

The Total Risk, Audit and Compliance Software solution

Symbiant is an award winning modular solution that allows the whole workforce to collaborate on Risk, Audit and Compliance issues with prices starting at only £300

We give you everything you need and more..

Risk Registers, KRI, Incident Management, Questionnaires,
Action Tracking, Audit Planning, Assessments, Workshops, Controls...

Here's some first hand experience from one of our clients.

“Having previously managed all our Corporate risks via spreadsheets we are currently migrating our risk registers onto the Symbiant Risk Management System. The capabilities of the software are allowing us to considerably enhance the level of risk maturity across the University. It is allowing us to transform the management of our organisational risks to the extent that our Risk Management Policy is now being reviewed to ensure it takes into account the potential of the new software. As a Higher Education Institute our risks are, on-the-whole, assessed and evaluated on a qualitative rather than quantitative basis – Symbiant is able to accommodate this and allows us to clearly link risks to our non-financial, academic objectives.

Symbiant is also proving highly customisable to our needs with staff finding the user interface intuitive and familiar. This has considerably reduced the training and support burden as we roll it out. The extremely comprehensive reporting suite allows our schools and business units far more freedom and scope to identify and record their local risks since the large amounts of data generated can be easily and almost instantly reported upon in many ways including heat maps and colour coding. This is enabling our risk management to become far more comprehensive. Updates and improvements to the software are regular and reliable with Symbiant having introduced some minor requested enhancements within just a few days”



*Phil Boshier - Strategy Development Officer
Cardiff Metropolitan University*



To find out more or to arrange a free trial visit:

www.symbiant.uk

Trusted by names you know from Charities to Banks, Government to PLC.
Symbiant is a Registered Trademark

Symbiant[®]
Better Software



Risk and Audit Management Software Since 1999

Symbiant is a modular software solution designed for risk and audit management. Modular means each component can act independently whilst sharing common data. Our flexible solution will adapt as your requirements change and grow. For example you might start by using the action tracking module, users who login will only see that module. At a later date you may switch on Audit assessments, you will instantly be able to share and use data you have already entered on to the system, you can still restrict who has access to each module, this keeps the system clean and uncluttered.

Symbiant Cloud. The solution is hosted on our bank compliant cloud platform. A cloud platform is a group of servers that are connected together to give extra resilience to the service. If a server or component fails the other servers take up the load. Our main services are hosted at Amazon Web Services, London, UK. We backup our clients' data each night and send the encrypted files to 1&1 IONOS data centre in Gloucestershire, UK. All client data by default is stored in the UK.

Our contracts are a revolving 30 days, which means there are no long term tie-ins. You can cancel at anytime giving just 30 days notice.

What this means for you is, our solution is flexible and can be customised to meet your requirements now and future. It's affordable with prices starting at only £300 per month with no minimum term commitment. It's up and ready to use within 24 hours with all the IT and security issues already taken care of.

Some of our clients Reviews

Symbiant is so powerful and secure it's used by banks, so versatile it is used across all sectors of industry and is so affordable it is used by charities.
Charities to Banks, public sector to PLC.

To read more reviews go to
<https://www.symbiant.co.uk/symbiant-reviews/>
To see who uses Symbiant go to
<https://www.symbiant.co.uk/company/our-customers/>



"Having implemented Symbiant into our global business a year ago it has provided the complete solution we required to manage our risk and internal audit functions. It's a powerful tool, very user friendly and supported by a great team. It's a product I would certainly recommend!"

- The Innovation Group Ltd



"I selected Symbiant over multiple industry solutions as it offered a very fast implementation in a most cost effective way. I understood the software in no time by seeing the helpful videos available on the site, started with the small pack and later upgraded it. I feel EXTREMELY satisfied as the product keeps updating itself and bring new changes as per new requirements from customers. I HIGHLY RECOMMEND Symbiant."

Hamid Ali Raja - GWC



Symbiant have made life much easier for us, the workflow-based software is a massive leap away from spreadsheet-based action tracking and really helps drive action ownership and completion."

- Arrow Global

Why Symbiant?

Pay Less Get More

The term you get what you pay for, doesn't always mean if you pay more you get better. Some solutions really are ridiculously overpriced. For some you're paying for the sales people, the marketing teams, debt, etc. Symbiant has none of that. We are a streamlined debt free software development company with no excess fat. Everything goes into our software and looking after our clients. Our product is so good we have no need for sales people, it literally sells itself.

We have been successfully trading since 1999. With Symbiant the only surprises are our exceptional service and amazing software. We have no hidden or extra charges, our expertise, time and help is given freely.

Our software is not only the most affordable it's one of the most advanced on the market, we are perpetually developing our solutions to make them better and keep them up to date with client requirements and technology.

Unlike other vendors we do not charge our clients for our latest software, our users get upgraded for free whether it is new features or new modules. Once you're a client we do our best to keep you happy.

We have no set up fees and you can cancel with just 30 days notice. You can try our solutions on a no obligation 30 day free trial, to arrange this please visit our website and click on the free trial link.

<https://www.symbiant.co.uk>

Working Papers

The working papers module is flexible electronic document that allows you to plan audits and add relevant content. Such as the audit papers, time sheets, documents, actions, notices, risks and any related control assessments.

Working Papers File Modules Options Help Amy Smith

Security Audit ISO 27001

Owner Amy Smith **Reference** GHT54 **Date** Feb 11, 2016

Additional Information The Audit Team is to conducted a process-based audit, focused on significant aspects/risks/objectives as required by ISO 27001. The audit methods to be used are interviews, observation of activities and review of documentation and records. The structure of the audit will be accordance with the audit plan and audit planning process.

Contents

- Overview
- Mind Map
- Engagement Letter
- The Team and notifications
- Audit Paper
- Related risks and control tests

Audit Paper

Audit Name	Details	Test	Result	WP Ref.	Ex'n Ref.
ISO IEC 27001					
Data Centre Audit	The Audit Team is to conducted a process-based audit, focused on significant aspects/risks/objectives as required by ISO 27001. The audit methods to be used are interviews, observation of activities and review of documentation and records. The structure of the audit will be accordance with the audit plan and audit planning process.	Security Audit		1.1	
		Have you reduced the risk of theft, fraud, or misuse of facilities by making sure that all prospective employees understand their responsibilities before you hire them?	Yes All checks are up to date.	1.2	
		Do you use contractors	Yes	1.3	
		Have you reduced the risk of theft, fraud, or misuse of facilities by making sure that all prospective contractors understand their responsibilities before you hire them?	Yes	1.4	
		Have you reduced the risk of theft, fraud, or misuse of facilities by making sure that all third-party users understand their responsibilities before you allow them to use your facilities?	No Third party checks are not carried out, it is assumed the contractors will carry out these checks.	1.5	1
		Do you screen all contractors before you hire them, especially when they will be asked to provide sensitive services?	No it is assumed the firm supplying the contractors already do these checks	1.6	
		DEFINE SECURITY ROLES AND RESPONSIBILITIES		1.7	
		Do you have a security Policy?	Yes	1.8	
		Are your organization's security roles and responsibilities defined in accordance with your information security policy?	Yes Policy enclosed	1.9	2, 3
		Please explain what you do		1.10	

Post Review Summary Exceptions

- The companies used to provide contractors have signed a declaration stating they carry out the required checks.
- Have you seen evidence of the policy, can you provide a copy
- Policy attached

Related risks and control tests

Risk	Control	Test	Result	WP Ref.	Ex'n Ref.
Customer Service					
Customer complaints	Staff Training	How do attendees rate the courses?	Don't make much difference most users believe the courses do not enhance their product knowledge	1.1	
		Did all the managers attend the courses they were due to	No (supply details) Max Goodwin and Julie Crabtree	1.2	
		Do users need more or less training	Need More (supply details) Organisational skills, time and management.	1.3	1

Post Review Summary Exceptions

- There are no further courses in this area. May need to look at alternatives.

Risk and Audit Assessments

Create questionnaires from templates or as required.
Give ownership of questions to auditors or other users.
Respondents can include supporting documentation
with their responses.

*Risk assessments can be attached to risks and control
assessments to controls.*

The screenshot displays a software interface for an assessment. At the top, there is a navigation bar with 'Assessment', 'File', 'Modules', 'Options', and 'Help'. The user 'Amy Smith' is logged in. The main content area is titled 'Audit Report' and contains the following information:

Name	Category
Data Centre Audit	ISO IEC 27001

Date	Lead Auditor	Reference
February 4, 2016	Amy Smith	

Details
The Audit Team is to conduct a process-based audit, focused on significant aspects/risks/objectives as required by ISO 27001. The audit methods to be used are interviews, observation of activities and review of documentation and records. The structure of the audit will be accordance with the audit plan and audit planning process.

Division: Global

Notify	Location	Notes
Matt Smith 00077 07079955	Symbiant	

Assistant Auditors: Ben Combe | Start Date: Feb 29, 2016 | End Date: Mar 5, 2016

Objective Confirm that the management system conforms with all the requirements of ISO 27001. Confirm that the organisation has effectively implemented the planned quality management system, to confirm that the management system is capable of achieving the organisation's policy objectives. **Scope** All of Department

Additional Overview of the Department The department has been active for 17 years and all IT processing, sales generation and matters affecting company data and storage are originated here. There are forty staff employed on a full time basis. A well organised and structured Quality Management System exists and ISO certification has been of benefit for general business administration and in the tendering process.

Next Audit Due: Feb 4, 2017

Questions

Security Audit

Have you reduced the risk of theft, fraud, or misuse of facilities by making sure that all prospective employees understand their responsibilities before you hire them? assigned to Ben Combe assessed by Ben Combe

No
 Yes

All checks are up to date.

[Choose File...](#)
[Create a Tracked Issue for this response...](#)

Do you use contractors? assigned to Ben Combe assessed by Ben Combe

No
 Yes

Additional comments...

[Choose File...](#)
[Create a Tracked Issue for this response...](#)

Because you answered "Yes" to "Do you use contractors", please also answer:

Have you reduced the risk of theft, fraud, or misuse of facilities by making sure that all prospective contractors understand their responsibilities before you hire them? assigned to Ben Combe assessed by Ben Combe

No
 Yes

Additional comments...

[Choose File...](#)
[Create a Tracked Issue for this response...](#)

DEFINE SECURITY ROLES AND RESPONSIBILITIES

Do you have a security Policy? assigned to Ben Combe assessed by Ben Combe

No
 Yes

Additional comments...

[Choose File...](#)
[Create a Tracked Issue for this response...](#)

Because you answered "Yes" to "Do you have a security Policy?", please also answer:

Are your organization's security roles and responsibilities defined in accordance with your information security policy? assigned to Ben Combe assessed by Ben Combe

No
 Yes

Policy enclosed

1. BS EL.pdf

[Choose File...](#)
[Create a Tracked Issue for this response...](#)

Review Exceptions:

- Have you seen evidence of the policy, can you provide a copy — Amy Smith
- Policy attached — Ben Combe

[Add update...](#)

Review Exceptions:

- Have you seen evidence of the policy, can you provide a copy — Amy Smith
- Policy attached — Ben Combe

[Add update...](#)

Dynamic conditional questions. Questions appear based on previous responses

Because you answered "Yes" to "Do you use contractors", please also answer:

Raise points and exceptions to individual responses.

Review Exceptions:
1. Have you seen evidence of the policy, can you provide a copy — Amy Smith
2. Policy attached — Ben Combe
[Add update...](#)

Create remedial action with a single mouse click

Action Tracker

Give ownership of actions and track to completion. Automated emails notify users of new actions and those coming up to the due dates. Reports show you performance details and sticking points. Actions can relate to audits, controls, incidents or risks.

Reference	Summary	Division	Rating	Status	Next Due Date	Next Due Assignee	Last Modified On
120	Issue with multiple file attachments and multiple actions with multiple assignees	Global	Medium	Outstanding	13th November 2019	Paul Admin, Amy Smith, Ben Combe, Susan Macky	04 Feb 2016
74	process on ordering goods	Global / UK / Marketing	Medium	Outstanding	None Due		04 Feb 2016
15	Payments made without review	Global / USA / Finance	High	Outstanding	24th October 2017	Amy Smith	04 Feb 2016
22	Strategy not communicated	Global / Europe / Sales	High	Outstanding	15th June 2018	Susan Macky	04 Feb 2016
24	Strategic objectives are contradictory	Global / UK / Finance	High	Implemented	23rd May 2018	Ben Combe	04 Feb 2016
23	There is no mechanism for tracking the success of the strategy	Global / UK / Sales	Low	Outstanding	24th March 2019	Paul Admin, Ben Combe	04 Feb 2016
105	ISO 9001 Failure for inspections	Global / UK / Marketing	Medium	Outstanding	3rd March 2017	Amy Smith	04 Feb 2016
25	The relevant software and guide needs to be tested in anger by a user	Global / USA / IT	High	Outstanding	2nd December 2016	Paul Admin	04 Feb 2016
69	Bribery Act 2011 controls for Employees	Global	High	Implemented	None Due		10 Feb 2016
5	Leavers are still being paid	Global / UK / Finance	High	Outstanding	30th April 2018	Amy Smith	10 Feb 2016
10	No checks for duplicate payments	Global / USA / Finance	High	Partly Implemented	29th November 2015	Amy Smith	10 Feb 2016
19	Employment contracts have not been finalised with the new team and payroll has not been set up.	Global / UK / Finance	Low	Outstanding	31st March 2016	Susan Macky	10 Feb 2016
72	Bribery Act 2011 controls for agents	Global	High	Closed Not verified	None Due		10 Feb 2016
21	Adherence to Performance Management System requirements	Global / Europe / Finance	High	Implemented	2nd June 2016	Susan Macky	11 Feb 2016
8	There is no analysis of customers and buying habits	Global / UK / Sales	High	Outstanding	30th April 2018	Ben Combe	31 Mar 2016
12	No control over credit notes	Global / USA / Finance	High	Outstanding	29th March 2016	Ben Combe	11 Apr 2016
2	Stock count by product not feasible	Global / UK / Sales	High	Outstanding	None Due		04 Feb 2016
7	TV ad production invoices are not supported by rate card and details	Global / UK / Marketing	High	Outstanding	15th November 2017	Susan Macky	04 Feb 2016

Action owners keep you up-to-date with developments and progress and can attach supporting documentation images or web links.

Action #2.2

Please read the enclosed document "Guidance Notes on Bribery Act" and create a new internal document outlining the parts of the act we need to comply with. We need a list of the risks we are exposed to.

Assigned To Susan Macky, Paul Smyth **Due Date** Saturday, September 30, 2017

Status Implemented Implemented

Paul I have put the document up on the File Manager, can you take a look, make any changes and put it back up again please. [Reply](#)

— Susan Macky updated on Thursday, February 4, 2016

Made the revisions required and uploaded the document. [Reply](#)

— Paul Smyth updated on Wednesday, February 10, 2016

Update Status / Add Comment

100% Complete

Close on save

Simple - Clean - Intuitive

Risk Registers

Risk can use different scoring sets for different types of risk impact.

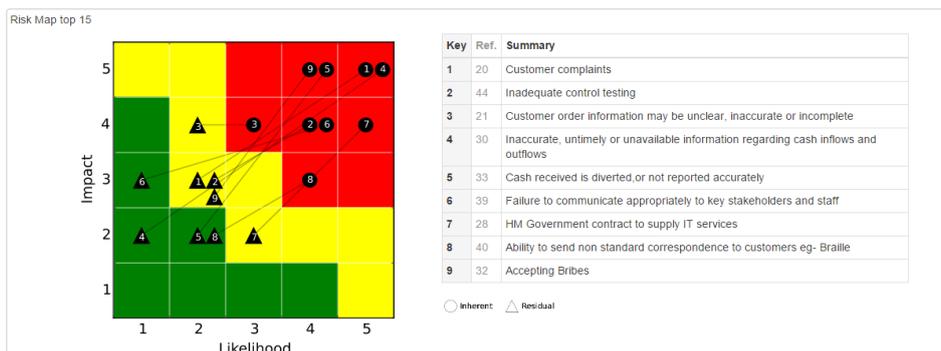
Reference	Summary	Inherent Score	Residual Score	Appetite	Risk Owner	Division
20	Customer complaints	25	6	9	Ben Combe	Global
30	Inaccurate, untimely or unavailable information regarding cash inflows and outflows	25	2	12	Ben Combe	Global/UK
33	Cash received is diverted, or not reported accurately	20	4	9	Amy Smith	Global/USA/Finance
28	HM Government contract to supply IT services	20	6	9	Ben Combe	Global/UK/IT
40	Ability to send non standard correspondence to customers eg- Braille	12	4	10	Amy Smith	Global/Europe
32	Accepting Bribes	20	6	6	Amy Smith	Global/UK
21	Customer order information may be unclear, inaccurate or incomplete	12	8	9	Ben Combe	Global/UK
39	Failure to communicate appropriately to key stakeholders and staff	16	3	9	Ben Combe	Global
44	Inadequate control testing	16	6	9	Paul Smyth	Global/USA/IT
37	Lottery syndicate risk.	£62500	£750	£75000	Amy Smith	Global/Europe
28	HM Government contract to supply IT services	£740000	£1250	£30000	Ben Combe	Global/UK/IT
31	New London Office	£370000	£1850	£100000	Amy Smith	Global/UK
41	Staff incorrectly paid or not paid.	£500000	£1250	£50000	Amy Smith	Global
44	Inadequate control testing	\$495000	\$7500	\$50000	Paul Smyth	Global/USA/IT
43	Lack of effective controls	\$989999	\$5000	\$50000	Paul Smyth	Global/UK

Automated Dynamic Risk Scoring

If you wish you can attach controls directly to impact and likelihood, weight them and test them using the built in control assessment questionnaires. If a control fails it will automatically adjust the residual score.

See <https://www.symbiant.co.uk/category/rcsa-risk-control-self-assessment/>

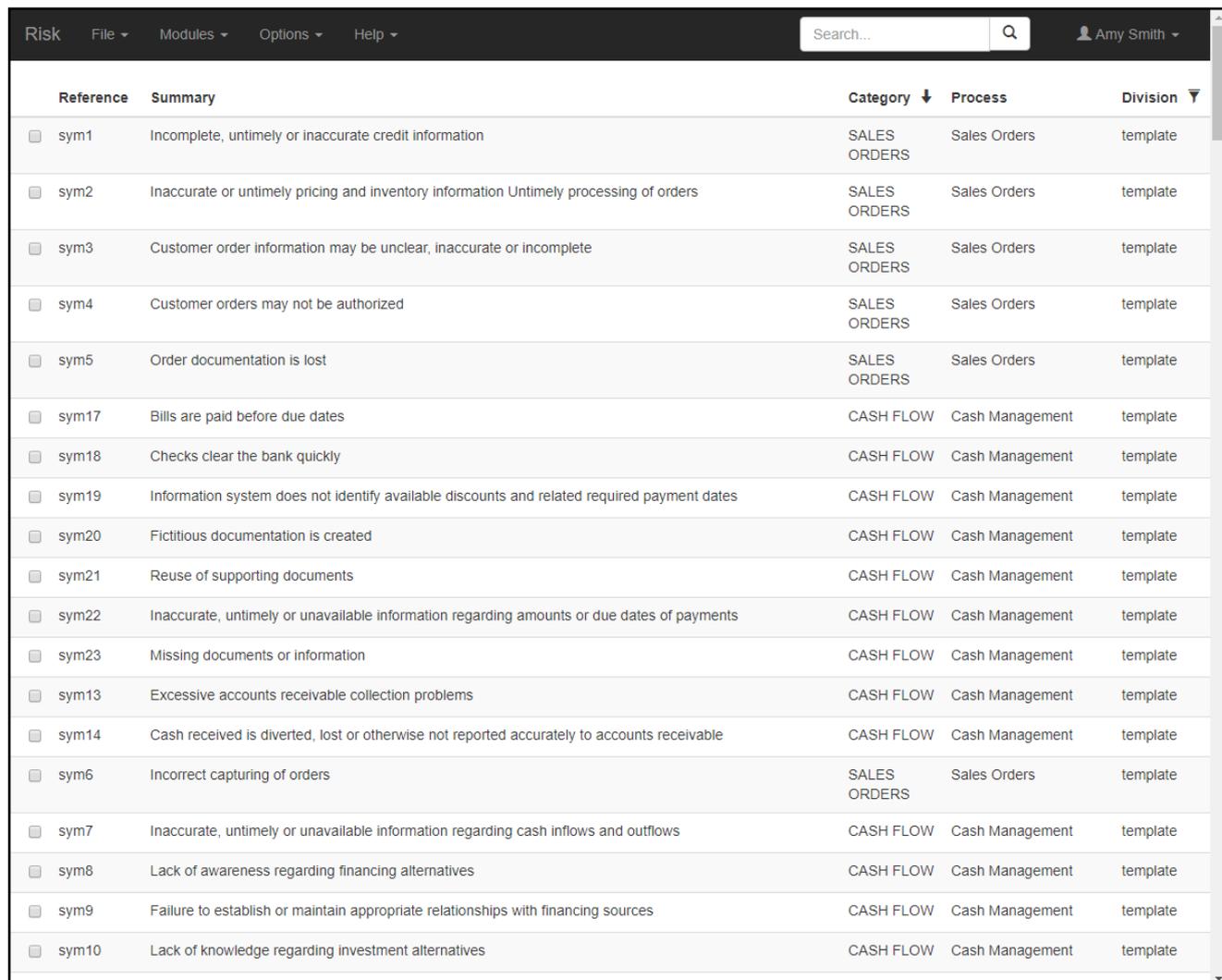
Configure your own risk maps



Populated Risk Library

To help you get started Symbiant has a populated risk library of over 180 risk templates. Risk templates can be used to quickly create new risks that can then be edited to an exact fit.

The risk templates include mitigation strategies to help you build your control register.



The screenshot shows a software interface for a risk library. At the top, there is a navigation bar with 'Risk' as the active page, and menu options for 'File', 'Modules', 'Options', and 'Help'. A search bar is located on the right side of the navigation bar, and the user's name 'Amy Smith' is displayed in the top right corner. Below the navigation bar is a table with the following columns: 'Reference', 'Summary', 'Category', 'Process', and 'Division'. The table contains 20 rows of risk templates, each with a checkbox in the 'Reference' column. The 'Category' and 'Process' columns are sorted by 'Category' and then 'Process'.

Reference	Summary	Category	Process	Division
<input type="checkbox"/> sym1	Incomplete, untimely or inaccurate credit information	SALES ORDERS	Sales Orders	template
<input type="checkbox"/> sym2	Inaccurate or untimely pricing and inventory information Untimely processing of orders	SALES ORDERS	Sales Orders	template
<input type="checkbox"/> sym3	Customer order information may be unclear, inaccurate or incomplete	SALES ORDERS	Sales Orders	template
<input type="checkbox"/> sym4	Customer orders may not be authorized	SALES ORDERS	Sales Orders	template
<input type="checkbox"/> sym5	Order documentation is lost	SALES ORDERS	Sales Orders	template
<input type="checkbox"/> sym17	Bills are paid before due dates	CASH FLOW	Cash Management	template
<input type="checkbox"/> sym18	Checks clear the bank quickly	CASH FLOW	Cash Management	template
<input type="checkbox"/> sym19	Information system does not identify available discounts and related required payment dates	CASH FLOW	Cash Management	template
<input type="checkbox"/> sym20	Fictitious documentation is created	CASH FLOW	Cash Management	template
<input type="checkbox"/> sym21	Reuse of supporting documents	CASH FLOW	Cash Management	template
<input type="checkbox"/> sym22	Inaccurate, untimely or unavailable information regarding amounts or due dates of payments	CASH FLOW	Cash Management	template
<input type="checkbox"/> sym23	Missing documents or information	CASH FLOW	Cash Management	template
<input type="checkbox"/> sym13	Excessive accounts receivable collection problems	CASH FLOW	Cash Management	template
<input type="checkbox"/> sym14	Cash received is diverted, lost or otherwise not reported accurately to accounts receivable	CASH FLOW	Cash Management	template
<input type="checkbox"/> sym6	Incorrect capturing of orders	SALES ORDERS	Sales Orders	template
<input type="checkbox"/> sym7	Inaccurate, untimely or unavailable information regarding cash inflows and outflows	CASH FLOW	Cash Management	template
<input type="checkbox"/> sym8	Lack of awareness regarding financing alternatives	CASH FLOW	Cash Management	template
<input type="checkbox"/> sym9	Failure to establish or maintain appropriate relationships with financing sources	CASH FLOW	Cash Management	template
<input type="checkbox"/> sym10	Lack of knowledge regarding investment alternatives	CASH FLOW	Cash Management	template

includes over 180 risk templates
So you can make new risks in seconds

Controls and Policies

Controls and policies can be attached to risks and assessed on regular schedules. These assessments can lead to reviews and action plans.

Schedule regular or create one off assessments and reviews

See which risks are connected to the control or policy. Run reports to see how effective each control or policy is.

Control

Reference 24 Category Corrective Type Policy

Summary Staff Training

Details Train staff about their role, the company, expectations and anything relevant to fulfilling their tasks.

Cost 20000 Active

Attachments

Staff Training Manual
Overview document of courses and methodologies

Risks

Reference	Summary
30	Inaccurate, untimely or unavailable information regarding cash inflows and outflows
43	Lack of effective controls
28	HM Government contract to supply IT services
20	Customer complaints

Assessment

Current

#1) How do attendees rate the courses? assigned to Ben Combe answered by Ben Combe

Don't make much difference
 Good
 Waste of time

Additional comments...

Choose file...

#2) Did all the managers attend the courses they were due to assigned to Ben Combe answered by Ben Combe

Yes Edward Jones, Bobby Smith and Jane White
No (supply details)

Review Exceptions:
1 Bobby and Jane were in the Boston office so could not attend. — Amy Smith
Add update.

ed more or less training assigned to Ben Combe answered by Ben Combe

Need More (supply details)
They have sufficient

More on customer service management

Choose file...

Schedule

Repeats Yearly

Repeat every 1 years

Starts on 04/02/2018

Ends Never
 After occurrences
 On dd/mm/yyyy

Close Save

Review

Find out what courses are available around customer services. Pass

Close on save Cancel Save Answers

Review

Find out what customer service courses are available

Action #1

Provide a list of available courses relating to customer services and managing customer expectations and how to improve in this area.

Assigned To Edward Jones Due Date Tuesday, July 31, 2018

Status Implemented

List enclosed
— Edward Jones Updated on Monday, July 3, 2017

Update Status / Add Comment

Choose file...

100% Complete

Close on save Cancel Save

Give ownership of action plans and monitor to completion

Risk Indicators

Risk Indicators are used as an early warning system to evaluate business activity. These indicators can be assigned to multiple risks to give an aggregate RAG rating.

The screenshot shows the 'Key Risk Indicator' configuration page. It includes fields for Reference (20), Summary (Customer complaints), Assignee (Paul Smyth), and Schedule (Starts on 10th February 2016. Repeat every 2 weeks). Below these are three indicator configurations:

- Indicator 1: 'Number of complaints received this month'. Type: Value. Importance: Medium. Range: 10 to 50.
- Indicator 2: 'As a percentage number of complaints resolved within 30 days'. Type: Percentage. Importance: High. Range: 85 to 95.
- Indicator 3: 'How would you rate this indicator?'. Type: Red - Amber - Green. Importance: Low.

Each indicator has a visual bar chart showing the current value and target range. A red 'X' icon is present next to each indicator configuration.

Clean input interface with the ability to see previous responses

The screenshot shows the 'Key Risk Indicator' view. It displays the same configuration as the previous screenshot, but with a table for the indicators. The table has columns for 'Current' and 'Previous 1'.

Indicator	Current	Previous 1
Number of complaints received this month	19	15
As a percentage number of complaints resolved within 30 days	96 %	95 %
How would you rate this indicator?	Green	Green

Below the table is an 'Overall KRI rating' field showing a green rating. There are 'Cancel' and 'Save' buttons at the bottom right.

View the Indicators attached to risks from within the risk itself.

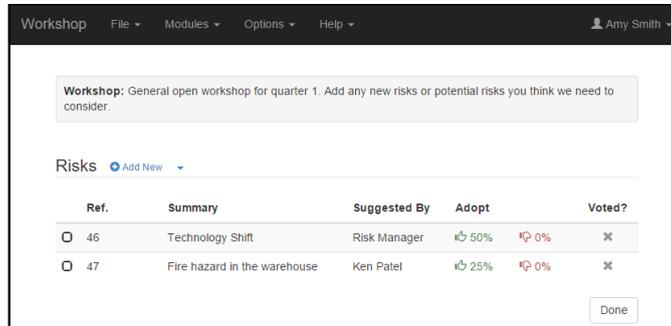
The screenshot shows a risk view with the following details:

- Residual: Impact 3, Likelihood 2, Score 6
- (Dynamic) Residual
- Related Risks
- Indicators: A table showing the same indicators as in the previous screenshots, with current values and ratings.
- Review

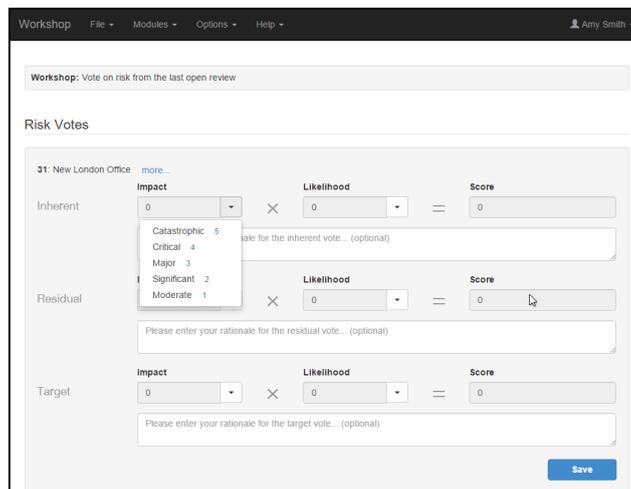
Indicator	Current
Number of complaints received this month	19
As a percentage number of complaints resolved within 30 days	96%
How would you rate this indicator?	Green

Risk Workshops (Risk Assessments)

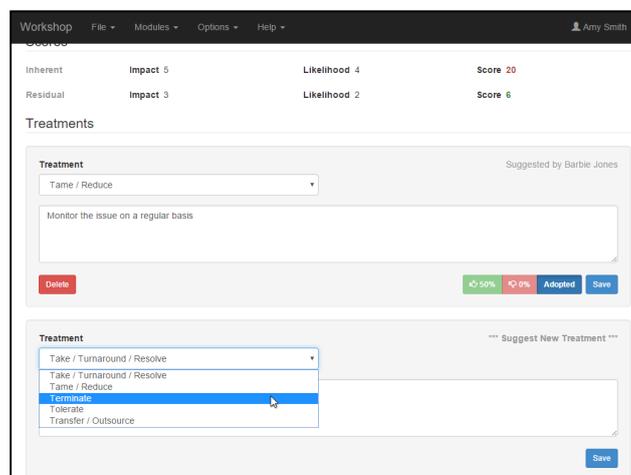
Risk Workshops are virtual meeting rooms that allow users to collaborate and assess risks. Members can add new or existing risks for review. *Workshop activity does not affect live data which makes them ideal for what if scenarios or training*



score risks using self-explanatory options the risks with rationale so you can see if the user understood the issue.



Users can suggest and ballot treatment plans which can then be turned into action plans and assigned to users



Collaborating with department heads is good for the business. It helps managers to understand and identify risks and how your risk process works.

Incident Reporting

Incident reporting can be used for many things including customer complaints. The reports and dashboards for incidents are extensive and provide a first class incident reporting tool.

The screenshot displays a web-based incident reporting interface. At the top, there is a navigation bar with 'Incident', 'File', 'Modules', 'Options', and 'Help'. The user 'Amy Smith' is logged in. The main content area is divided into several sections:

- Contact:** Mark Smith
- Location:** Symbiant, 1 Whitehall, Leeds, LS1 4HR
- Notes:** A yellow sticky note icon is visible.
- Incident Summary:** Reference 4, Division Global, Type Staff, Status New. Summary: Trip hazard.
- Details:** Our staff have reported a possible trip hazard in the main stairwell, a rung on the steps is loose.
- Category:** Danger to life, **Process:** Health and Safety, **Function:** Inhouse.
- Reported By:** Alison Cook, **Date Occurred:** Feb 13, 2015, **Date Resolved:**
- Currency:** "", **Actual Loss:**, **Net Loss:**, **Recovery:**
- Rating:** Medium, **Impact:** Personal injury, **Near miss:** Internal.
- Action Taken:** Sent engineers to assess the location and supply remedy for immediate and long term action.
- Attachments:** A button labeled 'Attachments' with a plus icon.
- Image:** A photo of stairs with the caption 'The stairs' and the text 'As you can see the stairs have not been maintained.'
- Risks:** A table with columns 'Ref.' and 'Summary':

Ref.	Summary
44	Inadequate control testing
31	New London Office
20	Customer complaints
- Controls:** A table with columns 'Ref.' and 'Summary':

Ref.	Summary
7	Monitor production quality
18	Procedures in place
11	Outsource
- Review:** The stairs need to be fit for purpose, as a priority please fix this issue.
- Action #1:** Arrange for our contracted builder to assess and repair the issue. If the cost will be over €10,000 we will need to get it authorised. If the cost is under this please ask them to commence immediately. Assigned To Amy Smith, Due Date: Wednesday, August 24, 2016. Status: Implemented.
- Action #2:** Notify all staff and put a notice at the top and bottom of stairs notifying the area is a trip hazard and to take care. Assigned To Paul Smyth, Due Date: Monday, October 31, 2016. Status: Implemented.

At the bottom, there is a 'Discussion' section with a search bar and a 'New Topic' button.

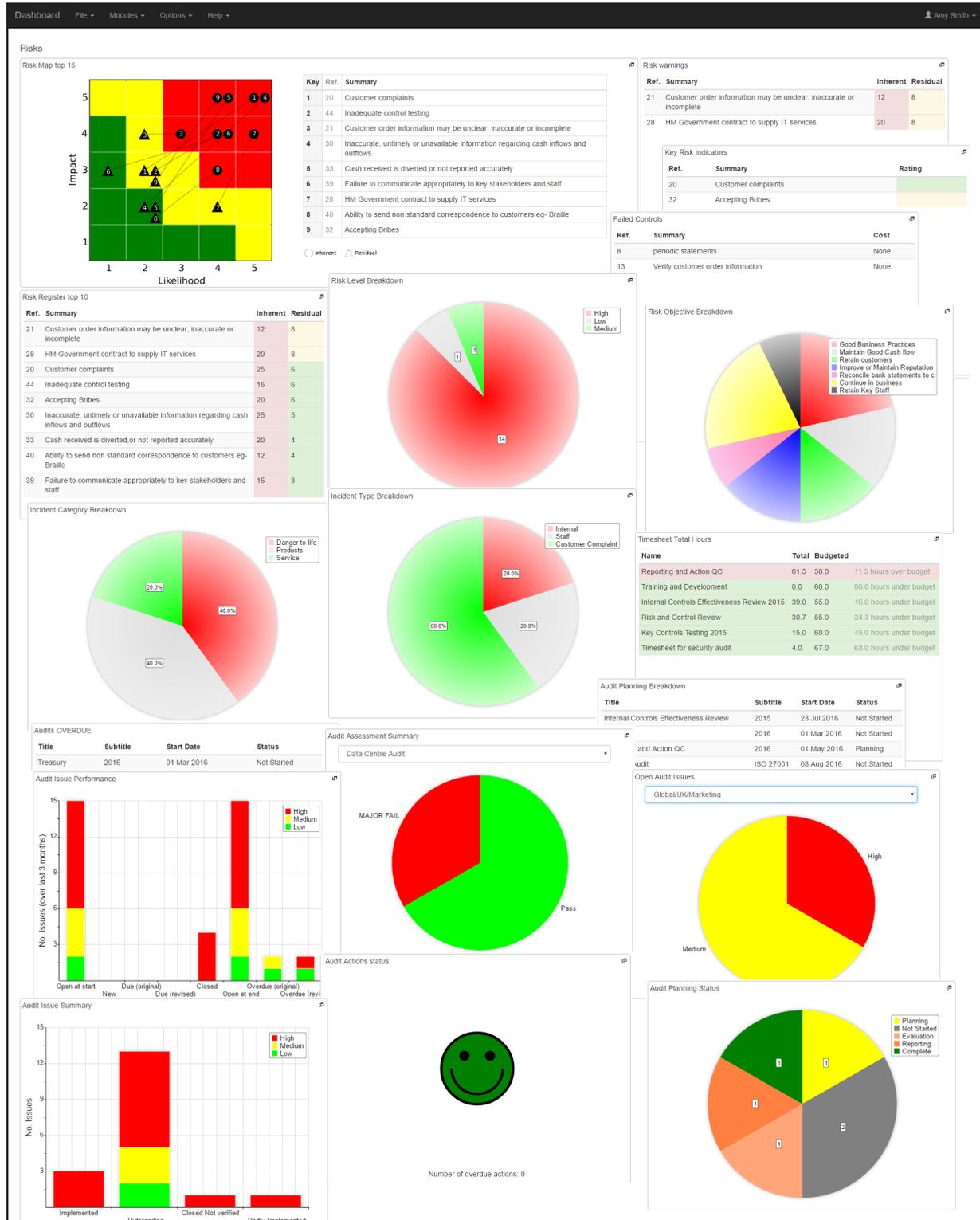
Link incidents to risks or controls

Managers can review incidents and create correction plans

Incidents can have multiple remedial actions.

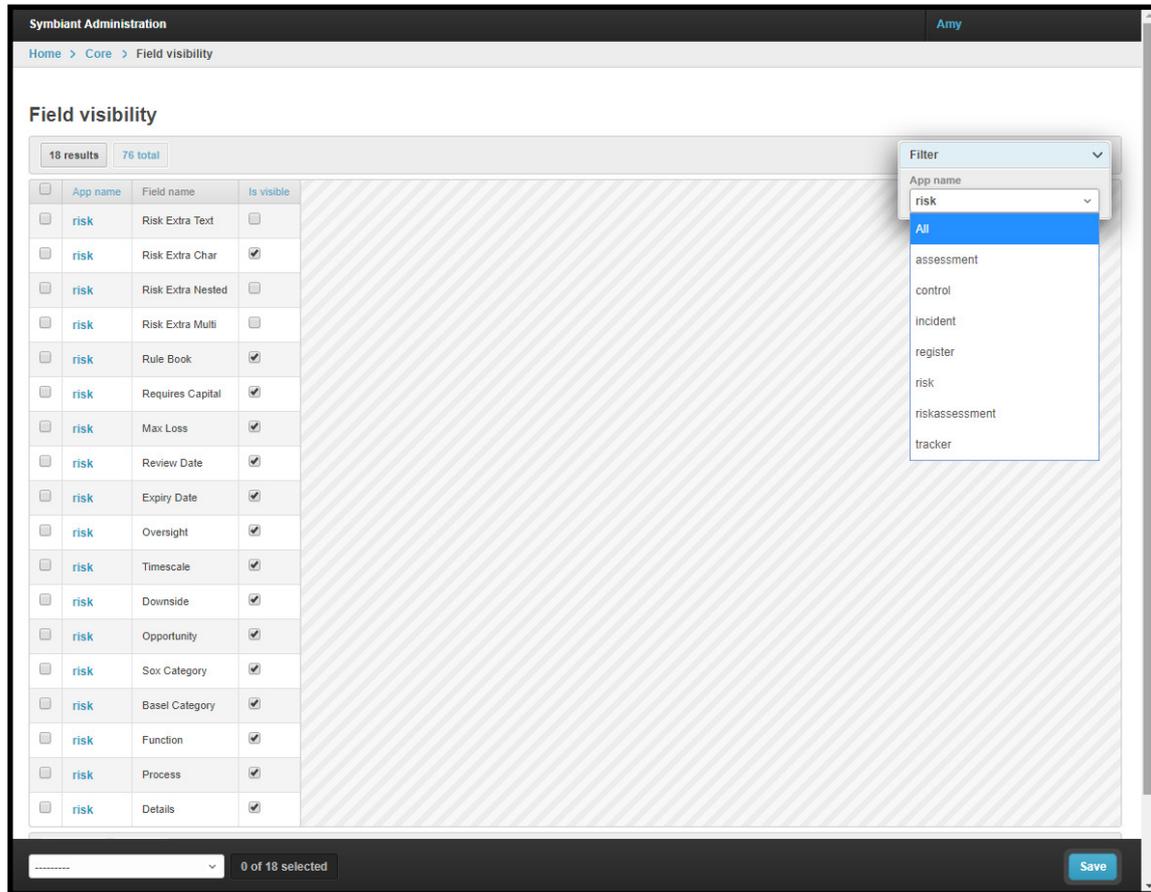
Dashboards

Dashboards can be personalised by each user and show data relevant to that user. You can click on a dashboard to discover what that section is reporting on (drill down). Dashboards can be set to open when a user goes to a specific module so give a quick overview of the data or things they need alerting to.



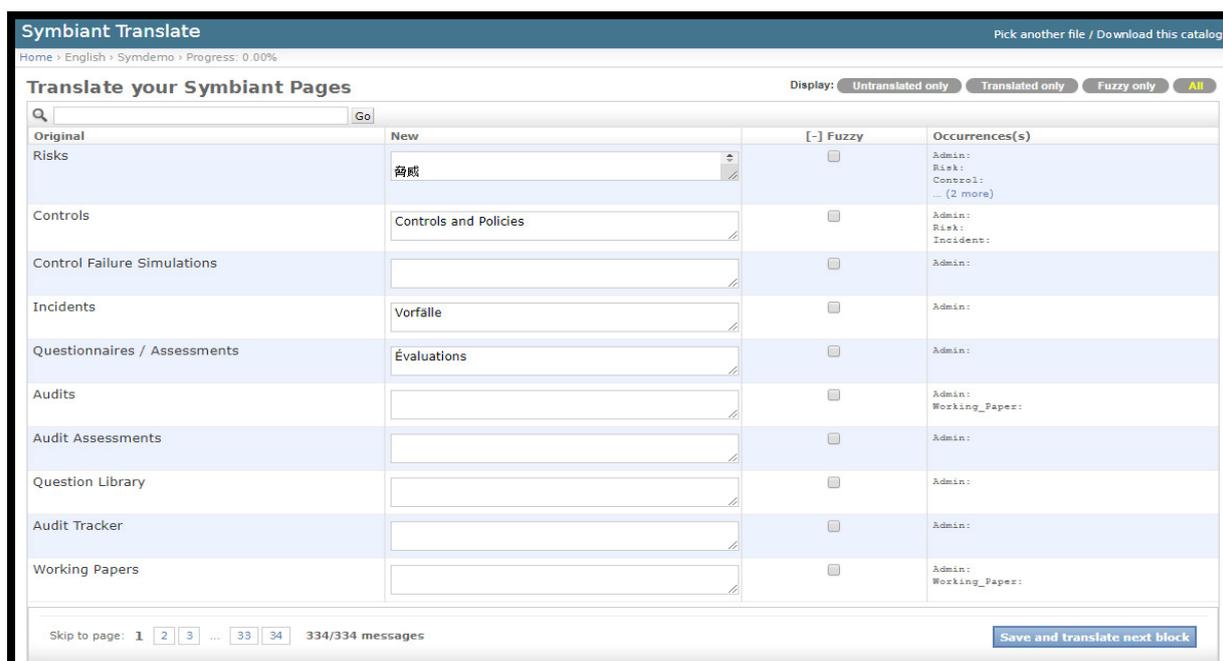
Customise

Customisation tools are built in to Symbiant, you can change layouts, turn off fields, add new fields and rename labels to use your own terminology or another language.



The screenshot shows the 'Symbiant Administration' interface. The breadcrumb trail is 'Home > Core > Field visibility'. The page title is 'Field visibility'. It shows 18 results out of 76 total. A table lists various fields for the 'risk' app, with checkboxes for 'Is visible'. A 'Filter' dropdown menu is open, showing a list of app names including 'risk', 'assessment', 'control', 'incident', 'register', 'riskassessment', and 'tracker'. The 'risk' app is currently selected. At the bottom, there is a 'Save' button and a status indicator '0 of 18 selected'.

App name	Field name	Is visible
risk	Risk Extra Text	<input type="checkbox"/>
risk	Risk Extra Char	<input checked="" type="checkbox"/>
risk	Risk Extra Nested	<input type="checkbox"/>
risk	Risk Extra Multi	<input type="checkbox"/>
risk	Rule Book	<input checked="" type="checkbox"/>
risk	Requires Capital	<input checked="" type="checkbox"/>
risk	Max Loss	<input checked="" type="checkbox"/>
risk	Review Date	<input checked="" type="checkbox"/>
risk	Expiry Date	<input checked="" type="checkbox"/>
risk	Oversight	<input checked="" type="checkbox"/>
risk	Timescale	<input checked="" type="checkbox"/>
risk	Downside	<input checked="" type="checkbox"/>
risk	Opportunity	<input checked="" type="checkbox"/>
risk	Sox Category	<input checked="" type="checkbox"/>
risk	Basel Category	<input checked="" type="checkbox"/>
risk	Function	<input checked="" type="checkbox"/>
risk	Process	<input checked="" type="checkbox"/>
risk	Details	<input checked="" type="checkbox"/>



The screenshot shows the 'Symbiant Translate' interface. The breadcrumb trail is 'Home > English > Symdemo > Progress: 0.00%'. The page title is 'Translate your Symbiant Pages'. It shows a table with columns for 'Original', 'New', '[-] Fuzzy', and 'Occurrences(s)'. The 'Original' column lists various Symbiant pages. The 'New' column shows the translated text. The '[-] Fuzzy' column has checkboxes. The 'Occurrences(s)' column shows the number of occurrences for each page. At the bottom, there is a 'Save and translate next block' button and a status indicator '334/334 messages'.

Original	New	[-] Fuzzy	Occurrences(s)
Risks	风险	<input type="checkbox"/>	Admin: Risk: Control: ... (2 more)
Controls	Controls and Policies	<input type="checkbox"/>	Admin: Risk: Incident:
Control Failure Simulations		<input type="checkbox"/>	Admin:
Incidents	Vorfälle	<input type="checkbox"/>	Admin:
Questionnaires / Assessments	Évaluations	<input type="checkbox"/>	Admin:
Audits		<input type="checkbox"/>	Admin: Working_Paper:
Audit Assessments		<input type="checkbox"/>	Admin:
Question Library		<input type="checkbox"/>	Admin:
Audit Tracker		<input type="checkbox"/>	Admin:
Working Papers		<input type="checkbox"/>	Admin: Working_Paper:

Automated Emails

Each module has a set of automated email templates designed to notify users of all events based on your rules. These automated emails help run the system by keeping users informed of tasks they have to perform and escalating issues to management.

Audit Tracker

- Lookups
- Email Templates
 - Action updates + Add ≡ Change
 - Comment responses + Add ≡ Change
 - New assignments + Add ≡ Change
 - Outstanding actions + Add ≡ Change
 - Overdue actions + Add ≡ Change

Overdue actions

4 total

- Overdue action
- Notice of High issue actions coming due in the next 4 months
- Actions becoming overdue in 30 days time
- Actions becoming overdue in 60 days time
- Overdue Actions Notice

4 total

Change overdue action

Remind: 120
Number of days before item becomes overdue

Reply address: webmaster@localhost
Email address for users to reply to.

CC

Block

Exclude

Subject: Notice of High issue actions coming due in the next 4 months
255 characters or less

Message header: Dear <<owner__first_name>>, the below actions need your immediate attention as they are rated as high priority and must be actioned by the due dates.

Message body: Issue Reference <<recommendation__issue__reference>> Action <<details>> Due Date <<original_due_date>> Click link https://yoursite.symblant.co.uk/<<url>>

Separator: -----NEXT ITEM-----
Text to separate multiple items

Message footer: click on the link above to open each item, please update with your current progress and inform us of any reason why you believe this action may be delayed or not completed on time.

You can set up various intervals for the reminder emails so each email can be specifically worded and relevant. You can also add filters to target those emails to specific users, ratings, roles or divisions.

Reporting

Each module has its own set of comprehensive reports. You can filter and fine tune the reports to show you the data that you need to see. Many of the reports include statistical information, graphs and breakdowns as well as giving you the option to output to document or spreadsheet.

- Risk Reports ▾
 - Risk Register**
 - Risk Audit
 - Library Custom Report
 - Risk Register Details
 - Enterprise Risk Register
 - Risk Register Audit
 - Risk Register Score History
 - Control Effectiveness
 - Key Risk Indicators
 - Control Failure Simulation
 - Due / Overdue Actions
 - Risk Custom Report
 - Attachments

Options

Show/Group: Top 15 ▾

Inherent:

Residual:

Target:

Separate Maps:

Risk Map: Risk Map ▾

Filters

Division	equals ▾	--- UK, --- USA, ----- Finance ▾
Register	equals ▾	Nothing selected ▾
Scoring Set	equals ▾	Nothing selected ▾
Type	equals ▾	Compliance, Reputational, Operationa ▾
Level	equals ▾	High ▾
Category	equals ▾	Information Security, General Security, ▾
Objective	equals ▾	Good Business Practices ▴
Basel Category	equals ▾	Nothing selected ▾
SOX Category	equals ▾	Nothing selected ▾
Owner	equals ▾	Nothing selected ▾
Archived	equals ▾	No ▾
Created On	greater than ▾	dd/mm/yyyy
Last Modified On	greater than ▾	dd/mm/yyyy

Template: Document ▾

Document

Worksheet

Generate Report

Useful Links

Client Testimonials

<https://www.symbiant.co.uk/symbiant-reviews/>
Don't just take our word for it, read what our clients say.

Client List

<https://www.symbiant.co.uk/company/our-customers/>
See a range of well known brands who trust and use our software

Company Overview Video

<https://www.symbiant.co.uk/company-overview-video/>
Quick overview of Symbiant with some client feedback.

Risk Management

<https://symbiant.co.uk/risk-management.php>
Overview and video of the risk modules

Audit Management

<https://symbiant.co.uk/audit-management.php>
Overview and video of the audit modules

Overview Videos

<https://symbiant.co.uk/videos.php>
Collection of our overview videos

Contact Us

<https://www.symbiant.co.uk/company/contact-us/>
Our contact details

Free Trial

<https://www.symbiant.co.uk/free-trial/>
Arrange a free trial

Price List

<https://www.symbiant.co.uk/pricing/>
We are so proud of our low prices we publish them online

To find out more or to arrange a free trial visit:

www.symbiant.uk

Trusted by names you know from Charities to Banks, Government to PLC.
Symbiant is a Registered Trademark

Symbiant[®]
Better Software