

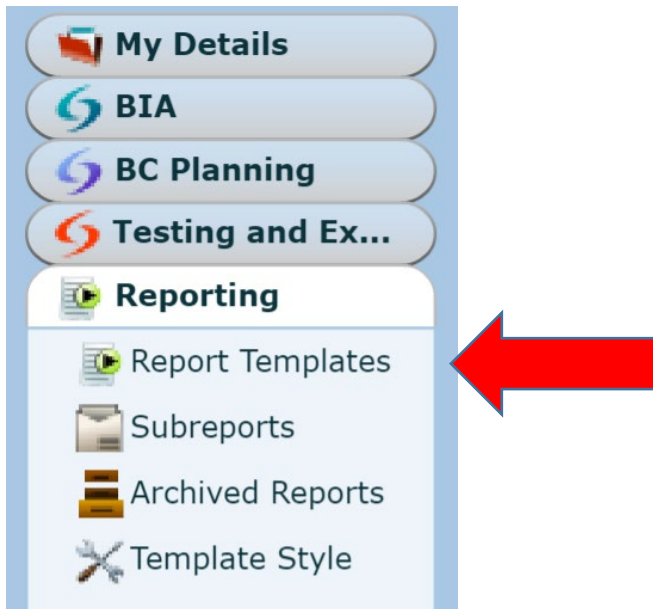
Navigating the BIA: Reporting

Reporting on the BIA

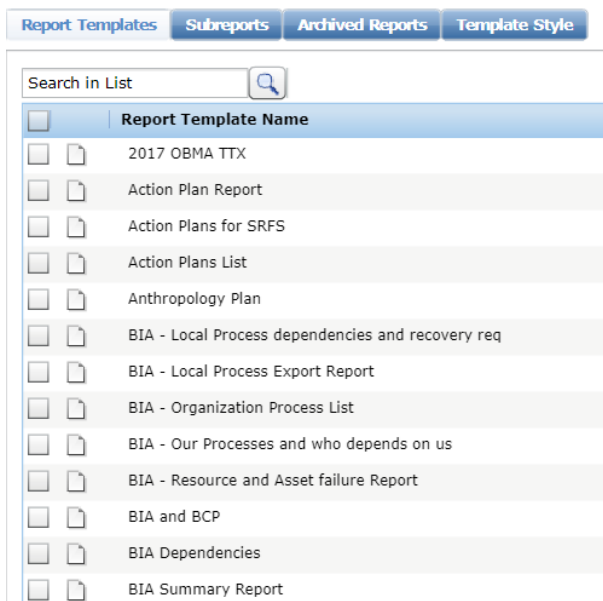
Every year, in preparation for your tabletop exercise, you will want to update your BIA data and then create a report of the BIA to supplement the BCP reports you create (see [instructions](#) on this web page for how to create a BCP report).

Here's how you create a BIA report.

1. In the left-hand menu of the Shadow-Planner page, open the Reporting tab.



2. Click on Report Templates (see above). A list of available report templates will appear in the main section of the screen.



Navigating the BIA: Reporting

3. There are several reports appropriate for BIA data; they are all labeled BIA. We recommend you use the following:
 1. BIA – Local Process Export Report (explained starting in step 4, page 3)
 2. BIA Dependencies Report (explained starting in step 10, page 6)
 3. **Optional:** BIA Summary Report (explained starting in step 16, page 9)

NOTE: We recommend using report #1 for the Fall 2019 tabletop exercise.

Navigating the BIA: Reporting

- Report #1: Spreadsheet of all Processes:** Go to the Reporting tab in the left-hand menu and click on Report Templates. A list of templates will appear (see below). Select the report called BIA – Local Process Export Report by double-clicking on it:

Report Templates | Subreports | Archived Reports | Template Style

Search in List

<input type="checkbox"/>	Report Template Name
<input type="checkbox"/>	2017 OBMA TTX
<input type="checkbox"/>	Action Plan Report
<input type="checkbox"/>	Action Plans for SRFS
<input type="checkbox"/>	Action Plans List
<input type="checkbox"/>	Anthropology Plan
<input type="checkbox"/>	BIA - Local Process dependencies and recovery req
<input type="checkbox"/>	BIA - Local Process Export Report
<input type="checkbox"/>	BIA - Organization Process List
<input type="checkbox"/>	BIA - Our Processes and who depends on us
<input type="checkbox"/>	BIA - Resource and Asset failure Report
<input type="checkbox"/>	BIA and BCP
<input type="checkbox"/>	BIA Dependencies
<input type="checkbox"/>	BIA Summary Report

- This screen will appear:

Reporting > Report Templates > Edit Report Template

Report Templates | Subreports | Archived Reports | Template Style

Update Report Template | BIA - Local Process Export Report | Actions

Report Template Name:

Description:

Displayed In: General BC Planning Testing and Exercising
 BIA Messaging Work Area Recovery

Default Report Template Style:

Print Report:

Print Area:

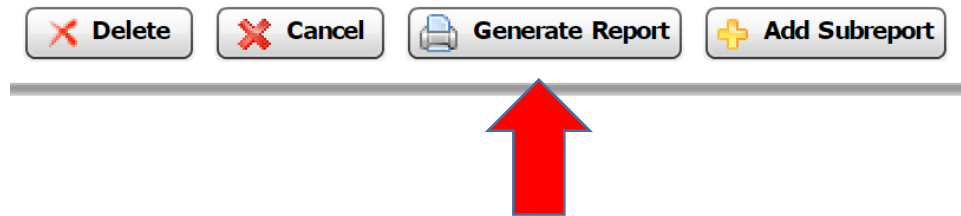
Master Report/Landscape - XLS

General/Export/Local Process Export

- Click on Generate Report, at the bottom of the screen.

Navigating the BIA: Reporting

drag and drop only



7. A pop-up box will appear that looks like this:

Generate Report BIA - Local Process Export Report

Output Format

Language

Subreports	Filters
Local Process Export	<p>Drop records here</p> <p><input type="button" value="Clear"/></p> <p><input type="checkbox"/> Print all subcontainers and their content</p>

8. To see a report of all your Local Processes, click on the Generate button. Here is a partial view of an example of that report:

Navigating the BIA: Reporting

A	B	C	D
Local Process Name	Local Process	Process Type Name	RTO
Maintain Law School buildings	lp_law1	Buildings	7 Days
Mechanical Systems	lp_law2	Buildings	7 Days
Law Library	lp_law3	Equipment	Not Set
AudioVisual Support	lp_law8	Human Resources	24 Hours
Computing Support	lp_law9	Human Resources	24 Hours
Financial processes	lp_law6	Human Resources	Not Set
Human Resources	lp_law7	Human Resources	Not Set
Legal clinic	lp_law5	Human Resources	7 Days
Remote Instruction Support	lp_law10	Human Resources	3 Days
Teaching	lp_law4	Human Resources	3 Days
Vital Records	lp_law11	Human Resources	24 Hours
ACES2	lp_law12	Technology	Not Set
Canvas (Law Instance)	lp_law13	Technology	3 Days
Classroom Technology	lp_law14	Technology	Not Set
Conferencing	lp_law15	Technology	Not Set
Continuing Legal Education	lp_law16	Technology	Not Set
Docket SAN	lp_law17	Technology	Not Set
EMS	lp_law18	Technology	Not Set
End-user Computing	lp_law19	Technology	Not Set
End-user Storage	lp_law20	Technology	Not Set
HelloBar	lp_law21	Technology	Not Set
iManage	lp_law22	Technology	Not Set
MailChimp	lp_law23	Technology	Not Set
Network Printing	lp_law24	Technology	Not Set
Office 365 (Law Instance)	lp_law25	Technology	Not Set
Replicon	lp_law29	Technology	Not Set
Symplicity	lp_law30	Technology	Not Set
Web Site and Web	lp_law31	Technology	Not Set

Navigating the BIA: Reporting

9. NOTE: There are several columns on the report that you probably do not need, so we recommend removing them before you send a report to the facilitator. We apologize that the report cannot be formatted to remove these columns in advance.

Start by scrolling all the way to the right of the report (last column is AD) and work your way back, deleting the following columns as you go:

- AC: FTE
- AB: Contractors
- AA: Headcount
- X: Request date
- W: OCIR Meeting Requested
- V: Pooled
- U: Linked Resource Type Name
- S: Recovery Policy
- R: Affirmation Last Sign Off Date
- Q: Affirmation Last Review Date
- P: Contact external ID
- L: MTPoD
- K: ARP Time Value
- J: ARP
- I: RPO Time Value
- H: RPO
- G: ART Time Value
- E: RTO Time Value
- B: Local Process External ID

Navigating the BIA: Reporting

10. **Report #2: BIA Dependencies:** Go to the Reporting tab in the left-hand menu and click on Report Templates. A list of templates will appear (see below). Select the report called BIA Dependencies by double-clicking on it.

The screenshot shows a web interface with a navigation bar at the top containing four tabs: 'Report Templates', 'Subreports', 'Archived Reports', and 'Template Style'. Below the navigation bar is a search box labeled 'Search in List' with a magnifying glass icon. A list of report templates follows, each with a checkbox and a document icon. The 'BIA Dependencies' report is highlighted in a light grey row, and a large red arrow points to it from the right.

<input type="checkbox"/>	Report Template Name
<input type="checkbox"/>	2017 OBMA TTX
<input type="checkbox"/>	Action Plan Report
<input type="checkbox"/>	Action Plans for SRFS
<input type="checkbox"/>	Action Plans List
<input type="checkbox"/>	Anthropology Plan
<input type="checkbox"/>	BIA - Local Process dependencies and recovery req
<input type="checkbox"/>	BIA - Local Process Export Report
<input type="checkbox"/>	BIA - Organization Process List
<input type="checkbox"/>	BIA - Our Processes and who depends on us
<input type="checkbox"/>	BIA - Resource and Asset failure Report
<input type="checkbox"/>	BIA and BCP
<input type="checkbox"/>	BIA Dependencies
<input type="checkbox"/>	BIA Summary Report

11. This screen will appear:

The screenshot shows the 'Edit Report Template' screen for 'BIA Dependencies'. The navigation bar at the top includes 'Report Templates', 'Subreports', 'Archived Reports', and 'Template Style'. Below the navigation bar is a breadcrumb trail: 'Reporting > Report Templates > Edit Report Template'. The main content area has a title bar with 'Update Report Template', 'BIA Dependencies', and 'Actions'. The 'Report Template Name' field contains 'BIA Dependencies'. The 'Displayed In' section has 'General' checked, and 'BC Planning', 'Testing and Exercising', 'BIA', 'Messaging', and 'Work Area Recovery' are unchecked. The 'Default Report Template Style' is set to 'Company Default Style'. The 'Description' field is empty. The 'Print Report' checkbox is unchecked. The 'Print Area' dropdown is set to 'Please select print area'. The bottom of the screen shows a list of reports, including 'Master Report/Landscape - XLS' and 'BIA/BIA Analysis Reports/1Upenn-upstream-dependencies-full-xls'.

12. Click on Generate Report, at the bottom of the screen.

Navigating the BIA: Reporting

drag and drop only



13. A pop-up box will appear that looks like this:

Generate Report BIA Dependencies

Output Format

Language

Subreports	Filters
Upstream Dependencies - Full (XLS)	Drop records here
	<input type="button" value="Clear"/>
<input type="checkbox"/> Print all subcontainers and their content	

14. To see a report of the dependencies recorded in the BIA, click on the Generate button. Here is a partial view of an example of that report:

Navigating the BIA: Reporting

A	B	C	D	E	F	G	H	I	J	K
Key:		Service or Product delivery exceeds organization's expectations						NR = Not Required	ART = Achievable Recovery Time	
		Service or Product delivery meets organization's requirements or expectations						NRS = No Recovery Solution	RRTO = Required Recovery Time Objective	
		Service or Product delivery does not meet organization's requirements or expectations						S = Suspend	ARP = Achievable Recovery Point	
		Missing data for Service, Product or organization's requirements							RRPO = Required Recovery Point Objective	
Name	Local Process Type	Provider	Owner	ART	RRTO	ARP	RRPO	Required By Organization	Required By Process	Required By Owner
Datacenters Operations	Buildings	Wharton School (07), Main Campus, Business Impact Analysis	JOE CRUZ	Not Set	24 hours	Not Set	Not Set	Wharton School (07), Main Campus, Business Impact Analysis	FMC	MAUREEN MORGAN
Datacenters Operations	Buildings	Wharton School (07), Main Campus, Business Impact Analysis	JOE CRUZ	Not Set	1 hours	Not Set	Not Set	Wharton School (07), Main Campus, Business Impact Analysis	WRDS	MAUREEN MORGAN
Datacenters Operations	Buildings	Wharton School (07), Main Campus, Business Impact Analysis	JOE CRUZ	Not Set	1 hours	Not Set	Not Set	Wharton School (07), Main Campus, Business Impact Analysis	Ad Astra	KRISTINA LEONARD
Datacenters Operations	Buildings	Wharton School (07), Main Campus, Business Impact Analysis	JOE CRUZ	Not Set	1 hours	Not Set	Not Set	Wharton School (07), Other, Business Impact Analysis	PWCC operations	
Datacenters Operations	Buildings	Wharton School (07), Main Campus, Business Impact Analysis	JOE CRUZ	Not Set	24 hours	Not Set	Not Set	Wharton School (07), Main Campus, Business Impact Analysis	Wharton External Affairs	MAUREEN MORGAN
Datacenters Operations	Buildings	Wharton School (07), Main Campus, Business Impact Analysis	JOE CRUZ	Not Set	1 hours	Not Set	Not Set	Wharton School (07), Main Campus, Business Impact Analysis	Computer labs	WALLACE D. HAVILAND
Datacenters Operations	Buildings	Wharton School (07), Main Campus, Business Impact Analysis	JOE CRUZ	Not Set	24 hours	Not Set	Not Set	Wharton School (07), Main Campus, Business Impact Analysis	Research and Analytics	ALEC LAMON
Bluejeans	Technology	Wharton School (07), Main Campus, Business Impact Analysis	DAVID SIEDELL	1 hours	4 hours	1 Hours	Not Set	Perelman School of Medicine (40), Main Campus, Business Impact Analysis	Media Technology and Production	ERIC M WECKEL
Bluejeans	Technology	Wharton School (07), Main Campus, Business Impact Analysis	DAVID SIEDELL	1 hours	24 hours	1 Hours	Not Set	Wharton School (07), Main Campus, Business Impact Analysis	Undergrad Instruction	LORI ROSENKOPF
Bluejeans	Technology	Wharton School (07), Main Campus, Business Impact Analysis	DAVID SIEDELL	1 hours	24 hours	1 Hours	Not Set	Wharton School (07), Main Campus, Business Impact Analysis	Executive Ed Instruction	JAGMOHAN SINGH RAJU
Bluejeans	Technology	Wharton School (07), Main Campus, Business Impact Analysis	DAVID SIEDELL	1 hours	7 days	1 Hours	Not Set	Wharton School (07), Main Campus, Business Impact Analysis	Graduate Teaching	MICHAEL X DELLI CARPINI
Bluejeans	Technology	Wharton School (07), Main Campus, Business Impact Analysis	DAVID SIEDELL	1 hours	24 hours	1 Hours	Not Set	Wharton School (07), Wharton West, Business Impact Analysis	Graduate and Executive Instruction	BRANDON LODRIGUSS
Bluejeans	Technology	Wharton School (07), Main Campus, Business Impact Analysis	DAVID SIEDELL	1 hours	24 hours	1 Hours	Not Set	Wharton School (07), Main Campus, Business Impact Analysis	Graduate Instruction	CATHERINE SCHRAND
Bluejeans	Technology	Wharton School (07), Main Campus, Business Impact Analysis	DAVID SIEDELL	1 hours	7 days	1 Hours	Not Set	Annenberg School for Communications (36), Main Campus, Business Impact Analysis	Undergraduate Teaching	MICHAEL X DELLI CARPINI
Bluejeans	Technology	Wharton School (07), Main Campus, Business Impact Analysis	DAVID SIEDELL	1 hours	24 hours	1 Hours	Not Set	Wharton School (07), Main Campus, Business Impact Analysis	Executive MBA Instruction	PEGGY BISHOP LANE
Wharton VPN	Technology	Wharton School (07), Main Campus, Business Impact Analysis	DOUGLAS C. CAWLEY	1 hours	24 hours	1 Hours	Not Set	Wharton School (07), Main Campus, Business Impact Analysis	Wharton External Affairs	MAUREEN MORGAN
Wharton VPN	Technology	Wharton School (07), Main Campus, Business Impact Analysis	DOUGLAS C. CAWLEY	1 hours	24 hours	1 Hours	Not Set	Wharton School (07), Main Campus, Business Impact Analysis	Research and Analytics	ALEC LAMON
Wharton VPN	Technology	Wharton School (07), Main Campus, Business Impact Analysis	DOUGLAS C. CAWLEY	1 hours	24 hours	1 Hours	Not Set	Wharton School (07), Main Campus, Business Impact Analysis	FMC	MAUREEN MORGAN
DropBox	Third-party vendor/partner	Wharton School (07), Main Campus, Business Impact Analysis	JOE CRUZ	Not Set	24 hours	Not Set	Not Set	Wharton School (07), Main Campus, Business Impact Analysis	Research and Analytics	ALEC LAMON
DropBox	Third-party vendor/partner	Wharton School (07), Main Campus, Business Impact Analysis	JOE CRUZ	Not Set	24 hours	Not Set	Not Set	Wharton School (07), Main Campus, Business Impact Analysis	Wharton External Affairs	MAUREEN MORGAN

Navigating the BIA: Reporting

15. **Report #3: Summary:** Go to the Reporting tab in the left-hand menu and click on Report Templates. A list of templates will appear (see below). Select the report called BIA Summary Report by double-clicking on it.

Report Templates | Subreports | Archived Reports | Template Style

Search in List

<input type="checkbox"/>	Report Template Name
<input type="checkbox"/>	2017 OBMA TTX
<input type="checkbox"/>	Action Plan Report
<input type="checkbox"/>	Action Plans for SRFS
<input type="checkbox"/>	Action Plans List
<input type="checkbox"/>	Anthropology Plan
<input type="checkbox"/>	BIA - Local Process dependencies and recovery req
<input type="checkbox"/>	BIA - Local Process Export Report
<input type="checkbox"/>	BIA - Organization Process List
<input type="checkbox"/>	BIA - Our Processes and who depends on us
<input type="checkbox"/>	BIA - Resource and Asset failure Report
<input type="checkbox"/>	BIA and BCP
<input type="checkbox"/>	BIA Dependencies
<input type="checkbox"/>	BIA Summary Report

16. Click on Generate Report, at the bottom of the screen.

Drag and drop only

Navigating the BIA: Reporting

17. A pop-up box will appear that looks like this:

Generate Report **BIA Summary Report**

Output Format: **PDF** ▼

Language: **English(US)** ▼

Subreports	Filters
Documents - Content and Header	BIA Summary Report Introduction <input type="checkbox"/> Print all subcontainers and their content Clear
BIA Summary Report	Drop records here <input type="checkbox"/> Print all subcontainers and their content Clear

Generate **Cancel**

18. Open Search and Browse and select Local Process.

Search and Browse [Close]

Search **Browse** [Dropdown]

[Show advanced options](#) [Help]

Local Process ▼

Name ▼ **starts with** ▼ [Text Box]


Select one ▼


Search **Reset**




19. Click on the Search button. All your Local Processes will appear in the Search and Browse box.

Navigating the BIA: Reporting

 **Search and Browse**

















[Show advanced options](#) 

▼

▼ ▼

▼

There are **26** results.

-  Annenberg Center Live Presenting Series
-  Artifax
-  Box Office
-  Building Mechanical Systems
-  Capacity Interactive
-  Development
-  Executive Leadership and Programming
-  Finance
-  IATSE Local 799
-  IATSE Local 8
-  Mission Continuity
-  POP/Wordfly
-  Production and Operations
-  Rentals

20. Drag and drop any processes you wish to include in your report into the “Drop records here” box next to BIA Summary Report:

Navigating the BIA: Reporting

Generate Report **BIA Summary Report**

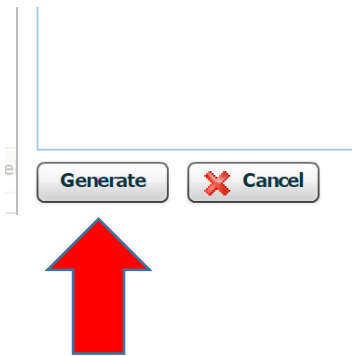
Output Format **PDF** ▼

Language **English(US)** ▼

Subreports	Filters
Documents - Content and Header	<div>BIA Summary Report Introduction</div> <div><input type="checkbox"/> Print all subcontainers and their content</div> <div>Clear</div>
BIA Summary Report	<div>Drop records here</div> <div><input type="checkbox"/> Print all subcontainers and their content</div> <div>Clear</div>

Generate **Cancel**

21. Once you have dragged and dropped in any specific Local Processes you want to have in the report, click on Generate.



22. If you wish to include all your Processes in your report, you can just click on Generate within the pop-up box without dragging and dropping in any specific items.

Navigating the BIA: Reporting

23. Your report will appear as a PDF, like your BCP reports. The BIA Summary report contains two pages for each process, summarizing the data entered in Shadow-Planner for that process. The first page looks like this:

Academic Research RTO: 3 Days ART: Not Set

General Information

Overview	Owner	Headcount	FTE	Contractors
academic research conducted by faculty of PennDesign	FREDERICK R STEINER	N/A	N/A	N/A

BAU Location	Business Hours	Business Peaks
All SOD buildings	8am-5pm M-F	More than 1 of these

Additional Information

Date last tested	Recovery location	Process availability	Mission type	Life dependencies
		8am-5pm M-F	Research	None of these

Breadth of impact
School/Center-wide