

AvePoint Privacy Impact Assessment

User Guide

Service Pack 2

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What Is New in this Guide

- Support using AvePoint Privacy Impact Assessment in SQL Server 2014.
- Support exporting a report with answer comments.
- Support changing the display format of an AD user name by modifying the configuration file.
- Support assigning all questions to assignees in batch.

About AvePoint Privacy Impact Assessment

When developing or procuring any information technology (IT) that collects, maintains, or disseminates personal information, an AvePoint Privacy Impact Assessment (APIA) can ensure privacy protections are addressed throughout the development, design, and deployment of a technology by providing an analysis of how personally identifiable information is collected, maintained, used, and disseminated.

Submitting Documentation Feedback to AvePoint

AvePoint encourages customers to provide feedback regarding our product documentation. You can [Submit Your Feedback](#) on our website.

System Requirements

Refer to the sections below for the AvePoint Privacy Impact Assessment system requirements.

Minimum Requirements

Before installing AvePoint Privacy Impact Assessment, make sure your environment meets the following requirements.

Rules	Recommended Condition
Operating System	Windows 8, Window Server 2008 R2, Windows Server 2012, Windows 10, or Windows 7
Available Physical Memory	At least 512 MB per service
Available Disk Space	At least 1 GB
.NET Framework Features	Windows features, including WCF Activation, HTTP Activation, and Non-HTTP Activation, should be installed
Net.Tcp Port Sharing Service	Net.TCP Port Sharing Service should be started.
Windows Process Activation Service	Windows Process Activation Service should be started. Process Model, .NET Environment, and Configuration APIs should be installed.
World Wide Web Publishing Service	World Wide Web Publishing Service should be started.
Web Server (IIS 7) Role	The following Windows features should be installed: <ul style="list-style-type: none">• Web Server• Common HTTP Features (Static Content, Default Document)• Application Development (ASP.NET, .NET Extensibility, ISAPI Extensions, ISAPI Filters)• Management Tools (IIS Management Console, IIS 6 Management Compatibility, IIS 6 Metabase Compatibility)
.NET Framework Version	.NET Framework 4.5 or above

Support Information

The following table lists the supported operating systems, SQL Server versions, and Web browsers:

Type	Supported Conditions
Operating System	Windows 8
	Window Server 2008 R2
	Windows Server 2012
	Windows 7
	Windows 10
SQL Server	SQL Server 2008
	SQL Server 2008 R2
	SQL Server 2008 Express
	SQL Server 2012
	SQL Server 2014
Web Browser	Internet Explorer 9
	Internet Explorer 10
	Internet Explorer 11
	Google Chrome
	Firefox
	Safari

Installation

Refer to the following sections for details about the installation of AvePoint Privacy Impact Assessment.

***Note:** AvePoint does not suggest you download APIA onto your personal computer or laptop. APIA is best hosted by your IT department. Refer to [System Requirements](#) on the minimum requirements needed to install APIA.

Installing AvePoint Privacy Impact Assessment

Complete the following steps before installing AvePoint Privacy Impact Assessment:

1. Locate the AvePoint Privacy Impact Assessment directory.
2. Extract all files from the installation ZIP file.
3. Open the **Setup.exe** file. The AvePoint Privacy Impact Assessment Installation Wizard appears. There are two options in the AvePoint Privacy Impact Assessment Installation Wizard:
 - **INSTALL** – Select this option to install AvePoint Privacy Impact Assessment automatically. You are not required to configure any settings for the installation, AvePoint Privacy Impact Assessment is installed based on the default settings.
 - **ADVANCED** – Select this option, you can manually configure the installation settings. AvePoint Privacy Impact Assessment is installed based on your configured settings.

Configuring Installation Settings Manually

If you have selected **ADVANCED** in the AvePoint Privacy Impact Assessment Installation Wizard, complete the following settings to install AvePoint Privacy Impact Assessment.

1. In the **Customer Information** interface, enter your **Name** and **Organization** into the provided field, and select **Next**.
 2. Carefully review the AvePoint Privacy Impact Assessment License Agreement.
 3. After you have read the agreement, select the **I accept the terms in the license agreement** checkbox, and select **Next**.
 4. By default, AvePoint Privacy Impact Assessment will be installed in *C:\Program Files\AvePoint*. To change this location, select **Browse**. Select **Next**.
 5. AvePoint Privacy Impact Assessment will perform a brief pre-scan of the environment to ensure that all hardware and configurations meet the minimum system requirements.
 - If any components are missing or need to be configured, click the **Install Now** link you to have the system automatically perform the installation.
- *Note:** Most changes will require the user to have local administrator rights to the computer.

- If a failure occurs, select the **Failed** status link of each failure, and then **Details** to review additional detailed information.
6. Select **Next** to start the configurations of service for the AvePoint Privacy Impact Assessment.
 7. Set up the Service Configuration:
 - a. **AvePoint Privacy Impact Assessment Host** – Enter the hostname or IP address of the machine where AvePoint Privacy Impact Assessment will be installed.
 - b. **IIS Website Settings** – Configure the IIS website settings for the AvePoint Privacy Impact Assessment. You can select to use an existing IIS website or create a new IIS website. The IIS website is used to access the AvePoint Privacy Impact Assessment.
 - **Use an existing IIS website** – Select an existing IIS website from the drop-down list, and if necessary, you can adjust the **Website Port** used to access the AvePoint Privacy Impact Assessment.
 - **Create a new IIS web site** – Enter the website name for creating a new IIS website for AvePoint Privacy Impact Assessment. The default **Website Port** number used to access AvePoint Privacy Impact Assessment is 17000, you do not need to change it unless a known port conflict exists.
 - **Website Port** – Enter the port number for AvePoint Privacy Impact Assessment communication. The default port number is 17000.
 - c. **Application Pool Settings** – Configure the IIS application pool settings for the corresponding website to collect and manage requests sent to corresponding website. Enter the application pool name and application pool account settings to create a new IIS application pool for the corresponding website.

***Note:** The specified user must be a local administrator.
 8. Select **Next** to start the configurations of databases for the AvePoint Privacy Impact Assessment.
 9. Set up the Configuration Database Settings. In this page, **MS SQL** is selected in the **Database Type** drop-down menu. The following information must be configured for the MS SQL database:
 - a. **Database Settings** – Specify a Configuration Database for AvePoint Privacy Impact Assessment to store its settings and configurations.
 - **Database Server** – Enter the server name or IP address of the database server you wish to connect to.
 - **AvePoint Privacy Impact Assessment Database Name** – Enter a name for AvePoint Privacy Impact Assessment Configuration Database. If the database does not exist, it will be automatically created in the specified database server.
 - b. **Database Credentials** – Select whether Windows Authentication or SQL Authentication for the AvePoint Privacy Impact Assessment Configuration Database is to be used when connecting to the SQL server.

- **Windows Authentication** – Use this method when you want the user identity to be confirmed by Windows.
 - **SQL Authentication** – SQL server will confirm the user identity itself according to the specified account and password.
- c. **Advanced Database Settings** – Enter a failover database server name to specify it as a hot standby database server for the AvePoint Privacy Impact Assessment Configuration Database to maximize the database availability and minimize the downtime. You must set up database mirroring in SQL server before configuring the Advanced Database Settings to ensure the availability of the failover database server.

If you select **Built-in Database** in the **Database Type** drop-down menu, no additional configuration is necessary.

***Note:** AvePoint Privacy Impact Assessment uses the 64-bit or 32-bit English version of SQL express with built-in databases.

Select **Next**.

10. Set up the Advanced Configuration to select a Secure Socket Layer (SSL) certificate.
 - **Built-in Certificate** – Use the certificate provided by AvePoint Privacy Impact Assessment. No additional configuration is necessary.
 - **User-defined Certificate** – AvePoint Privacy Impact Assessment accepts user-defined certificates, but AvePoint cannot guarantee full AvePoint Privacy Impact Assessment functionality if a user-defined certificate is used. AvePoint strongly recommends you use the provided built-in certificate.
11. In the **Ready to Install AvePoint Privacy Impact Assessment** page, all of the information configured in the previous steps is listed. Select **Install** to begin the installation. Select **Back** to return to the previous interface. Select **Cancel** to exit the installation wizard without saving any of the configurations.
12. After the installation is complete, select **Finish** to exit the installation wizard. AvePoint Privacy Impact Assessment is installed.

Installing AvePoint Privacy Impact Assessment automatically

If you have selected **INSTALL** in the AvePoint Privacy Impact Assessment Installation Wizard, complete the **Customer Information**, **License Agreement** and **Installation Location** settings, refer to step 1 to step 4 in the [Configuring Installation Settings Manually](#) for details. Then, select **Next**. The installation process starts based on the default settings. The default settings include:

- **Installation Rule Scanning** – AvePoint Privacy Impact Assessment performs a brief pre-scan of the environment to ensure that all hardware and configurations meet the minimum system requirements. The checking rules include:
 - Operating System Edition

- Available Physical Memory
- Available Disk Space
- .NET Framework Features
- Net.Tcp Port Sharing Service
- Windows Process Activation Service
- World Wide Web Publishing Service
- Web Server (IIS 7) Role
- .NET Framework Version

If the related features or services are not installed, AvePoint Privacy Impact Assessment will install them automatically; if the rule **Operating System Edition, Available Physical Memory** and **Available Disk Space** do not meet the requirement, the install will fail.

- **Service Configuration** – The followings are the Service Configuration default settings:
 - **AvePoint Privacy Impact Assessment Host** – The host is the machine where AvePoint Privacy Impact Assessment will install.
 - **IIS Website Settings** – A new IIS website **APIA** will be created, the default port is **17000**.

If there is a website whose name is **APIA** or **APIA + Number**, a new website **APIA + Number + 1** will be created, the port is the **APIA + Number**'s port + **1**. For example: if there is website whose name is **APIA5**, its port number is **17002**, the created website name will be **APIA6**, and port number is **17003**.

If there is no website name conflict, but there is a port whose number is **17000**, the created website's port will be **17001**.

- **Application Pool Settings** – The application pool will be created. It will have the same name as the IIS website. If that name already exist, the created pool name will be the existed name plus 1. For example: if the IIS website name is **APIA**, but there is already an application pool whose name is **APIA**, a new application pool whose name is **APIA1** will be created.

AvePoint Privacy Impact Assessment uses the identity **ApplicationPoolIdentity** as the application pool account.

- **Configuration Database Settings** – AvePoint Privacy Impact Assessment uses the built-in database by default.
- **SSL Certification** – AvePoint Privacy Impact Assessment uses the built-in certification.

After the installation is complete, select **Finish** to exit the installation wizard. AvePoint Privacy Impact Assessment is installed.

Uninstalling AvePoint Privacy Impact Assessment

There are three methods to uninstall AvePoint Privacy Impact Assessment.

Use the **Uninstall** button on the **Start** menu by completing the following steps:

1. Open the **Start** menu in Windows on the Server where AvePoint Privacy Impact Assessment is installed.
2. Navigate to **All Programs > AvePoint Privacy Impact Assessment**.
3. Select **Uninstall**. The AvePoint Privacy Impact Assessment Uninstallation Wizard appears.
4. Select **Remove** to start the uninstallation process. AvePoint Privacy Impact Assessment is uninstalled. You can specify whether or not to remove the related SQL Server instance and the AvePoint Privacy Impact Assessment built-in database files by selecting the **Remove all existing data** checkbox.

Use the **Uninstall** functionality in **Control Panel** by completing the following steps:

1. Open the **Start** menu in Windows on the Server where AvePoint Privacy Impact Assessment is installed.
2. Select **Control Panel**.
3. Select **Uninstall a program** under **Programs** in the **Control Panel** window.
4. Right-click **AvePoint Privacy Impact Assessment** in **Programs and Features** window.
5. Select **Uninstall/Change**. The AvePoint Privacy Impact Assessment Uninstallation Wizard appears.
6. Select **Remove** to start the uninstallation process. AvePoint Privacy Impact Assessment is uninstalled. You can specify whether or not to remove the related SQL Server instance and the AvePoint Privacy Impact Assessment built-in database files by selecting the **Remove all existing data** checkbox.

Use the **Setup.exe** file by completing the following steps:

1. Locate the AvePoint Privacy Impact Assessment directory.
2. Open the extracted installation folder and open the **Setup.exe** file. The AvePoint Privacy Impact Assessment Uninstallation Wizard appears.
3. Select **Remove** to start the uninstallation process. AvePoint Privacy Impact Assessment is uninstalled. You can specify whether or not to remove the related SQL Server instance and the AvePoint Privacy Impact Assessment built-in database files by selecting the **Remove all existing data** checkbox.

Using AvePoint Privacy Impact Assessment Configuration Tool

After you install AvePoint Privacy Impact Assessment, you can open the **Start** menu, and then find **AvePoint Privacy Impact Assessment Configuration Tool**. Select **AvePoint Privacy Impact Assessment**

Configuration Tool. The **AvePoint Privacy Impact Assessment Configuration Tool** interface appears. You can edit the related settings. For details about the settings, refer to [Installing AvePoint Privacy Impact Assessment](#).

***Note:** If you have selected **INSTALL** in the AvePoint Privacy Impact Assessment Installation Wizard, you will see two options in the **Service Configuration** step in the configuration tool: **Default Mode Configuration** and **Advanced Mode Configuration**. You can change the mode to **Advanced Mode Configuration** and configure the related settings; if you have selected **ADVANCED** to configure Installation settings manually in the AvePoint Privacy Impact Assessment Installation Wizard, you cannot change it to the **Default Mode Configuration** in the configuration tool.

Logging into AvePoint Privacy Impact Assessment

To log into the AvePoint Privacy Impact Assessment, complete the following steps:

1. Open the AvePoint Privacy Impact Assessment icon on your desktop to begin using AvePoint Privacy Impact Assessment.
2. On the AvePoint Privacy Impact Assessment Sign In page, enter the following information:
 - **Login ID** – Enter **admin**.
 - **Password** – Enter **admin**.
 - **Authentication Mode** – Select **Local System** in the drop-down list.
 - **Remember my login ID** – Select whether or not to remember the login ID on this computer.

This account will allow you to configure other users (administrators and non-administrators) within the system. For more information, refer to [Account Management](#).

3. Select **Login** to log into AvePoint Privacy Impact Assessment.

Settings

The Settings page allows you to customize configurations that affect AvePoint Privacy Impact Assessment as a whole, or configure settings that may be relevant to certain features.

Log into AvePoint Privacy Impact Assessment, and select **Settings** to launch its interface. If you are already in the software, select **Settings** on the top of the interface.

System Security Settings

System Security Settings is used to configure how long a user can be inactive before being automatically logged off.

Select **System Security Settings** under the **System Settings** heading to access the System Security Settings interface. Enter an integer into the **Logon will expire in:** text box, and then select either **Minutes** or **Hours** in the drop-down menu. Select **Save** to save the settings.

Account Management

The Account Management interface includes settings for Authentication Manager, Group Management, and User Management. Refer to the following sections for details.

Authentication Manager

Authentication Manager allows you to view and manage integrated authentication methods that are used by AvePoint Privacy Impact Assessment. This means that AvePoint Privacy Impact Assessment can leverage and customize your pre-existing authentication methods, including:

- **Local System** – Allows the users to log into AvePoint Privacy Impact Assessment.
- **Windows Authentication** – Allows users to log onto AvePoint Privacy Impact Assessment using their Windows Authentication credentials.
- **AD Integration** – Allows users to log onto AvePoint Privacy Impact Assessment using their Active Directory authentication credentials.

To access Authentication Manager for AvePoint Privacy Impact Assessment from the Settings interface, select **Authentication Manager** under the **Account Management** heading.

Configuring Windows Authentication

To leverage users' Windows Authentication credentials to access AvePoint Privacy Impact Assessment:

1. In the **Windows Authentication** field of the **Authentication Manager** interface, select **Edit**, and then select an Authentication Type from the drop-down menu:
 - **NTLM**

- **Negotiate (Kerberos)**

***Note:** The Kerberos authentication method must be previously configured in the operating system before you select the **Negotiate (Kerberos)** option. Otherwise, **NTLM** authentication method will be enabled.

2. Select **Save** after the **Authentication Type** drop-down menu to save your changes, or select **Cancel** to cancel any changes.
3. Select **Set as Default** next to the method to set the default authentication method.
4. Select **Disable** or **Enable** after Windows Authentication to disable or enable the authentication method.
5. Select the retract () button or expand () button before Windows Authentication to retract or expand the authentication information.

Configuring AD Integration

To leverage users' Active Directory authentication credentials to access AvePoint Privacy Impact Assessment:

Configure your Active Directories in the AD Integration field of the Authentication Manager interface. You will see a list of previously configured Active Directories under the AD Integration field. You can customize how these Active Directories are displayed in the following ways:

- **Search** – Filters the Active Directories displayed by the keyword you designate; the keyword must be contained in a column value. At the top of the table displaying the Active Directories, enter the keyword for the Active Directory you want to display.
- **Sort** – Select the ascending () button or descending () button to sort the column values in an ascending order or descending order.
- Select the select all () button before the **Domain** column to select all of the Active Directories.
- To go to the next page, select the next (>) button at the lower right corner. To return to the previous page, select the previous (<) button at the lower right corner.

To add a new Active Directory, complete the following steps:

1. Select **Add** on the top of the table displaying the Active Directories. The **Add AD Integration** interface appears.
2. Enter the **Domain**, **Username** and **Password** in the corresponding textbox.
3. Select **Save** to save the changes or select **Cancel** to return to the Authentication Manager interface without saving any changes.
4. Select **Enable** after AD Integration. The Active Directory has been integrated with AvePoint Privacy Impact Assessment. It will be shown in the **Authentication Mode** drop-down list of the AvePoint Privacy Impact Assessment login page.

To make changes to a previously configured integrated Active Directory, complete the following steps:

1. Select the Active Directory, the **Edit AD Integration** interface appears.
2. Make the necessary changes.
3. Select **Save** to save the changes and return to the **Authentication Manager** interface, or select **Cancel** to return to the **Authentication Manager** interface without saving any changes.

To delete a previously configured Active Directory, complete the following steps:

1. Select the Active Directory by selecting the corresponding checkbox.
2. Select **Delete** on the top of the table displaying the Active Directories.
3. A warning message will appear to confirm the deletion. Select **OK** to delete the selected Active Directory, or select **Cancel** without any changes.

To allow the use of credentials from the corresponding Active Directory to access AvePoint Privacy Impact Assessment, complete the following steps:

1. Select the Active Directory by selecting the corresponding checkbox.
2. Select **Enable** on the top of the table displaying the Active Directories.

To disallow the use of credentials from the corresponding Active Directory to access AvePoint Privacy Impact Assessment, complete the following steps:

1. Select the Active Directory by selecting the corresponding checkbox.
2. Select **Disable** on the top of the table displaying the Active Directories.

Additionally, you can:

- Select **Set as Default** after the method to set the method as the default authentication method.
- Select **Disable** or **Enable** after AD Integration to disable or enable the authentication method.
- Select the retract ([-]) button or expand (+) button before AD Integration to retract or expand the authentication information.

Group Management

Group Management allows you to apply or change the same permission levels for all users within the same user group. You can also change the permission levels of a user by changing the group that the user resides.

To access **Group Management**, complete the following steps:

1. Navigate to **AvePoint Privacy Impact Assessment > Settings**. The **Settings** interface appears.
2. Select **Group Management** under the **Account Management** heading of the **Settings** interface.

3. In the **Group Management** interface, you will see a list of previously configured user groups. The Administrators group comes pre-configured and users of this group have Full Control permissions for all modules.

You can customize how these user groups are displayed in the following ways:

- **Search** – Filters the Active Directories displayed by the keyword you designate; the keyword must be contained in a column value. At the top of the table displaying the Active Directories, enter the keyword for the Active Directory you want to display.
- **Sort** – Select the ascending (↓) button or descending (↑) button to sort the column values in an ascending order or descending order.
- Select the select all (☑) button before the **Group Name** column to select all of the Active Directories.
- To go to the next page, select the next (>) button at the lower right corner. To return to the previous page, select the previous (<) button at the lower right corner.

Adding or Editing Groups

To add a new group to AvePoint Privacy Impact Assessment, complete the following steps:

1. Select **Add Group** in the **Groups** page. To modify a previously configured group, select the group.
2. In the **Add Group** or **Edit Group** interface, configure the following settings:
 - **Group Name** – Enter a group name.
 - **Description** – Enter an optional **Description** for future references.
 - **Permissions** – Select any of the permissions for the group:
 - **Question Definition** – Gives users in the group access to use Question Bank and Question Collection in AvePoint Privacy Impact Assessment.
 - **Project Manager** – Gives users in the group access to use Project Manager in AvePoint Privacy Impact Assessment.
 - **Answer Question** – Enables users in the group to answer questions. The users can view the **Need Answers** tab in the My Tasks in AvePoint Privacy Impact Assessment.
 - **Review Answer** – Enables users in the group to review answers. The group user can view the **Need Review** tab in My Tasks in AvePoint Privacy Impact Assessment.
 - **Report Manager** – Gives users in the group access to use Report Manager in AvePoint Privacy Impact Assessment.
 - **Settings** – Enables users in the group to configure settings in AvePoint Privacy Impact Assessment.

3. Select **Save** to save the changes, or select **Cancel** to return to the **Groups** interface without any changes. If you are editing a group, select the **Save As** button to save the group as another one.

Viewing Users

To view users in a group, complete the following steps:

1. Select a group, and then select **Show Users**. The **Show Users** interface appears.
2. All the existing users are listed in the interface. You can select **Add User to Group** to add another users to the selected group. Select **Remove User from Group** to remove the users from the selected groups. Every user must belong to at least one group.

Deleting Groups

To delete groups, complete the following steps:

1. Select the groups that you want to delete.
2. Select **Delete**.
3. A warning message will appear to confirm the deletion. Select **OK** to delete the selected groups, or select **Cancel** to return to the **Groups** interface without deleting the selected groups. If the selected group contains some users, the group cannot be deleted.

User Management

To access **User Management**, complete the following steps:

1. Navigate to **AvePoint Privacy Impact Assessment > Settings**. The **Settings** interface appears.
2. Select **User Management** under the **Account Manager** heading of the Settings interface.

Customize how these users are displayed in any of the following ways:

- **Search** – Filters the Active Directories displayed by the keyword you designate; the keyword must be contained in a column value. At the top of the table displaying the Active Directories, enter the keyword for the Active Directory you want to display.
- **Sort** – Select the ascending (↓) button or descending (↑) button to sort the column values in an ascending order or descending order.
- Select the select all (☑) button before the **Username** column to select all of the users.
- **Filter the column** (🔍) – Filters which item in the list is displayed. You can filter whichever item you want, rather than search based on a keyword. Hover over a column name, and then select the filter button (🔍) of the column you want to filter, then select the checkbox next to the item name to have that item shown in the list.
- To go to the next page, select the next (>) button at the lower right corner. To return to the previous page, select the previous (<) button at the lower-right corner.

Adding or Editing Users

To add a new user to AvePoint Privacy Impact Assessment, complete the following steps:

1. Select **Add User** in the Groups page. To modify a user, select on the user.
2. In the **Add User** or **Edit User** interface, select a **User Type** to configure the method for authentication:
 - **Local User** – Select **Local User** in the **User Type** section to manually enter the authentication credentials for this user. Configure the following settings to add a local user:
 - **Username** – Enter the **Username**.
 - **E-mail** – Enter the e-mail of the user you are adding.
 - **Description** – Enter the description for further reference.
 - **Password** – Enter the password.
 - **Confirm Password** – Re-enter your password.
 - **Add to Group** – Set the permissions for this user by adding the user to a previously configured AvePoint Privacy Impact Assessment group. The user will have all of the permissions of the specified group.
 - **Active Directory User** – Select **Active Directory User** in the **User Type** section to utilize the user's active directory authentication credentials for this new user. Configure the following settings to add an active directory user:
 - **AD User Name** – Enter the name of the user or the AD group name you wish to add into this field, and then select **Validation Test** to verify that the username or group you entered is valid. Use the semicolon (;) as the separator if multiple users or groups are entered.
 - **Description** – Enter an optional **Description** for future references.
 - **Add to Group** – Set the permissions for this user or AD group users by adding the user or group to a previously configured AvePoint Privacy Impact Assessment group, the user will have all of the permissions of the specified group. The AD group user will have all of the permissions of the added group.
***Note:** After you add an AD group into an AvePoint Privacy Impact Assessment group, the AD group users will have all permissions of the added group. When the new user logs into AvePoint Privacy Impact Assessment using the AD group user, the user is automatically added to the **User Management** list. This group only contains the **Answer Question** and **Review Answer** permissions, the user will not be added into the AvePoint Privacy Impact Assessment group to which the AD group belongs.

For example: If the AD group **A** is added into the AvePoint Privacy Impact Assessment group **B**, which contains the **Answer Question**, **Review Answer**, and

Question Definition permissions. AD user **1** belongs to the AD group **A**. After AD user **2** logs into AvePoint Privacy Impact Assessment, the AD user **1** is automatically added into the default group xxx, but not added into the AvePoint Privacy Impact Assessment group **B**. Before the AD group **A** is removed from AvePoint Privacy Impact Assessment, user **1** has the **Answer Question, Review Answer**, and **Question Definition** permissions. If the AD group **A** is removed from AvePoint Privacy Impact Assessment, AD user **1** only has the **Answer Question, Review Answer** in AvePoint Privacy Impact Assessment.

- **Windows User** – Select **Windows User** in the **User Type** section to utilize the user’s Windows authentication credentials for this new user. Configure the following settings to add a Windows user:
 - **Windows User** – Enter the name of the user you wish to add into the **Windows User Name** field, and then select **Validation Test** to verify that the username you entered is valid.
 - **Description** – Enter an optional **Description** for future references.
 - **Add to Group** – Set the permissions for this user by adding the user to a previously configured AvePoint Privacy Impact Assessment group, the user will have all of the permissions of the specified group.
3. Select **Save** to save the changes, or select **Cancel** to return to the **Users** interface without any changes.

Deleting Users

To delete users, complete the following steps:

1. Select the users you want to delete.
2. Select **Delete**.
3. A warning message will appear to confirm the deletion. Select **OK** to delete the selected user, or select **Cancel** to return to the **Users** interface without deleting the selected user.

Application Settings

The Application Profiles interface includes settings for **Outgoing E-mail Settings** and **E-mail Template**. For more information, refer to the following sections.

Configuring Outgoing E-mail Settings

To access **Outgoing E-mail Settings** for AvePoint Privacy Impact Assessment, in the **Settings** interface, select **Outgoing E-mail Settings** under the **Application Settings** heading. The outgoing e-mail server must be configured for AvePoint Privacy Impact Assessment to send out e-mail notifications.

To configure the outgoing e-mail settings, complete the following steps:

1. Configure the following settings:
 - **Outgoing E-mail Server (SMTP)** – Enter the address of the outgoing e-mail server.
 - **Port** – Enter the SMTP port. The default SMTP port is 25. For SSL authentication, the default port is 587.
 - **Sender** – Enter the e-mail address for all AvePoint Privacy Impact Assessment e-mails to be from.
 - **Username on SMTP** – Enter the sender’s username on the SMTP server. If you do not enter the sender’s username, the outgoing e-mail will be sent anonymously.
 - **Password on SMTP** – Enter the sender’s password to log onto the SMTP server, if you entered a **Username on SMTP**.
 - **SSL authentication** – Configure this option according to your E-mail settings. If you select this option, the **Username on SMTP** and **Password on SMTP** must be configured.
2. Select **Save** to save your configurations, or select **Cancel** to exit the interface.

Configuring E-mail Template Settings

E-mail Template allow you to customize notification e-mails sent by AvePoint Privacy Impact Assessment, such as when notifying the assignee to answer questions or when notifying reviewer to reviewing answers.

To access E-mail Template in the **Settings** interface, select **E-mail Template** under the Application Settings heading.

You can customize how these users are displayed in the following ways:

- **Search** – Filters the Active Directories displayed by the keyword you designate; the keyword must be contained in a column value. At the top of the table displaying the Active Directories, enter the keyword for the Active Directory you want to display.
- **Sort** – Select the ascending (↓) button or descending (↑) button to sort the column values in an ascending order or descending order.
- Select the select all (☑) button before the **E-mail Template Name** column to select all of the templates.
- **Filter the column** (🔍) – Filters which item in the list is displayed. You can filter whichever item you want, rather than search based on a keyword. Hover over a column name, and then select the filter button (🔍) of the column you want to filter, then select the checkbox next to the item name to have that item shown in the list.
- To go to the next page, select the next (>) button at the lower right corner. To return to the previous page, select the previous (<) button at the lower-right corner.

Adding or Editing E-mail Templates

To add a new e-mail template to AvePoint Privacy Impact Assessment, complete the following steps:

1. Select **Add E-mail Template** in the **E-mail Template Settings** interface. To modify a previously configured e-mail template, select on the e-mail template.
2. In the **Add E-mail Template** or **Edit E-mail Template** interface, configure the following settings.

In the **General Settings** field:

- **E-mail Template Name** – Enter a name the for e-mail template.
- **Description** – Enter an optional **Description** for the e-mail template for future reference.
- **E-mail Template Type** – Select an e-mail template type from the drop-down menu to designate when the e-mail template can be used in AvePoint Privacy Impact Assessment.
- **Subject** – Enter a subject name of the e-mail notification for the e-mail template. You can insert reference in the Subject by selecting the **Insert Reference** hyperlink. A Reference is a parameter that will call up the corresponding bit of information for which it is named specific to each individual service request.

In the **Message Body** field:

Under the **Basic Mode** tab, enter the content of the message body of the e-mail notification for the e-mail template. You can insert reference in the message body by selecting the **Insert Reference** hyperlink. A reference is a parameter that will call up the corresponding bit of information for which it is named specific to each individual service request.

Under the **Text Mode** tab, the message body of the e-mail notification for the e-mail template is displayed in the HTML format. Customize the body by editing or inserting the attributes. You can customize to insert an image, table, etc. You can also insert reference in the message body by selecting the **Insert Reference** hyperlink. A reference is a parameter that will call up the corresponding bit of information for which it is named specific to each individual service request.

3. Select **Save** to saving the settings, or select **Cancel** to exit the interface without saving any changes.

Deleting E-mail Templates

To delete e-mail templates, complete the following steps:

1. Select the e-mail templates you want to delete.
2. Select **Delete**. A warning message appears, asking you to confirm the deletion.
3. Select **OK** to delete the selected e-mail templates, or select **Cancel** to return to the **E-mail Template Settings** interface without deleting the selected e-mail templates.

My Tasks

My Tasks displays all tasks (including questions and question groups) that are assigned to you. The questions that require an answer are displayed under the **Need Answers** tab. The questions that have been answered by another user and require your review are displayed under the **Need Review** tab.

Managing My Tasks

In the **My Task** interface, customize how these questions or groups (under the **Need Answers** tab and **Need Review** tab) are displayed in any of the following ways:

- **Search** – Filters the questions or groups displayed by the keyword you designate; the keyword must be contained in a column value. At the top of the table displaying the questions or groups, enter the keyword for the questions or groups you want to display.
- **Sort** – Select the ascending (↓) button or descending (↑) button to sort the column values in an ascending order or descending order.
- **Filter the column** (🔍) – Filters which item in the list is displayed. You can filter whichever item you want, rather than search based on a keyword. Hover over a column name, and then select the filter button (🔍) of the column you want to filter, then select the checkbox next to the item name to have that item shown in the list.
- To change the number of profiles displayed per page, select the desired number from **5** (default value), **8, 10, 15, 25, 50, 100** in the **Show rows** drop-down menu at the top of the table displaying the question collections.
- To go to the next page, select the next (>) button at the lower right corner. To return to the previous page, select the previous (<) button at the lower-right corner.

Answering Questions

To answer questions, complete the following steps:

1. Under the **Need Answers** tab, select a question or a group. The **Answer Question** interface appears.
 - Answer each question in the interface. Optionally, you can select **Add File** after each question, and then select a file from the pop-up window to add an attachment for helping answer your question or providing more information. You can also upload multiple attachments.

***Note:** Restricted File types are not supported to upload AvePoint Privacy Impact Assessment. For more information, refer to [Appendix C: Configuring Restricted File Types to Upload as Attachments](#).

***Note:** By default, the size of each uploaded file cannot exceed 50 MB. The allowed maximum size of uploading a file can be changed by editing the **APIASetting.config** file. For more

information, refer to [Appendix B: Modifying the Allowed Maximum Size of Uploaded Attachments](#).

2. Select **Submit**. If you have answered the question and then select **Submit**, you can view the question's history.

Before you submit your answers, you can temporarily save a draft of your answers. Select **Save** to save your answers. The next time you select the question in the **Answer Question** interface, your previous edits will be available.

***Note:** If you select **Save** to save your incomplete answer and the question has assigned to multiple users, you cannot edit your answer or submit your answer the next time you go into the **Answer Question** interface if the answers were submitted by another user. However, you will see who has answered the question under the **Answered by** column.

3. Select **Cancel** to return to the **My Tasks** interface without saving any changes.

You can view the question or question group's status in the **Status** column under the **Need Answers** tab. If you have submitted your answers, you cannot edit your answers. If the reviewer rejects your answers, the status of the question or question group will be **Rejected and need answer**, and you must answer the questions again. After you answer a question, you can select the question and go to the **Answer Question** interface to view the question's history.

Reviewing Answers

To review answers, complete the following steps:

1. Under the **Need Review** tab, select a question or a group that needs to be approved. The **Review Answer** interface appears.
2. Review the answer to the selected question or review the answers to the questions in the selected question group. You can view the attachments uploaded by the answerer. You can view the risk value of a question. For the **Text** type question, the **Privacy Risk** field's default value is the value specified when the question is created, you can view the risk value and edit the risk value of each answer.
3. Optionally, add a comment in the **Review** field. You can also select **Add File** in the **Review** field, and then select a file from the pop-up window to add an attachment for providing more information. You can upload multiple attachments.

***Note:** The restricted file types are not supported to upload to AvePoint Privacy Impact Assessment. For more information, refer to .

***Note:** By default, the size of each uploaded file cannot exceed 50 MB. The allowed maximum size of uploading a file can be changed by editing the **APIASetting.config** file. For more information, refer to [Appendix B: Modifying the Allowed Maximum Size of Uploaded Attachments](#).

4. Approve or reject the answers by selecting **Approve** or **Reject** on the top of the interface.
5. Select **View History** to view the history of the questions.
6. Select **Cancel** to return to the **My Tasks** interface without saving any changes.

Question Bank

The Question Bank is used to create or edit questions and create categories for classifying questions.

Launching the Question Bank


To launch the Question Bank, complete the following steps:





1. Log into AvePoint Privacy Impact Assessment.
2. Select **Question Bank** to launch its interface.
3. If you are already in the software, select **Question Bank** on the top of the interface.

Managing Questions

All previously added questions are displayed in the **Question Bank** interface. To change the number of questions displayed per page, select the desired number from the **Show rows** drop-down menu.

To go to the next page, select the next (>) button in the lower-right corner. To return to the previous page, select the previous (<) button in the lower-right corner.

To find a desired question, enter a keyword that exists in a question value in the search box, and then select the search () button. The matching questions are displayed.

Select the retract () button or expand () button next to **Questions** to retract or expand all categories in the current page; select the retract () button or expand () button next to categories to retract or expand the corresponding category.

Adding a Category

To add a category, complete the following steps:

1. Select **Add Category** above the table listing the questions. The **Add Category** interface appears.
2. Enter a category name.
3. Select **Save** to save the created category, or select **Cancel** to exit the **Add Category** interface without saving any changes.

The categories are arranged in alphabetical order on the **Question Bank** page. After you add a category, the alphabetized list on the **Question Bank** page will be updated to include the newly added category.

Adding a Question

To add a question, complete the following steps:

1. Select **Add Question** above the table listing the questions.
2. The **Add Question** interface appears. Configure the following settings for adding a question:
 - **Category** – Select a category for the question. Select **Create New Category** to create a new category.
***Note:** If you select a category before selecting the **Add Question** button in the **Question Bank** page, the selected category will be automatically selected in the **Add Question** page.
 - **Question Text** – Specify the question.
 - **Description** – Enter a description for further reference.
 - **Policy URL** – Enter a URL that will link to a website that introduces the question’s related rules.
 - **Training Topic** – Select the training topic that is used to provide information for answering questions. This is optional.
 - **Question Type** – Select a question type from the drop-down list.
 - **Answer Choice** – If **Multiple Choice (Multiple Answers)** or **Multiple Choice (Only One Answer)** is selected as the question type, the **Answer Choice** field appears. Enter an answer choice in the **Choice** textbox, and enter the corresponding risk values that are used to evaluate the risk condition in the **Risk** textbox. Select **Add**. The choice record is added into the table of the **Answer Choice** field, which will be the question’s choice. Select the delete (**X**) button to delete a record from the table, select **Add** to add another choice for the question.
 - **Privacy Risk** – If **Text** or **Yes/No** is selected as the question type, the **Privacy Risk** field appears.
 - If **Text** is selected as the question type, you must enter a risk value in the **Privacy Risk** field. The reviewer can view and edit the risk value. The default value is **0**.
 - If **Yes/No** is selected as the question type, you must enter the risk values for **Yes** or **No**. By default, the risk values for **Yes** and **No** are **0**.
 - **Answer Comment** – Select whether or not to allow the answerer to add comment to this question by selecting or deselecting the **Responder may add a comment to this question**.
3. Select **Save** to save the question, or select **Cancel** to exit the interface without saving any changes. Select **Preview** to preview the created question.

Editing a Category or Question

To edit a category or a question, complete the following steps:

1. Select on a category or question in the **Question Bank** interface. The **Edit Category** or **Edit Question** interface appears.
2. Edit the settings according to your own requirement.
3. Select **Save** to save the changes, select **Save As** to save the category or question to another one. Select **Cancel** to exit the **Edit Category** or **Edit Question** interface without saving any changes.

Deleting Categories and Questions

To delete categories and questions, complete the following steps:

1. Select **Delete** to delete the selected categories or questions.
2. A warning message will appear to confirm the deletion. Select **OK** to delete the selected projects, or select **Cancel** to return to the **Question Bank** interface without deleting the selected categories or questions.

Downloading Questions

AvePoint Privacy Impact Assessment allows you to download the selected questions. To download questions, complete the following steps:

1. Select the questions.
2. Select **Download**. The selected questions are included in a ZIP file named **Question.zip**.
3. Save the ZIP file.
4. Check the questions in the ZIP files. You can edit the downloaded questions, or use the downloaded question as a template for creating new question. Refer to [Configuring the Question File](#) for details about configuring the question file.

Uploading Questions

AvePoint Privacy Impact Assessment allows you to upload the custom questions to AvePoint Privacy Impact Assessment > **Question Bank**. To upload questions, complete the following steps:

1. Select **Upload**. A pop-up window appears.
2. Select the custom ZIP file that contains the custom questions.
3. Select **Open** in the pop-up window. The questions are uploaded to AvePoint Privacy Impact Assessment.

If there are some questions whose IDs are same as those of the custom questions that you want to upload, a conflict occurs. A window appears after you select **Open**:

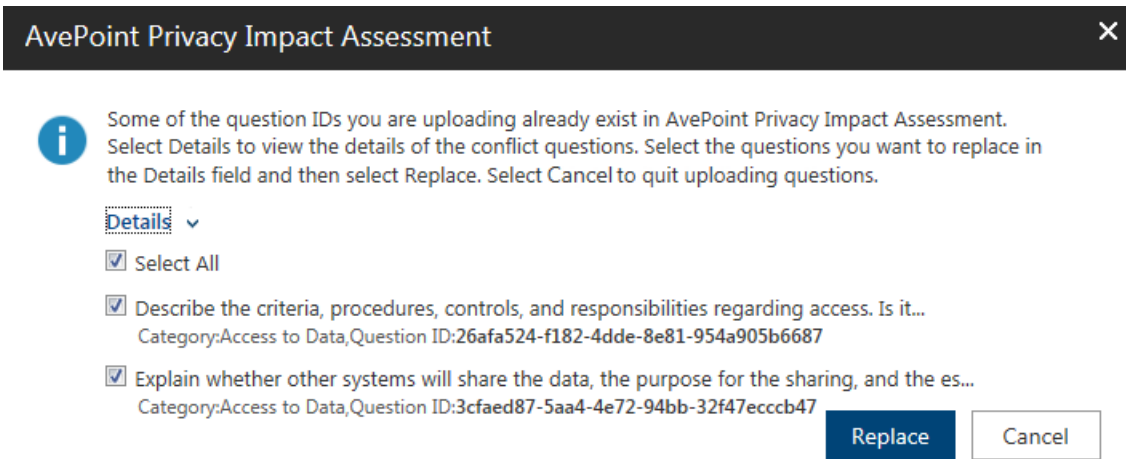


Figure 1: Question conflict window.

Select **Details** in the window to view the detailed conflict questions. Select the checkboxes before the questions, and then select **Replace**. The selected questions will replace the existing ones in AvePoint Privacy Impact Assessment. Select **Cancel** to quit uploading the questions.

Question Collection

The Question Collection feature collects all questions for a particular reviewer; the collected questions are sent to a reviewer via a review and approve workflow in AvePoint Privacy Impact Assessment.

Questions can be added to a question collection, or added to a group and then added to a question collection.

Launching Question Collection

To launch the Question Collection interface, complete the following steps:

1. Log into AvePoint Privacy Impact Assessment.
2. Select **Question Collection** to launch the interface.
3. If you are already in the software, select **Question Collection** on the top of the interface.

Managing Question Collections

In the **Question Collection** interface, you will see a list of previously configured question collections. You can customize how these question collections are displayed in the following ways:

- **Search** – Filters the question collections displayed by the keyword you designate; the keyword must be contained in a column value. At the top of the table displaying the question collections, enter the keyword for the question collections you want to display.
- **Sort** – Select the ascending (↓) button or descending (↑) button to sort the column values in an ascending order or descending order.
- Select the select all (☑) button before the **Question Collection** column to select all of the question collections.
- To change the number of profiles displayed per page, select the desired number from 5 (default value), 8, 10, 15, 25, 50, 100 in the **Show rows** drop-down menu at the top of the table displaying the question collections.
- To go to the next page, select the next (>) button at the lower right corner. To return to the previous page, select the previous (<) button at the lower-right corner.

Adding a Question Collection

To add a question collection, complete the following steps:

1. Select **Add Question Collection** above the table listing the question collections. The **Add Question Collection** interface appears.
2. Configure the settings in the **Add Question Collection** interface.

- **Question Collection Name** – Enter a question collection name.
 - **Description** – Enter an optional description.
 - **Question Order Type** – Select the question order type:
 - **Sequential** – If you select **Sequential**, the questions or question groups added in the question collection have the order. They will be assigned to the assignees in order.
 - **Parallel** – If you select **Parallel**, the questions or question groups added in the question collection have no order. They will be assigned to the assignees at the same time.
 - **Configure Question Collection** – Configure settings in the **Configure Question Collection** field. Refer to [Configuring a Question Collection](#) for details.
3. Select **Save** to save the question collection, or select **Cancel** to exit the **Add Question Collection** interface without saving any changes.

Configuring a Question Collection

You can add groups and questions to a question collection. The questions can be firstly added to a group, or they can directly be added to a question collection. All of the questions in the group are assigned to one person.

Refer to the following sections for details.


Adding Groups to a Question Collection

To add a group to a question collection, complete the following steps:

1. Select **Add Group** in the **Configure Question Collection** field. The **Add Group** interface appears.
2. Enter a group name in the **Add Group** interface.
3. Select **Save** to save the created group, or select **Cancel** to exit the window without saving any changes.

Adding Questions

To add questions, complete the following steps:

1. Select **Add Question** in the **Configure Question Collection** field. The **Add Question** interface appears. All of the created questions in Question Bank are displayed in a table of the window. You can select a question to view details about the question.
2. Select your desired questions, or select entire categories by selecting the checkboxes before the questions or categories. You can enter a keyword in the search box and then select the search () button to find the desired question first.
3. Select **Add** on the upper-left corner or from the lower-right corner of the interface to add the selected items directly to the question collection.

4. To add questions to a group, select a group in the **Add to group** drop-down list, and then select **Add** on the upper-left corner or from the lower-right corner.

All of the added questions and groups are displayed in the table of the **Configure Question Collection** field. If you have selected **Sequential** as the **Question Order Type**, you can change the order of the groups and questions in the question collection by selecting the drop-down list in the **Order** column. Then, the questions and groups will also be displayed based on the order you specified.

Deleting Questions

Select **Delete** to delete the selected questions. If you select a group and select **Delete**, all of the questions in the group are deleted.

Editing Question Collections

To edit question collections, complete the following steps:

1. Select on a question collection in the Question Collection interface. The **Edit Question Collection** interface appears.
2. Edit the settings according to your own requirement.
3. Select **Save** to save the changes, select **Save As** to save the question collection to another one, or select **Cancel** to exit the **Edit Question Collection** interface without saving any changes.

Downloading Question Collections

AvePoint Privacy Impact Assessment allows you to download selected question collections. To download question collections, complete the following steps:

1. Select the question collections.
2. Select **Download**. The selected question collections are included in a ZIP file named **QuestionCollection.zip**.
3. Save the ZIP file. The question collection files and the related question files are all contained in the downloaded ZIP file. You can also edit the downloaded files, or use the downloaded file as a template for creating new question collection. Refer to [Configuring the Question Collection File](#) for details about configuring the question collection files.

Uploading Question Collections

AvePoint Privacy Impact Assessment allows you to upload the custom question collections to AvePoint Privacy Impact Assessment > **Question Collection**. To upload question collections, complete the following steps:

1. Select **Upload**. A pop-up window appears.

2. Select the custom ZIP file that contains the custom question collections.
3. Select **Open** in the pop-up window. The question collections are uploaded to AvePoint Privacy Impact Assessment.

If there are some question collection name or question IDs that are same as those of the custom question collections or questions that you want to upload, a conflict occurs.

A window appears after you select **Open**:

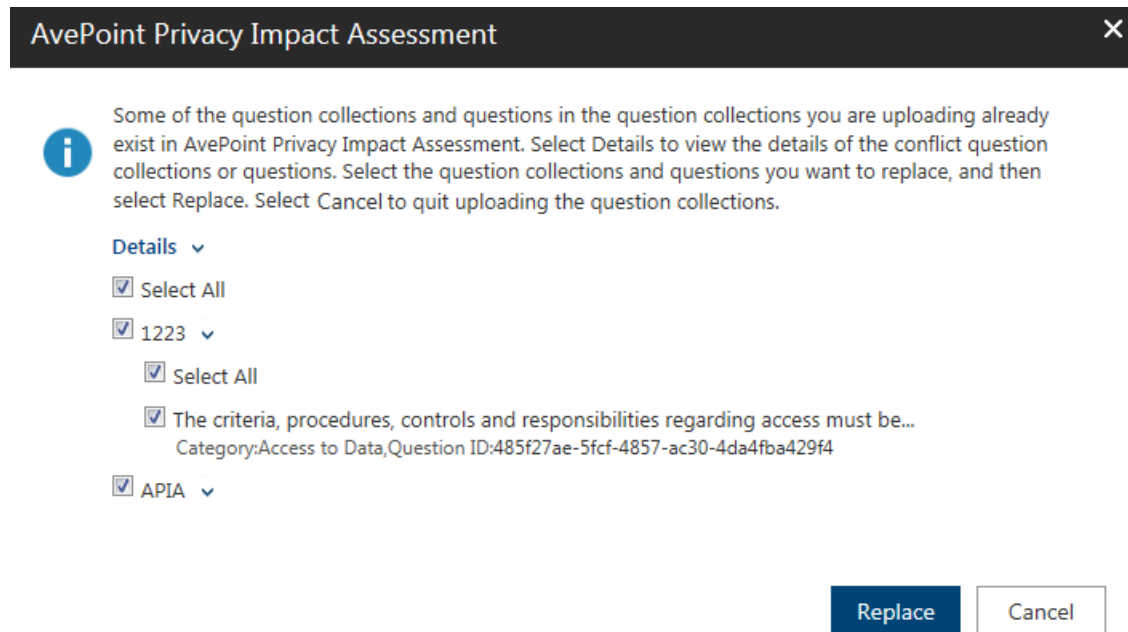


Figure 2: Question collection conflict window.

Select **Details** to view the detailed conflict question collections or questions. There are the following conflict conditions:

- If some custom question collections have the same name as existing collections, but the questions in the custom question collections are not the same as the existing ones, only the conflict question collection names are listed under the **Details** field.

Select the checkboxes before the question collections that you want to upload, and then select **Replace**. The selected question collections will replace the existed ones.

- If some custom question collections have the same name as existing collections, and some of the custom question collections' related questions are also the same as the existing ones, the conflict question collection names and questions are listed under the **Details** field.

Select the checkboxes before the question collections and questions that you want to upload, and then select **Replace**. The selected question collections and questions will replace the existing ones.

- If some questions in the custom question are the same as existing questions, but the corresponding custom question collections are not the same as the existing ones, the conflict questions are listed under the **Details** field. The related question collections are also listed under the **Details** field, but the checkboxes before the question collections are grayed out.

Select the checkboxes before the questions that you want to upload, and then select **Replace**. The selected questions will replace the existing ones.

Select **Cancel** to quit uploading the question collections or questions.

Project Manager

The Project Manager interface allows you to manage all AvePoint Privacy Impact Assessment projects. It allows you to define the entire workflow of a project. A project is a kind of workflow, which defines the reviewer of the answers to the questions, the answerers of the questions as well as the related templates and alerts.

Launching Project Manager

To launch Project Manager, complete the following steps:

1. Log into AvePoint Privacy Impact Assessment.
2. Select **Project Manager** to launch the interface.
3. If you are already in the software, select **Project Manager** on the top of the interface.

Managing Projects

In the **Project Manager** interface, you will see a list of previously configured projects. You can customize how these question collections are displayed in the following ways:

- **Search** – Filters the projects displayed by the keyword you designate; the keyword must be contained in a column value. At the top of the table displaying the projects, enter the keyword for the projects you want to display.
- **Sort** – Select the ascending (↓) button or descending (↑) button to sort the column values in an ascending order or descending order.
- Select the select all (☑) button before the **Project** column to select all of the projects.
- **Filter the column** (⌵) – Filters which item in the list is displayed. You can filter whichever item you want, rather than search based on a keyword. Hover over a column name, and then select the filter button (⌵) of the column you want to filter, then select the checkbox next to the item name to have that item shown in the list.
- To go to the next page, select the next (>) button at the lower right corner. To return to the previous page, select the previous (<) button at the lower-right corner.

Adding a Project

To add a project, select **Add Project** above the table listing the projects. The **Add Project** interface appears. To add a project, complete the following steps:

1. In the **Project Name** page of the **Add Project** interface, configure the following settings:
 - **Project Name** – Enter a project name.

- **Description** – Enter an optional description.
 - **Question Collection** – Select a question collection.
 - **Reviewer** – Enter reviewers. You can enter one or more users, or AD groups. Any of the entered users can review and approve the answer.
2. Select **Next**. The **Assignee** page appears. All of the groups and questions in the question collection selected in the **Project Name** page are displayed in the **Question** column. Select the right arrow (▶) before a question to review its risk value. You can also edit the risk values.

To assign all questions or question groups to one or more assignees in batch, select the **Assign all questions in batch** link. Enter assignees in the **Assignee** text box, and select **OK**. All of the questions or question groups in the project are assigned to the assignees in batch.

To assign each question or question group, enter the assignees after the corresponding question and group. The questions in a group cannot be assigned to different assignees; they can only be assigned to a person together as a question group. You can enter one or multiple users in an **Assignee** field.

By default, all of the entered users need to answer the question or questions in a group. You can also change the configuration file **APIASetting.config** if you want only one assignee among all assignees to answer the question or questions in a group. For details about configuring the file, refer to [Appendix D: Enabling only One Assignee to Answer Questions](#).

If you selected **Sequential** as the **Question Order Type** in the selected question collection, the questions or question groups will be sequentially assigned to the corresponding assignees according to the order of the questions or question groups. If you selected **Parallel** as the **Question Order Type** in the selected question collection, the questions or question groups have no order, and they will be assigned to the corresponding assignees at the same time.

3. Select **Next**. The **Project Configuration** interface appears. Configure the following settings.

In the **Project** field:

- **Enable Recurrence** – Select whether or not to enable the recurrence of this project. If you select **Yes**, configure the following settings:
 - **Start Time** – Specify the project’s start time, and then enter a number in the **Restart project after _ Years/Months** field. The project will restart after the specified time. Specify the number of occurrences in the **End by _ occurrences**. The project will not restart after the specified occurrences. If a **-1** appears in this field, the occurrences are unlimited.
- **Expiration Time** – Specify the number, and then select **Days** or **Months**. The project will expire after the specified number of days or months. If a **-1** appears in this field, the number of allowed occurrences is unlimited.
- **Risk Level** – Enter the risk values to define the section of **Pass**, **Warn** and **Fail**. If the total risk values of the assignees’ answers is in the **Pass** section, the final risk level of the

project is **Pass**; if the total risk values of the assignees' answers is in the **Warn** section, the final risk level of the project is **Warn**; if the total risk values of the assignees' answers is in the **Fail** section, the final risk of the project is **Fail**. For example: you specify **10** and **20** as the risk values to divide the **Pass**, **Warn** and **Fail** sections. If the total risk values of the assignee's answers is 15, the final risk level of the project is **Warn**. You can view the risk level and the total risk values of a project in the Project Monitor.

In the **Task Alert** field:

- **Enable Task Alert** – Select whether or not to enable the task alert. If you select **Yes**, configure the following settings:
 - **E-mail Template** – Select an e-mail template for the reviewer, and then select an e-mail template for the assignee.
 - **Frequency** – Repeat the alert at a set frequency. Enter a positive integer into the text box and select **Days** or **Month** from the drop-down menu.
 - **End Time** – Select an option:
 - **End only when questions are answered or reviewed** – Select this option. The alert will end after the questions are answered or the answers are reviewed.
 - **End after _ alerts** – Select this option, and specify a positive integer. The alert will end after the specified number of alerts.

In the **Project Alert** field:

- **Enable Project Alert** – Select whether or not to enable the project expire alert. If **Yes** is selected, configure the following settings:
 - **E-mail Template** – Select an e-mail template.
 - **Alert at Expiration** – Specify the users who will receive the alert when the project is expired.
 - **Alert me** – Select this option. The alert will send to the project creator.
 - **Alert specified users** – Select this option, and then specify the users who will receive the alert.

***Note:** Users who click the link in the task alert or project alert will be navigated to the AvePoint Privacy Impact Assessment. But if AvePoint Privacy Impact Assessment is installed in the intranet, users outside the intranet cannot access it after clicking the link. To solve this issue, the IP address or hostname in the URL redirected from the link must be replaced with the domain name or DNS name. For more information, refer to [Appendix G: Modifying the Redirected URL of Task or Project Alert](#).

4. Select **Save** to save the project, select **Save and Start Now** to start the project immediately, or select **Cancel** to return to the **Project Manager** interface without saving any changes.

Editing a Project

To edit a project, complete the following steps:

1. Select on a project in the **Project Manager** interface. The **Edit Project** interface appears.
2. Edit the settings according to your own requirement.
3. Select **Save** to save the changes, select **Save and Start Now** to start the project immediately, select **Save As** to save the project as a new project, or select **Cancel** to exit the **Edit Project** interface without saving any changes.

Starting a Project

To start a project, complete the following steps:

1. Select a project.
2. Select **Start** above the table listing all of the projects to start a project immediately.

Deleting Projects

To delete projects, complete the following steps:

1. Select the projects that you want to delete.
2. Select **Delete** to delete the selected projects. A warning message will appear to confirm the deletion.
3. Select **OK** to delete the selected projects, or select **Cancel** to return to the **Project Manager** interface without deleting the selected projects.

Project Monitor

Project Monitor allows you to view the status or details of project instances, and manage the project instances all from a central interface. Select **Project Monitor** in the **Project Manager** interface to access the **Project Monitor** interface.

All of the project instances are listed in the **Project Monitor** interface. You can view the Project Name, Start Time, Finish Time, Status and Risk Level of a project instance.

Stopping a Project Instance

Select an In Progress project instance, and then select **Stop** to stop the project instance.

View Details about a Project Instance

Select a project instance, and then select **View Details** to view the details about a project instance.

Deleting a Project Instance

To delete project instances, complete the following steps:

1. Select the project instances that you want to delete.
2. Select **Delete** to delete the selected project instances. A warning message will appear to confirm the deletion.
3. Select **OK** to delete the selected projects, or select **Cancel** without deleting the selected project instances.

Report Manager

Report Manager generates data from a completed project instance in a report and allows users to customize the report document.

Managing Reports

In the **Report Manager** interface, you will see a list of previously configured reports. Customize how these reports are displayed in any of the following ways:

- **Search** – Filters the reports displayed by the keyword you designate; the keyword must be contained in a column value. At the top of the table displaying the reports, enter the keyword for the reports you want to display.
- **Sort** – Select the ascending (↓) button or descending (↑) button to sort the column values in an ascending order or descending order.
- Select the select all (☑) button before the **Report** column to select all of the projects.
- To go to the next page, select the next (>) button at the lower right corner. To return to the previous page, select the previous (<) button at the lower-right corner.

Adding a Report

To add a report, select **Add Report** above the table listing the reports. The **Add Report** interface appears. To add a report, complete the following steps:

1. In the **Report Name and Project Selection** page of the **Add Report** interface, configure the following settings:
 - **Report Name** – Enter a report name.
 - **Description** – Enter an optional description.
 - **Project** – Select a project from the drop-down list.
 - **Project Instance** – Select a project instance from the drop-down list that contains all of the project's completed project instances.

Select **Next**. The **Add Questions** page appears.

2. Select the questions that will be included in the report by selecting the checkboxes before the questions. Answers of all the assigned users and users in the assigned AD groups will be included in the report.

Select **Next**. The **Report Configuration** page appears.

3. Configure the following settings:

- **Header** – Select whether or not to insert the header image or header message that will be displayed at the header of the report. Select **Browse**, and then select a header image. Enter the header message in the **Header message** text box.
- **Footer** – Select whether or not to insert the footer image or header message that will be displayed at the footer of the report. Select **Browse**, and then select a footer image. Enter the footer message in the **Footer message** text box.

In the **Cover Page** section, configure the following settings in the report's cover page:

- **System Information** – Specify the system information, the system information will be displayed in the report's cover page.
 - **Company or Agency Name** – Enter the name of the company or agency.
 - **System Name** – Provide the full name of the system for which this privacy impact assessment is being completed.
 - **System Acronym** – Provide the system acronym for which this privacy impact assessment is being completed.
 - **System Owner** – Provide the name of the client Division or Office.
- **Insert Logo** – Insert the logo for the report.

In the **Thank You Page** section, configure the following settings in the report's cover page:

- **Signature** – Select whether or not to insert a place where the user can sign in the report.
- **Thank You Message** – Enter the Thank You Message which will be displayed in the report's Thank You Page.

In the **Advance** section, configure the following settings:

- **History Information** – Select the **Include the change history information for all questions** option to export the history information in the report.
- **Attachment** – Select the **Export all documents attached in the project** option to export all attachments in the report.
- **Comment** – Select the **Include comments for all answers** option to export the comments in the report.

4. Select **Save** to save the report, or select **Cancel** to return to the **Report Manager** interface without saving any changes.

Editing a Report

To edit a report, complete the following steps:

1. Select on a report in the **Report Manager** interface. The **Edit Report** interface appears.

2. Edit the settings as needed.
3. Select **Save** to save the changes, select **Save As** to save the report to another one, or select **Cancel** to exit the **Edit Report** interface without saving any changes.

Exporting a Report

Select a report, select **Export** above the table listing the reports, and then save the report. The report will be exported. The questions, answers, and the display names of the answerers are included in the report for review. If you have selected the **Include the change history information for all questions**, **Export all documents attached in the project**, and the **Include comments for all answers** options when you add the report, the change history information and comments are displayed in the exported report, and the attachments are also exported.

Deleting Reports

To delete reports, complete the following steps:

1. Select the reports that you want to delete.
2. Select **Delete**. A warning message will appear to confirm the deletion.
3. Select **OK** to delete the selected reports, or select **Cancel** to return to the **Report Manager** interface without deleting the selected reports.

Appendix A: Configuring the Question File and Question Collection File

AvePoint Privacy Impact Assessment allows you to customize your own questions and question collections out of AvePoint Privacy Impact Assessment by configuring the question file and question collection file.

Configuring the Question File

To configure the question file, complete the following steps:

1. Get a question file template, you can download a question from AvePoint Privacy Impact Assessment as the template.
2. Open the .xml file (question file) with Notepad.
3. Configuring attributes in the question file. For detailed information on configuring the attributes, refer to [Configuring Attributes for the Question File](#).
4. Save the changes.
5. You can configure multiple question collection files, and zip the configured files to a ZIP file. Then, upload the file to AvePoint Privacy Impact Assessment. All of the custom questions will be uploaded to AvePoint Privacy Impact Assessment.

Configuring Attributes for the Question File

Refer to the following question file example:

```
<!--Copyright 2014-2016 AvePoint All Rights Reserved.-->
<QDF>
  <Category>Access to the Data</Category>
  <Id>29d03924-343e-4bb8-9576-28f47834d37b</Id>
  <Name>Are the criteria, procedures, controls and responsibilities regarding access documented?</Name>
  <Description>
  </Description>
  <PolicyURL>
  </PolicyURL>
  <TrainingTopic>
  </TrainingTopic>
```

```

<Type>1</Type>

<!--Text = 1, Multiple Choice (Only One Answer) = 2, Yes/No = 3, Multiple Choice
(Multiple Answers) = 4-->

<AnswerChoice />

<!--If the value of the Type is 2 or 4, you must enter a value for the AnswerChoice
node.-->

<TextRisk Risk="0" />

<YesNoRisk Yes="0" No="0" />

<NeedComment>no</NeedComment>

</QDF>

```

Refer to the following section for configuring a question file's attributes:

- **Category** – Enter the value for this attribute to indicate a category for this question. You can enter a category name that already exists in AvePoint Privacy Impact Assessment, or enter a new name. If you enter a new category name, the category will be created after you upload the question to AvePoint Privacy Impact Assessment.
- **Id** – Enter the value for this attribute to indicate the ID for this question. If you enter a question ID that has already existed in AvePoint Privacy Impact Assessment, after you select **Upload** to upload the question to AvePoint Privacy Impact Assessment, a conflict is judged. Refer to related information in [Uploading Questions](#).
- **Name** – Enter the value for this attribute to indicate the question text for this question.
- **Description** – Enter an optional value for this attribute to indicate the description for this question.
- **PolicyURL** – Enter a URL as the value for this attribute. The URL links to a website that introduces the question's related rules. This step is optional.
- **TrainingTopic** – Enter a value for this attribute. The training topic is used to provide information for answering questions. This step is optional.
- **Type** – Enter a value for this attribute to indicate the type of the question. You can enter **1**, **2**, **3**, or **4** as the value.
 - **1** – Represents the **Text** type question.
 - **2** – Represents the **Multiple Choice (Only One Answer)** type question.
 - **3** – Represents the **Yes/No** type question.
 - **4** – Represents the **Multiple Choice (Multiple Answers)** type question.
- **AnswerChoice** – This attribute will only appear if you enter **2** or **4** as the value of **Type**. Enter the **Value** for this attribute, which is the answer choices of the question. Then, enter a **Risk** value for each answer choice.

- **TextRisk** – If the question type is **Text**, enter a number as the value of the attribute, which is the risk value of the **Text** type question.
- **YesNoRisk** – If the question type is **Yes/No**, enter the risk value for the **Yes** and **No** answers.
- **NeedComment** – Enter **Yes** or **No** as the value of the attribute. **Yes** means the answerer can add a comment to this question. **No** means the answerer is not allowed to add a comment to this question.

Configuring the Question Collection File

To configure the question collection file, complete the following steps:

1. Download a question collection from AvePoint Privacy Impact Assessment to use as a template.
2. Open the .xml file (question collection file) with Notepad.
3. Configuring attributes in the question collection file. For detailed information on configuring the attributes, refer to [Configuring Attributes for the Question Collection File](#).
4. Save your changes.
5. Configure the file of the custom questions that are included in the question collection.
6. Compress the configured question collection files and question files to a ZIP file.

If the questions in the question collection already exist in AvePoint Privacy Impact Assessment, and you do not want to update them, they can be not included in the ZIP file.

Configuring Attributes for the Question Collection File

Refer to the following question collection file example:

```
<QCF>

  <Name>alert coll</Name>

  <Description>

</Description>

  <Type> 0 </Type>

  <!--0 = Sequential, 1 = Parallel-->

  <QDFs>

    <RunAsQuestionGroup GroupName="alert coll">

      <DoRunQDF QID="8ff1badb-c3ef-430c-86bf-76ce53d5dc95" />

      <DoRunQDF QID="582cc1fd-ffe1-4ebf-a043-1e5244639bc8" />

    </RunAsQuestionGroup>
```



```

<DoRunQDF QID="f0b58c9c-71c8-417b-8241-c105e9201fe5" />

  <RunAsQuestionGroup GroupName="alert 2">

    <DoRunQDF QID="471d6284-5457-442d-abd0-1c9086550b94" />

  </RunAsQuestionGroup>

</QDFs>
</QCF>

```

Refer to the following section for configuring a question collection file's attributes:

QCF field:

- **Name** – Enter the value for this attribute to define the question collection name. If you enter a name that already exists in AvePoint Privacy Impact Assessment, after you select **Upload** to upload the question collection to AvePoint Privacy Impact Assessment, a conflict occurs. For more information, refer to [Uploading Question Collections](#).
- **Description** – Enter an optional value for this attribute to define the description for this question.
- **Type** – Enter a value for this attribute to indicate the question order type. You can enter **0** or **1** as the value.
 - **0** – Represents the **Sequential** type.
 - **1** – Represents the **Parallel** type.

QDFs field:

- **RunAsQuestionGroup** – The questions are added to a group if this attribute is configured.
 - **GroupName** – Enter the value of this attribute to define the group name in the question collection.
 - **DoRunQDF** – Enter a question ID. The corresponding question is contained in the group.
- **DoRunQDF** – Enter a question ID. The corresponding question is added into the question collection directly.

***Note:** At least one node must be configured in the QDFs field. If you select **0** as the value of **Type** in the QCF field, the questions or question groups in the question collection are displayed in order in the XML file. In the above example, the question group **alert coll**'s order is 1, the order of the question with the ID of **f0b58c9c-71c8-417b-8241-c105e9201fe5** is 2, and the group **alert 2**'s order is 3.

Appendix B: Modifying the Allowed Maximum Size of Uploaded Attachments

You can upload the attachments when you answer or review questions for providing more information. The default allowed maximum size of the uploaded file is 50 MB. AvePoint Privacy Impact Assessment allows you to modify the allowed maximum size of the uploaded file by modifying the **APIASetting.config** file.

To modify the allowed maximum size of the uploaded file, complete the following steps:

1. Go to the machine with AvePoint Privacy Impact Assessment installed and navigate to ...*APIA*\Web*Config* directory to find the **APIASetting.config** file.
2. Open the **APIASetting.config** file with Notepad.
3. Find the **<ConfigureFileLength value="51200"/>** node. The value is the current allowed maximum size of uploading each attachment. The unit is KB. You can change the value to the desired size.

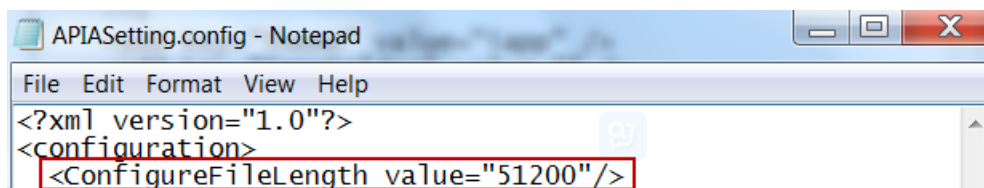


Figure 3: The **<ConfigureFileLength value="51200"/>** node in the **APIASetting.config** file.

4. Save changes to the file and close it.

Appendix C: Configuring Restricted File Types to Upload as Attachments

You are allowed to configure the file types that are restricted to upload to the **AvePoint Privacy Impact Assessment > My Tasks > Answer Question** interface or **Review Question** interface as attachments by modifying the **APIASetting.config** file.

To configure the restricted file types, complete the following steps:

1. Go to the machine with AvePoint Privacy Impact Assessment installed and navigate to ...*APIA*\Web*Config* directory to find the **APIASetting.config** file.
2. Open the **APIASetting.config** file with Notepad.
3. Find the **<Blacklists>** node.
4. Add the extension of the file types that are restricted to upload to AvePoint Privacy Impact Assessment in the node. Use the comma (,) as the separator.

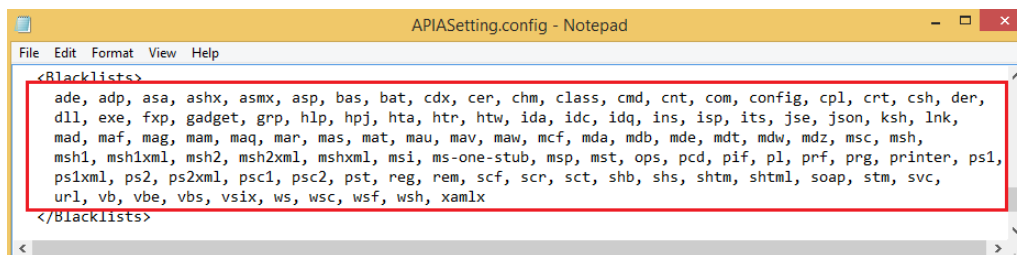


Figure 4: The **<Blacklists>** node in the **APIASetting.config** file.

5. Save changes to the file and close it.

Appendix D: Enabling only One Assignee to Answer Questions

When you specify users and AD groups as the assignees, all of the assignees is required to answer the questions. If you want only one assignee among all assignees to answer questions, you can configure the file **APIASetting.config**. Refer to the following steps:

1. Go to the machine with AvePoint Privacy Impact Assessment installed and navigate to ...*APIA\Web\Config* directory to find the **APIASetting.config** file.
2. Open the **APIASetting.config** file with Notepad.
3. Find the **<AllUsersRequired value="true"/>** node. Change the value from **true** to **false**. Then, only one of all the assignees is required to answer the assigned question.

***Note:** Once the workflow is routed to the AD group, all of the AD group users are created in the **Settings > User Management** list. The AD users have all AvePoint Privacy Impact Assessment permissions same as the AD group to which the AD users belong. If the corresponding AD group is removed from AvePoint Privacy Impact Assessment, the AD user will have the permissions directly added to them.

4. Save changes to the file and close it.

Appendix E: Updating AvePoint Privacy Impact Assessment

To update an old version of AvePoint Privacy Impact Assessment to a newer version, complete the following steps:

1. Contact an AvePoint representative for links to the AvePoint Privacy Impact Assessment package.
2. Download the ZIP file.
3. Unzip the package and locate the **APIAUpgrade.exe** file.
4. Open the file to run it, or right-click the file, and then select **Run as administrator** to run it.

***Note:** The Web Deploy must be installed before updating AvePoint Privacy Impact Assessment. By default, the **WebDeploy_amd64_en-US.msi** file and **WebDeploy_x86_en-US.msi** file are provided in the package. If the Web Deploy is not installed, a message will be appear to remind you of installing the Web Deploy. Select **Yes** to automatically install Web Deploy on your machine, or select **Cancel** to cancel the install.

***Note:** The previous version of AvePoint Privacy Impact Assessment must be installed in the machine where the update package resides.

5. The **AvePoint Privacy Impact Assessment Upgrade Tool** interface appears. The used IIS website name is listed in the interface.
6. Select **Update**. The update process starts.
7. Select **Finish**.

If the update fails (for example, the DLL files under the IIS website are used by another program during the update process, the update will fail), a window with a prompt message appears. You can select **Rollback** in the window to roll back AvePoint Privacy Impact Assessment to the version before the update, and then try to run the update again.

Appendix F: Exporting the Project Information to XML Files

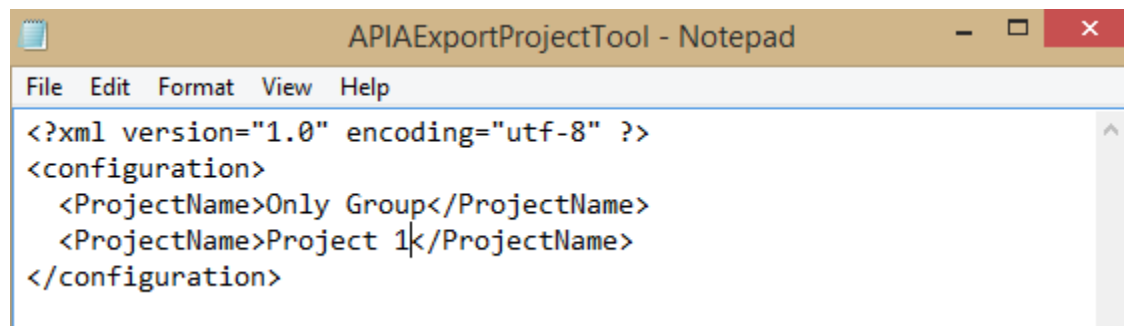
The AvePoint Privacy Impact Assessment project information can be exported into XML files.

Refer to the following steps to use this function:

1. Navigate to the AvePoint Privacy Impact Assessment installation location: ... \AvePoint\APIA\Web\bin directory, and find five files: **APIAExportProjectTool.config**, **APIAExportProjectTool.exe**, **EmRuntime_IA64.dll**, **EmRuntime_X64.dll**, and **EmRuntime_X86.dll**.
2. Open the **APIAExportProjectTool.config** file with Notepad. Find the **<ProjectName></ProjectName>** node, and enter the project name in this node.

For example: **<ProjectName>Only Group</ProjectName>**. The project **Only Group**'s information will be exported into an XML file.

You can add other **<ProjectName></ProjectName>** nodes if you want to export multiple projects' information.



```
<?xml version="1.0" encoding="utf-8" ?>
<configuration>
  <ProjectName>Only Group</ProjectName>
  <ProjectName>Project 1</ProjectName>
</configuration>
```

Figure 5: The **APIAExportProjectTool.config** file.

3. Save the configuration file.
4. Double-click **APIAExportProjectTool.exe**, and then select **Run as administrator**. The command line interface appears prompting that the project information has been exported successfully.
5. A folder named **ExportReport** is also generated in the location ...AvePoint\APIA\Web\bin. Open the folder, you will see the ZIP files that are named after the specified project names. Each project corresponds with one ZIP file. Open the ZIP file, you can see the XMLs (each project instance corresponds with one XML file) that contain the exported project information.

```

<?xml version="1.0"?>
- <Report>
  - <ProjectInfo>
    <Name>P3</Name>
    <InstanceTime>10/15/2015 05:35:15 AM</InstanceTime>
    <InstanceStatus>Completed</InstanceStatus>
  </ProjectInfo>
  - <QuestionInfo>
    <Text>Question3</Text>
    <Group/>
    <Type>Text</Type>
    <Choice/>
    <Answer>333</Answer>
    <Risk>22</Risk>
  </QuestionInfo>
  - <QuestionInfo>
    <Text>question4</Text>
    <Group/>
    <Type>Text</Type>
    <Choice/>
    <Answer>question4 answer</Answer>
    <Risk>0</Risk>
  </QuestionInfo>
  - <QuestionInfo>
    <Text>text 2 question</Text>
    <Group/>
    <Type>Text</Type>
    <Choice/>
    <Answer>question4 answer</Answer>
    <Risk>33</Risk>
  </QuestionInfo>
  - <QuestionInfo>
    <Text>text question a</Text>
    <Group/>
    <Type>Text</Type>
    <Choice/>
    <Answer>123</Answer>
    <Risk>12</Risk>
  </QuestionInfo>
</Report>

```

Figure 6: The XML file with the project information.

Appendix G: Modifying the Redirected URL of Task or Project Alert

If AvePoint Privacy Impact Assessment is installed in the intranet, users outside the intranet cannot access AvePoint Privacy Impact Assessment by clicking the link in the task alert or project alert. To solve this issue, you can configure the file **APIASetting.config** to replace the IP address or hostname in the URL redirected from the link with the domain name or DNS name. Refer to the following steps:

1. Go to the machine with AvePoint Privacy Impact Assessment installed and navigate to ...*APIA\Web\Config* directory to find the **APIASetting.config** file.
2. Open the **APIASetting.config** file with Notepad.
3. Find the `<FullyQualifiedDomainName value="" port=""/>` node.

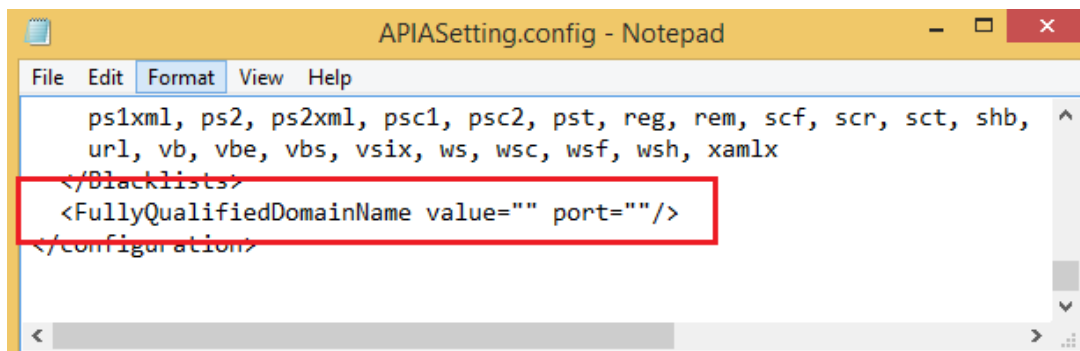


Figure 7: The `<FullyQualifiedDomainName value="" port=""/>` node in the **APIASetting.config** file.

4. Add the domain name or DNS name that you want to replace the IP address or hostname in the redirected URL after the **value** attribute, and then add the port to display in the redirected URL after the attribute **port**. Add **443** after the attribute **port** if you do not want to display the port in the redirected URL.
5. Save changes to the file and close it.

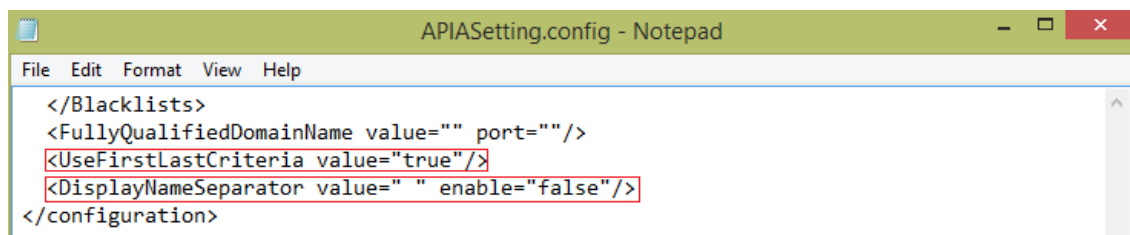
Appendix H: Modifying the Display Format of AD User Names

The display format of AD user names in AvePoint Privacy Impact Assessment can be changed by modifying the **APIASetting.config** file.

By default, all of the AD user names are displayed in the following format: **FirstName LastName**.

To modify the display format of AD user names, complete the following steps:

1. Go to the machine with AvePoint Privacy Impact Assessment installed and navigate to the ...*APIA*\Web*Config* directory to find the **APIASetting.config** file.
2. Open the **APIASetting.config** file with Notepad.
3. Find and edit the following nodes:



```
APIASetting.config - Notepad
File Edit Format View Help
</Blacklists>
<FullyQualifiedDomainName value="" port="" />
<UseFirstLastCriteria value="true" />
<DisplayNameSeparator value=" " enable="false" />
</configuration>
```

Figure 8: The **APIASetting.config** file.

- Find the **<UseFirstLastCriteria value="true" />** node. Change the value from **true** to **false**. Then, all of the AD user names will be displayed in the following format within the APIA system: **LastName FirstName**.

***Note:** The way an AD user name is displayed in the APIA system can be influenced by the following three circumstances:

- i. When either the first name or last name of an AD user is missing in the AD domain controller where they belong, the AD user's display name in the AD domain controller will be displayed as the user name in the APIA system.
- ii. If the user's display name in the AD domain controller is missing, the user's logon name in the AD domain controller will be displayed as the user name in the APIA system.
- iii. If the first name and last name, display name, or logon name of an AD user in the AD domain controller that is used by APIA has been modified, you need to save the AD user name in APIA before configuring the **APIASetting.config** file. Find this AD user in **Settings > User Management**. Double-click the AD user name, and click **Save**.

- Find the `<DisplayNameSeparator value=" " enable="false"/>` node. Change the value of the `enable` parameter from **false** to **true** to configure a separator for display names. Configure the separator you want to use as the value of the **value** parameter. The default separator is a space.
4. Save changes to the file and close it.

Appendix I: Database Collation Issue

If you encounter a database collation error when using an existing database that is not an AvePoint Privacy Impact Assessment database during the AvePoint Privacy Impact Assessment Manager installation process, log into SQL Server and configure the following settings according to the steps below:

1. Log into SQL Server instance.
2. Right-click the specified database and then select **Properties**.
3. Select **Options** and set **Latin1_General_CI_AS_KS_WS** for the corresponding collation of the specified database.

After you complete the configuration above, to successfully use an existing database that is not an AvePoint Privacy Impact Assessment created database, ensure that the specified database is empty.

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