# AvePoint Privacy Impact Assessment 1 Quick Start

## User Guide

Cumulative Update 2

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# Table of Contents

# 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 can address privacy concerns throughout the development, design, and deployment of a technology by providing an analysis of how personally identifiable information is collected, maintained, used, and disseminated.

For full details about about all of the modules and settings in AvePoint Privacy Impact Assessment, refer to the AvePoint Privacy Impact Assessment User Guide.

# Getting a Quick Start with AvePoint Privacy Impact Assessment

AvePoint Privacy Impact Assessment provides two install method: **INSTALL** and **ADVANCED**.

- **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.

After installing AvePoint Privacy Impact Assessment, system administrators can enable user accounts in the system, primarily assigning the accounts to the privacy, security, IT, and business owners of enterprise systems. A privacy impact assessment is required for each new system. The questions and answers added in APIA can be customized by each organization, and the end result can be exported to a report. During the question and answer process, hierarchical approvals and workflows are built into the process so that managers can ask their team members to modify or correct responses.

To quickly begin using APIA, a system administrator can begin by using the features described in the following sections.

## 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.
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.
    - **Rember 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.

## Assign Roles to People

After installing APIA, navigate to **Account Management** in the **Settings** module to add users and assign roles to these users to define their permissions to use the product. The permission roles include:

- **Question Definition** – Permission to define and manage questions. Group users may use the **Question Bank** and **Question Collection** features.
- **Project Manager** – Permission to create and manage projects. Group users may use the **Project Manager** features.
- **Answer Question** – Permission to answer questions. Group users have access to the **Need Answers** tab in the **My Tasks** module.
- **Review Answer** – Permission to review answers. Group users have access to the **Need Review** tab in the **My Tasks** module.
- **Report Manager** – Permission to define and manage reports. Group users may use the **Report Manager** features.
- **Settings** – Permission to configure settings. Group users may use the **Settings** module.

## Add Questions

Add all of the questions that need to be surveyed using a **Question Bank**. Classify questions into different categories. Define risk values for the questions to evaluate the risk condition.

## Collect Questions

Use **Question Collection** to gather the questions used for an assessment. If multiple questions should be answered by one person, you can create a group in a Question Collection, and then gather the questions in one group in the Question Collection. You can define whether to assign the questions to the assignees in order or assign to the assignees at the same time.

## Create a Project for an Assessment

In order to run the survey process, you must create a project using **Project Manager**. A project defines the question collections that contain all of the questions used for the assessment, the reviewer of the answers, the assignees for each question, and the settings related to the project including the project's recurrence settings, start time, expiration time, risk level, project alert settings, and task alert settings. If you want to set up the alert settings (for example, configure the alert settings to alert specified users that the project is expired), you must first configure the **Application Settings**, including **Outgoing E-mail Settings** and **E-mail Template**.

## Start the Project (Workflow for the Assessment)

After creating the project, you can run it immediately and select **Start** in the **Project Manager** interface to start the project.

## Managing Project Instances in Project Monitor

View the Project Name, Start Time, Finish Time, Status and Risk Level of a project instance, and manage the project instances in **Project Manager** > **Project Monitor**.

## Answer Questions as an Assignee

The assignees defined in the project will receive the questions. Assignees can view the questions in **My Tasks** > **Need Answers** tab, select the question or question group under the **Need Answer** tab, answer each question, and then select **Submit** to submit your answers.

## Review Answers as a Reviewer

The reviewer defined in the project will receive the questions the assignees have completed. The reviewer approves or rejects the answers in the **My Tasks** > **Need Review** tab.

## Generate Reports

The result of a project instance can be exported through **Report Manager**. The questions and answers are included in the report for review. You can configure the report settings to define the questions that will be excluded in the report and customize the Cover Page, Thank You Page, and some system information for the report.

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