Guide to Access WesternERM

1. Logging and accessing the dashboard:
   - Visit the url: https://erm.protecht.com.au/wsu/worms/client/public/home/login.html
   - Enter your University login credentials
   - On the homepage of the WesternERM, select the "Analytics" tab, and then "Analyse"
   - The main navigation menu on the left allows you to select various dashboards in the Applications submenu
   - ARA manages the Annual Financial Certification (AFC) Dashboard, ARA – Issues & Actions Dashboard and ARA – Risk Assessment Dashboard

2. Dashboard layout:
   - The dashboard is divided into multiple sections:

   ARA – Issues & Actions Dashboard provides a dashboard with four views:
      - Action Dashboard at each Business Unit (BU) Level
      - Group (Consolidated) Action Dashboard at Division Level
      - Group (Consolidated) Issues Dashboard at Division Level
      - Issues Dashboard at each BU Level

   ARA – Risk Assessment Dashboard provides a dashboard with option to view full University or BU level view.

   Annual Financial Certification (AFC) Dashboard provides a dashboard with two views:
      - AFC Divisional Heads & Dean Report
      - AFC Senior Staff Self-Assessment Report

3. Real-time Data Updates: The dashboard provides real-time updates, enabling you to monitor/track issues and action progress as it happens. Similarly, risk assessments can be reviewed, revised and updated as required by the Risk Owners (a person whose business objectives are impacted by the risk. Generally, the process or activity owner) from the relevant Business Unit/Division.

4. Data visualisation: The heart of the dashboard lies in its visually appealing and easy-to-understand data visualizations. Customise your dashboard views to display the metrics most relevant to you by using interactive filters.

5. Interactive filters: Use interactive filters to drill down into specific data sets and tailor your analysis accordingly.

6. Exporting Data: The dashboard enables you to export data and graphs in various formats (Excel, PowerPoint or PDF) for sharing and further analysis or print the full dashboard in pdf format.

7. Data Security and Access Permissions:
   - We prioritize the security and confidentiality of our data.

- Access to specific sections and data sets will be controlled based on individual roles and responsibilities.

To access the dashboard and explore its features, simply login to your account on WesternERM platform. If you encounter any issues or have questions along the way, please contact the Office of Audit & Risk Assessment via ara@westernsydney.edu.au.