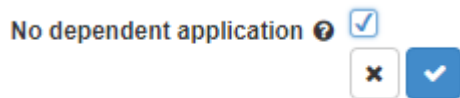
[Removing an Application Dependency](#)


- Select the Actions drop-down and select X Delete. This will only delete the dependency- it does NOT delete the Application.

Actions	Application ID	Required Application	Business RTO	Application RTO	Maximum Tolerable Data Loss	RTO Compliance	Process
	APP0000217	800 MHz Public Safety Radio System	Day 28	0		Compliant	ZZZ Test BCIC Proc 2

No Application Dependency

- Hover on the No dependent application option to view a pencil icon. Click on the pencil to view the check box.



- Check off the box and click on the  to save the changes.

Click + Application to link a Application to your Process.




Viewing: All Required Applications

+ Required Application Export Columns Filter

Actions	Application ID	Required Application	Business RTO	Application RTO	Maximum Tolerable Data Loss	RTO Compliance	Process
	APP0000217	800 MHz Public Safety Radio System	Day 28	0		Compliant	ZZZ Test BCIC Proc 2

1 - 1 of 1 Items


If there are no required Applications for this process, check the box below.

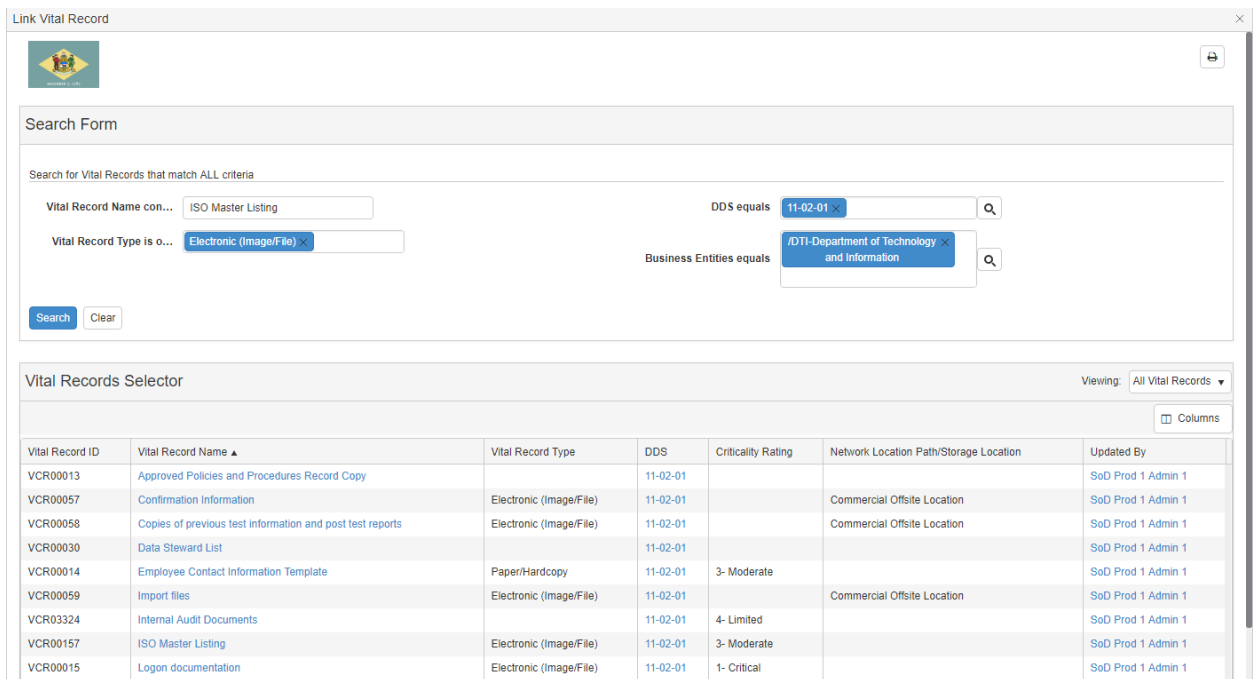
No dependent application   

Once the No Dependent Application box is checked and saved, the ability to add applications will be hidden from the screen. To make it re-appear, you will need to uncheck the No Dependent Application box.

Vital Record Dependencies:

Linking a Vital Record

- Select the  button.
- Using the Search Form, locate your desired vital record by completing the Vital Record Name contains field, DDS Equals, “vital record type is one of”, **OR** the “business entities equals” fields and clicking on the Search button. ***Completing multiple fields requires all criteria to be valid in the search results and may limit your options***



Link Vital Record

Search Form

Search for Vital Records that match ALL criteria

Vital Record Name con... ISO Master Listing

Vital Record Type is o... Electronic (Image/File)

DDS equals 11-02-01

Business Entities equals /DTI-Department of Technology and Information

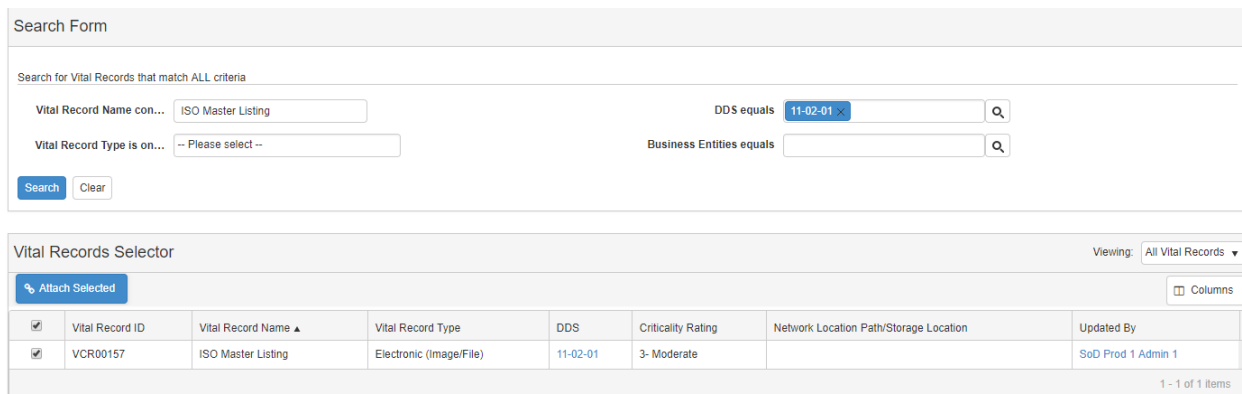
Search Clear

Vital Records Selector

Viewing: All Vital Records

Vital Record ID	Vital Record Name ▲	Vital Record Type	DDS	Criticality Rating	Network Location Path/Storage Location	Updated By
VCR00013	Approved Policies and Procedures Record Copy		11-02-01			SoD Prod 1 Admin 1
VCR00057	Confirmation Information	Electronic (Image/File)	11-02-01		Commercial Offsite Location	SoD Prod 1 Admin 1
VCR00058	Copies of previous test information and post test reports	Electronic (Image/File)	11-02-01		Commercial Offsite Location	SoD Prod 1 Admin 1
VCR00030	Data Steward List		11-02-01			SoD Prod 1 Admin 1
VCR00014	Employee Contact Information Template	Paper/Hardcopy	11-02-01	3- Moderate		SoD Prod 1 Admin 1
VCR00059	Import files	Electronic (Image/File)	11-02-01		Commercial Offsite Location	SoD Prod 1 Admin 1
VCR03324	Internal Audit Documents		11-02-01	4- Limited		SoD Prod 1 Admin 1
VCR00157	ISO Master Listing	Electronic (Image/File)	11-02-01	3- Moderate		SoD Prod 1 Admin 1
VCR00015	Logon documentation	Electronic (Image/File)	11-02-01	1- Critical		SoD Prod 1 Admin 1

- Once a search is applied, select a record by checking the box and clicking on the Attach Selected button.



Search Form

Search for Vital Records that match ALL criteria

Vital Record Name con... ISO Master Listing

Vital Record Type is on... -- Please select --

DDS equals 11-02-01

Business Entities equals

Search Clear

Vital Records Selector

Viewing: All Vital Records

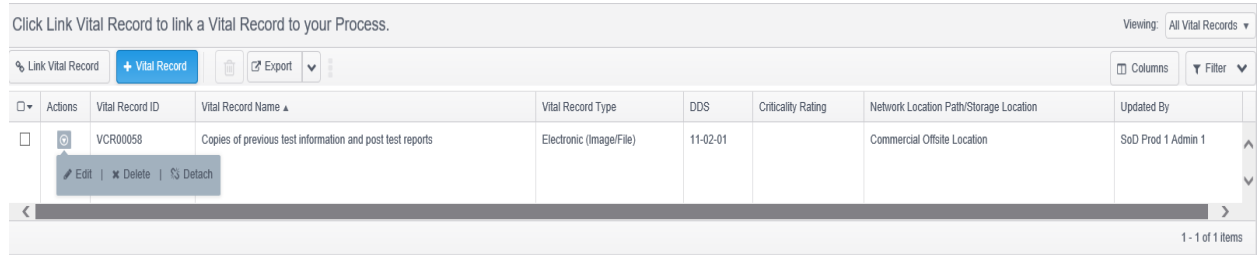
Attach Selected

	Vital Record ID	Vital Record Name ▲	Vital Record Type	DDS	Criticality Rating	Network Location Path/Storage Location	Updated By
<input checked="" type="checkbox"/>	VCR00157	ISO Master Listing	Electronic (Image/File)	11-02-01	3- Moderate		SoD Prod 1 Admin 1

1 - 1 of 1 items

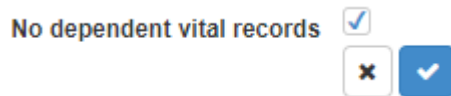
Removing a Vital Record Dependency


- Select the Actions drop-down and select .

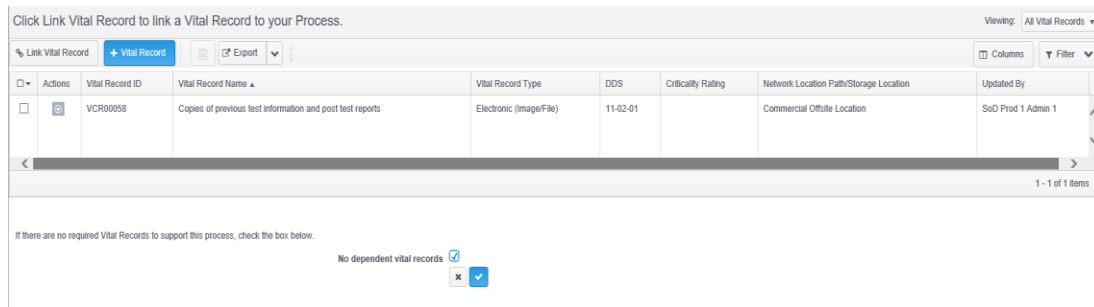


No Vital Record Dependency

- Hover on the No dependent Vital Records option to view a pencil icon. Click on the pencil to view the check box.



- Check off the box and click on the  to save the changes.



Once the "no dependent vital record" box is checked and saved, the ability to add vital records will be hidden from the screen. To make it re-appear, you will need to uncheck the No dependent vital records box.


Editing a Vital Record

- View the Vital Record details by selecting the vital Record Name.

The screenshot shows the 'Vital Record: ISO Master Listing' page. At the top right, there is an 'Edit' button. Below the title bar, there are tabs for 'Vital Record Info' and 'System Info'. The main content area is titled 'Vital Record Information' and contains the following details:

- Vital Record ID: VCR00157
- Vital Record Name: ISO Master Listing
- Vital Record Type: Electronic (Image/File)
- Criticality Rating: 3- Moderate
- Existing Record Protection Strategy: [icon]
- DDS: 11-02-01
- Business Entities: /DTI-Security Office-Chief Security Officer
- Network Location Path/Storage Location

Below this section is an 'Alternate Source' section with fields for 'Alternate Source' and 'Alternate Source Location'.

- To edit the record, click on the  button.
- Update such details as the Network Location Path/Storage location, vital record criticality, protection strategies, and alternate source details. Click Save to keep any changes.

The screenshot shows the 'ISO Master Listing' edit form. At the top right, there are buttons for 'Cancel', 'Save & New', and 'Save'. The form is divided into two sections: 'Vital Record Information' and 'Alternate Source'.

Vital Record Information:

- Vital Record ID:
- Vital Record Name:
- Vital Record Type:
- Criticality Rating:
- Existing Record Protection Strategy:
- DDS:
- Business Entities:
- Network Location Path/Storage Location:


Alternate Source:

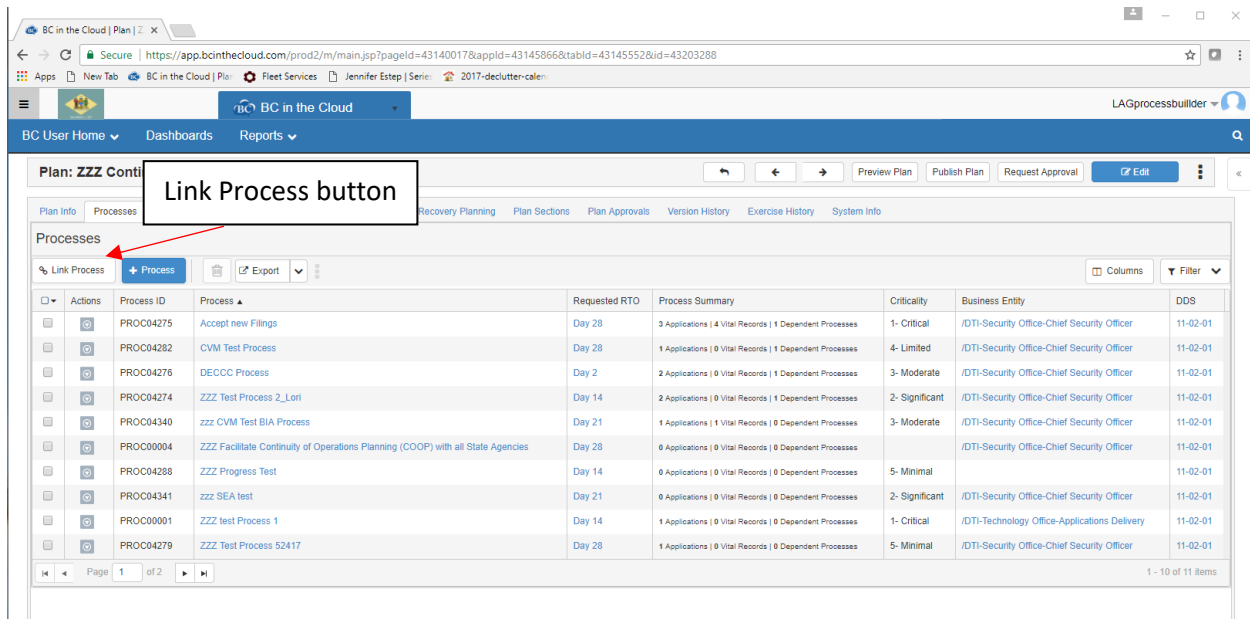
- Alternate Source:
- Alternate Source Location:

Note: You are only able to edit Vital Records within your secured DDS*

Linking a Process

Most processes are assigned to the plan directly from the BIA. Any updates conducted in the BIA will flow directly into the plan. Should a process not be present in the plan, users may look to link a process to their plan.

Step 1. Click on the  button.



The screenshot shows the 'BC in the Cloud' interface. At the top, there's a navigation bar with 'BC User Home', 'Dashboards', and 'Reports'. Below that, a 'Plan: ZZZ Conti' header is visible. A red box highlights the 'Link Process' button in the 'Processes' section, with an arrow pointing to it. The main content area displays a table of processes.

Actions	Process ID	Process	Requested RTO	Process Summary	Criticality	Business Entity	DDS
	PROC04275	Accept new Filings	Day 28	3 Applications 4 Vital Records 1 Dependent Processes	1- Critical	/DTI-Security Office-Chief Security Officer	11-02-01
	PROC04282	CVM Test Process	Day 28	1 Applications 0 Vital Records 1 Dependent Processes	4- Limited	/DTI-Security Office-Chief Security Officer	11-02-01
	PROC04276	DECCC Process	Day 2	2 Applications 0 Vital Records 1 Dependent Processes	3- Moderate	/DTI-Security Office-Chief Security Officer	11-02-01
	PROC04274	ZZZ Test Process 2_Lori	Day 14	2 Applications 0 Vital Records 1 Dependent Processes	2- Significant	/DTI-Security Office-Chief Security Officer	11-02-01
	PROC04340	ZZZ CVM Test BIA Process	Day 21	1 Applications 1 Vital Records 0 Dependent Processes	3- Moderate	/DTI-Security Office-Chief Security Officer	11-02-01
	PROC00004	ZZZ Facilitate Continuity of Operations Planning (COOP) with all State Agencies	Day 28	0 Applications 0 Vital Records 0 Dependent Processes		/DTI-Security Office-Chief Security Officer	11-02-01
	PROC04288	ZZZ Progress Test	Day 14	0 Applications 0 Vital Records 0 Dependent Processes	5- Minimal		11-02-01
	PROC04341	zzz SEA test	Day 21	0 Applications 0 Vital Records 0 Dependent Processes	2- Significant	/DTI-Security Office-Chief Security Officer	11-02-01
	PROC00001	ZZZ test Process 1	Day 14	1 Applications 0 Vital Records 0 Dependent Processes	1- Critical	/DTI-Technology Office-Applications Delivery	11-02-01
	PROC04279	ZZZ Test Process 52417	Day 28	1 Applications 0 Vital Records 0 Dependent Processes	5- Minimal	/DTI-Security Office-Chief Security Officer	11-02-01

Step 2. Locate the process you wish to link to the plan.

Users are only able to view processes with a matching security DDS or generic DDS (00-00-00). Only processes with a matching security DDS can be modified.

- You can search processes by Process name, DDS Equals, or business entity. Select the process you want to link by clicking on the process name.

The screenshot shows the 'Link Process' application window. At the top left is a logo. Below it is a search form with the text 'Search for Processes that match ALL criteria:'. There are three input fields: 'Process contains', 'DDS equals', and 'Business Entity [R113...'. A red arrow points from a text box to the search form. Below the search form is a table titled 'Processes Selector'. A red arrow points from another text box to the 'Active Directory' row in the table.

Search for processes by entering data into fields and click on search button.

Select the process to be linked by clicking on the process name.

Process ID	Process	DDS	Applications Vital Records Dependent Processes	Criticality	Business Entity	Requested RTO
PROC04275	Accept new Filings			1- Critical	/DTI-Security Office-Chief Security Officer	Day 28
PROC00958	Acceptance of Bail	00-00-00	18 Applications 0 Vital Records 0 Dependent Processes	3- Moderate		
PROC00934	Account collections	00-00-00	3 Applications 0 Vital Records 0 Dependent Processes	3- Moderate		
PROC00914	Active Directory	00-00-00	0 Applications 0 Vital Records 0 Dependent Processes	3- Moderate		
PROC00198	Address Audit Findings for WP Manframe	11-02-01	3 Applications 0 Vital Records 0 Dependent Processes	4- Limited	/DTI-Security Office-Chief Security Officer	
PROC00996	Adjudicatory Hearings	00-00-00	10 Applications 0 Vital Records 0 Dependent Processes	3- Moderate		
PROC04278	Adjudicatory Hearings	11-02-01	0 Applications 0 Vital Records 0 Dependent Processes	3- Moderate	/DTI-Security Office-Chief Security Officer	
PROC02501	Administer DCISO Program	11-02-01	0 Applications 0 Vital Records 0 Dependent Processes	5- Minimal		
PROC00950	Administrative Support	00-00-00	1 Applications 0 Vital Records 0 Dependent Processes	4- Limited		
PROC00919	Allocation and mgmt of tapes	00-00-00	5 Applications 0 Vital Records 0 Dependent Processes	2- Significant		