



# How to Use Content Versioning

Best Practices Guide

Version 4 | June 19, 2014



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## 1.0 What is Versioned Content?

In simple terms, content that is reviewed and approved is versioned content. Content that is in the process of being created is called draft content. In other words, draft content is content in a work-in-progress state.

Please note that Agilience® RiskVision™ does not propagate content changes consistently, if draft content is used in a program. Some changes will apply automatically without displaying a warning message to the user, which can create inconsistent results. You will not realize the inconsistencies unless you manually notice them. Thus, it is undesirable to create draft content.

## 2.0 Why to Avoid Draft Content

This section describes problems and inconsistencies that you may encounter when draft content is used. We strongly recommend that you use approved or versioned content in production environments for the reasons mentioned in this document.

The following issues may occur, if draft content is used in a production environment:

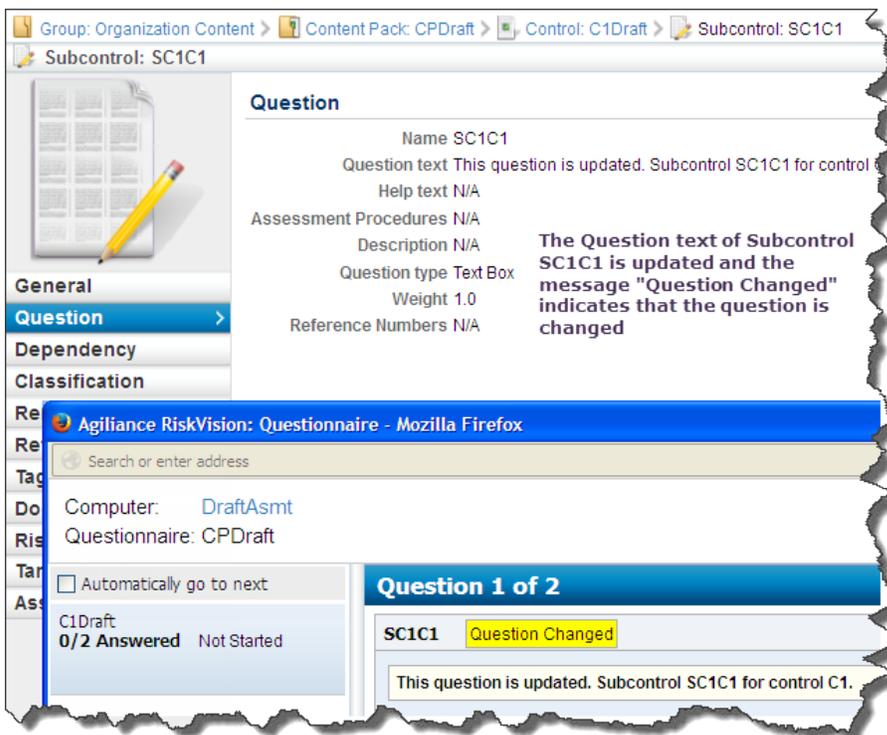
1. The controls and sub-controls associated with an unversioned content pack cannot be deleted when that content pack is attached to a program.

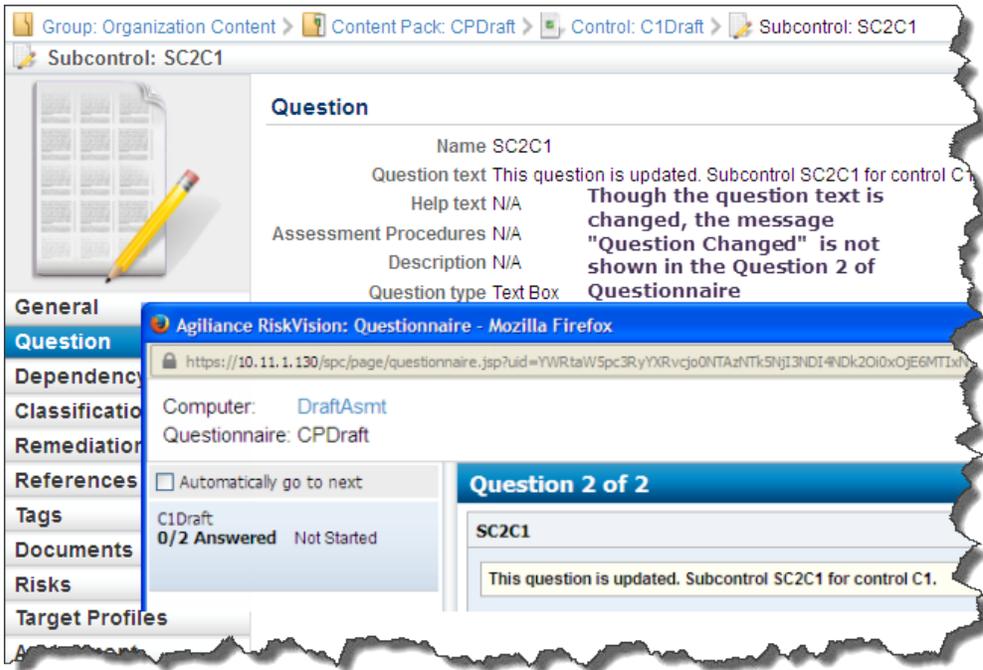
The screenshot displays the 'Step 2: Select Controls and Questionnaires' interface. On the left, a tree view under 'Available Controls & Questionnaires' lists various items, with 'CPDraft' selected. On the right, the 'Selected Controls & Questionnaires' list also shows 'CPDraft'. A callout bubble points to 'CPDraft' in the selected list, stating: 'Content Pack CPDraft is selected in the program'. Below this, a browser window titled 'Agilience RiskVision: Questionnaire - Mozilla Firefox' is open, showing 'Question 2 of 2' for subcontrol 'SC2C1'. At the bottom of the browser window, a message box is visible with the text: 'The following could not be deleted. Dependencies for sub control : SC2C1 - working copy 'SC2C1' This sub control is assigned in - DraftContent'. A callout bubble points to this message box, stating: 'This message appears when trying to delete the Subcontrol SC2C1 from the Control details page of the content pack CPDraft'. The message box has an 'OK' button.

- Ongoing program assessments may not receive the latest content pack changes when new controls and sub-controls are added to existing unversioned content packs.

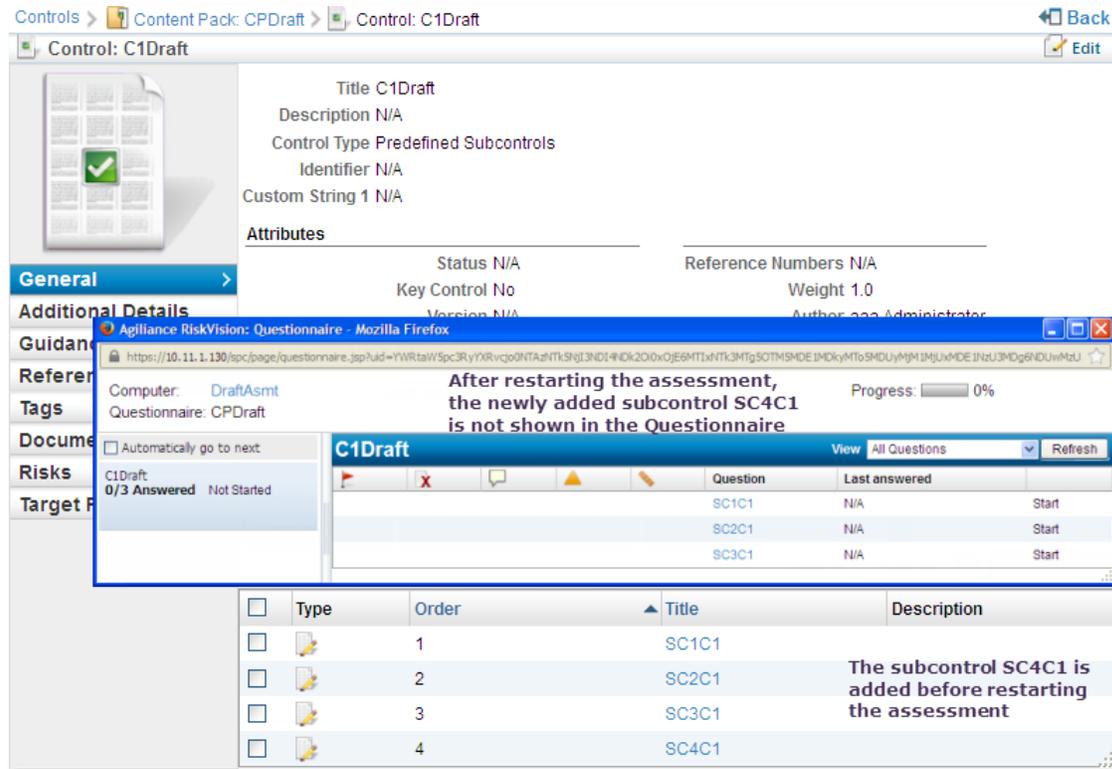


- Within a draft content pack, modifying the sub-control's question directly affects the questionnaire. But, the 'Question Changed' display message may not appear consistently for all assessments.

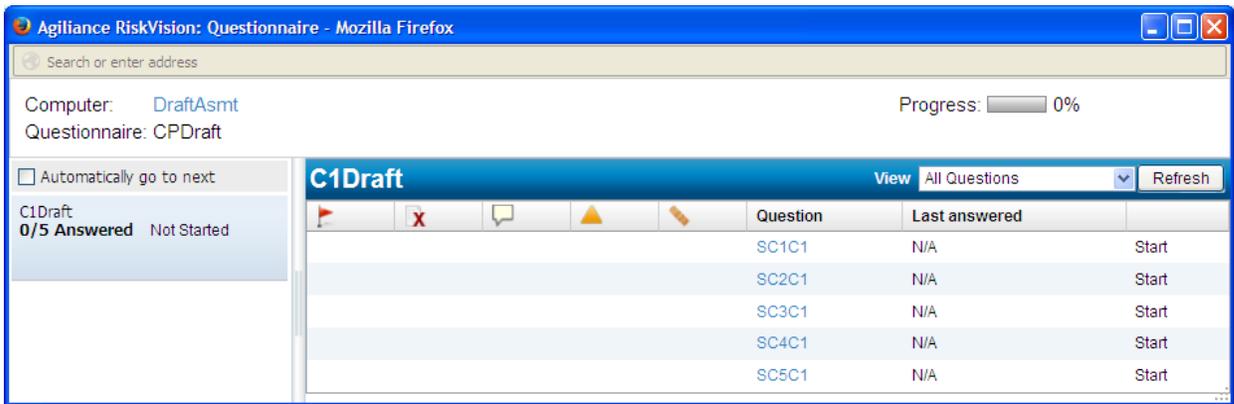




4. New controls or sub-controls added to draft content will not show up in the assessment until you restart it.



- The 'Update controls to the latest version action' will update the assessment with the latest content changes.

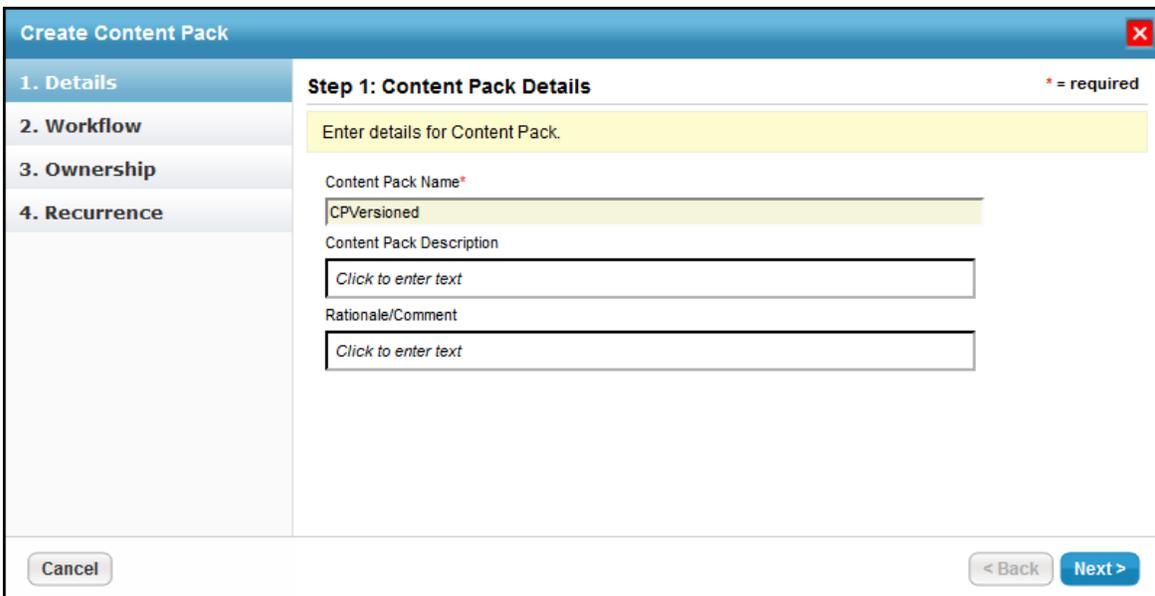


If you edit a program that is using draft content, Agilience RiskVision may send false Questionnaire Change notifications to stakeholders.

### 3.0 How to Use Content Versioning in Agilience RiskVision

To avoid all of the previously discussed problems, we recommend versioning the content packs in Agilience RiskVision. To do so, please follow the below steps:

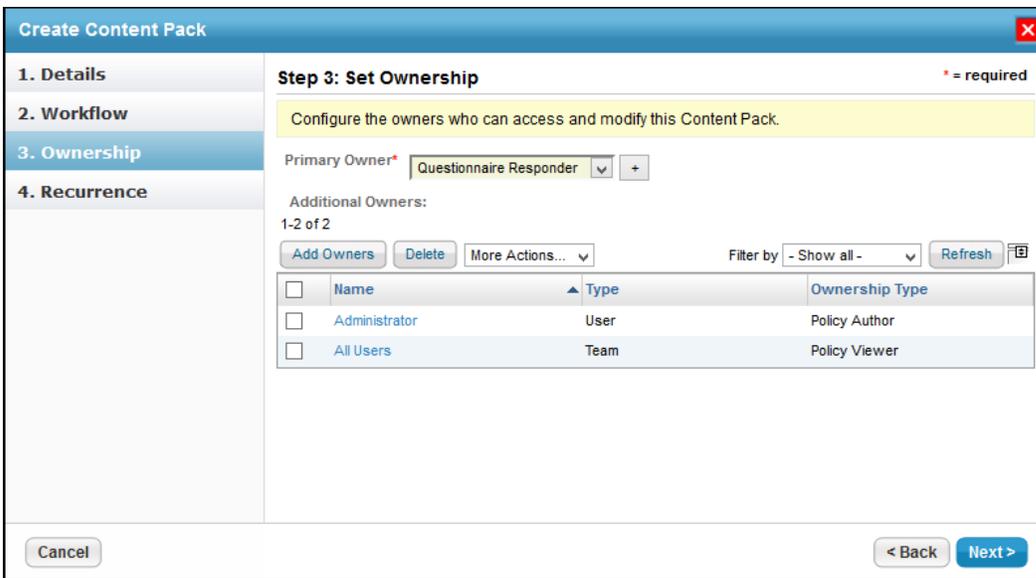
- Start by creating a content pack within Compliance Manager. Click Content → Controls and Questionnaires → New. Assign a name to the content pack.



- Associate a workflow with the Content Pack. Workflows define the stages that your content will go through.



- Configure the owners who can access and modify this Content Pack.



- 4. Configure how often you want to review this Content Pack, and then click Finish.

The screenshot shows a dialog box titled "Create Content Pack" with a close button (X) in the top right corner. On the left, there is a vertical navigation menu with four items: "1. Details", "2. Workflow", "3. Ownership", and "4. Recurrence", with "4. Recurrence" selected and highlighted in blue. The main area of the dialog is titled "Step 4: Set Review Recurrence" and includes a red asterisk icon followed by the text "= required". Below the title, there is a yellow instruction bar that says "Configure how often you want to review this Content Pack." Two dropdown menus are visible: "Policy Review Recurrence" set to "Never" and "Notification Email Template" set to "No Email". At the bottom of the dialog, there are three buttons: "Cancel" on the left, "< Back" in the center, and "Finish" on the right.

- 5. You will see a UI screen similar to below that you can use to create the content for your Content Pack. You can type your content or move or copy it from elsewhere in your Agilience RiskVision server.

The screenshot shows a web interface for a "Content Pack: CPVersioned". On the left is a vertical navigation menu with items: "General", "Ownership", "Workflow", "Recurrence", "Tags", "Comments", and "Applications", with "General" selected. The main content area displays the following information: "Title CPVersioned", "Description N/A", "Rationale / Comments N/A", "Target Entity's Preferred Ownership N/A", and "Author Administrator". Below this information are four buttons: "New Control Objective", "New Questionnaire", "New Control", and "More Actions..." with a dropdown arrow. At the bottom, there is a table with columns "Type", "Order", "Title", and "Description". The table contains one row with an information icon (i) and the text "No content available."

- A Content Pack populated with content will look similar to the below screenshot. Click on the Workflow tab in the left pane.

**Content Pack: CPVersioned**

Title CPVersioned  
 Description N/A  
 Rationale / Comments N/A  
 Target Entity's Preferred Ownership N/A  
 Author Administrator

1-5 of 5

[New Control Objective](#) [New Questionnaire](#) [New Control](#) [More Actions...](#)

Type	Order	Title	Description
<input type="checkbox"/>	1	Extended Assessment Procedures	
<input type="checkbox"/>	2	Information Security Programs	The Federal Information Security Management Act (FISMA) requires organizations to develop and implement an o address information security for the information and information systems that support the operations and assets of managed by another organization, contractor, or other source. The information security program management (PM the security controls in Appendix F and focus on the organization-wide information security requirements that are li and are essential for managing information security programs. Organizations document program management cor program plan. The organization-wide security program plan supplements the individual security plans developed fc the security plans or the individual information systems and the security plan for the information security program c the organization.
<input type="checkbox"/>	3	Management Control Class	
<input type="checkbox"/>	4	Operational Control Class	
<input type="checkbox"/>	5	Technical Control Class	Technical Control Class

- Move the workflow to deployed stage versions of the Content Pack. A sample workflow may have a draft state where the content is created, after which it is reviewed, approved, and deployed.

**Content Pack: CPVersioned**

**Workflow: Default Policy Workflow**

1 Draft 2 Review 3 Approval 4 Deploy

Since: 2014-06-19 16:12:51

Current Owner(s): Administrator (Details)

Stage Actions: 1 of 1 needed for moving workflow to "Review"

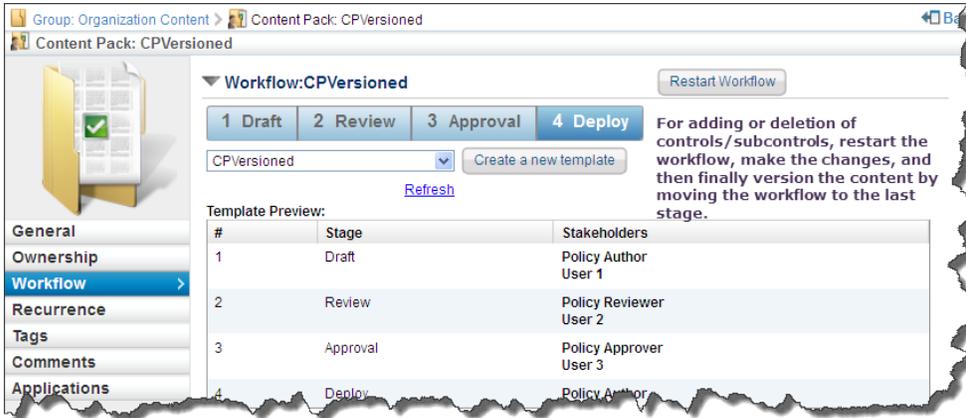
Force Transition

To use your elevated permission to force workflow transitions, please check the check box to force a transition, and then select the button below for the particular transition that you would like to force.

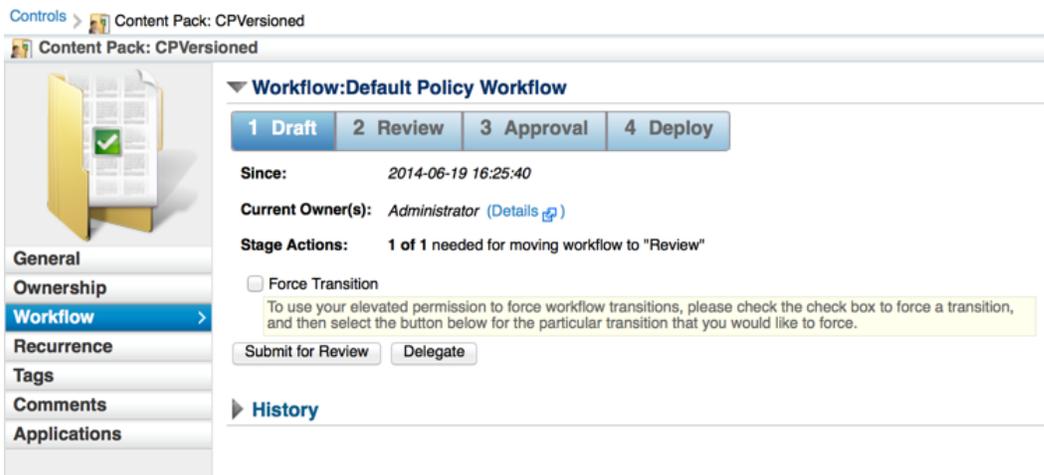
[Submit for Review](#) [Delegate](#)

**History**

- Restart the workflow by choosing “Restart Workflow” to move the workflow to make modifications, such as adding, deleting, and importing controls.



- Modify the content and recycle through the workflow until the Content Pack has reached a deployed stage.



- Synchronize the changes to update programs which utilize the Content Pack to the latest version. Select each program and go to the “Changes” tab. Choose the action to “Update controls to latest version”. After choosing this action, the Changes menu will be presented, and you can choose the synchronization options you want. Following this, the program will be synchronized to the latest version of the Content Pack.

 Program: DraftContent

Assessments | **Summary** | Changes | Documents | Comments | Findings | Charts | Applications

Dynamic Group Entity Map Updater      2013-08-26 12:12:15

**Entities**

Entities moved into Dynamic Groups      None

Entities moved out of Dynamic Groups      None

**Controls**

[Update controls to latest version](#)

**▼ Changes**

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Update Controls to latest version: **Yes**

Clear question results if question text has changed     

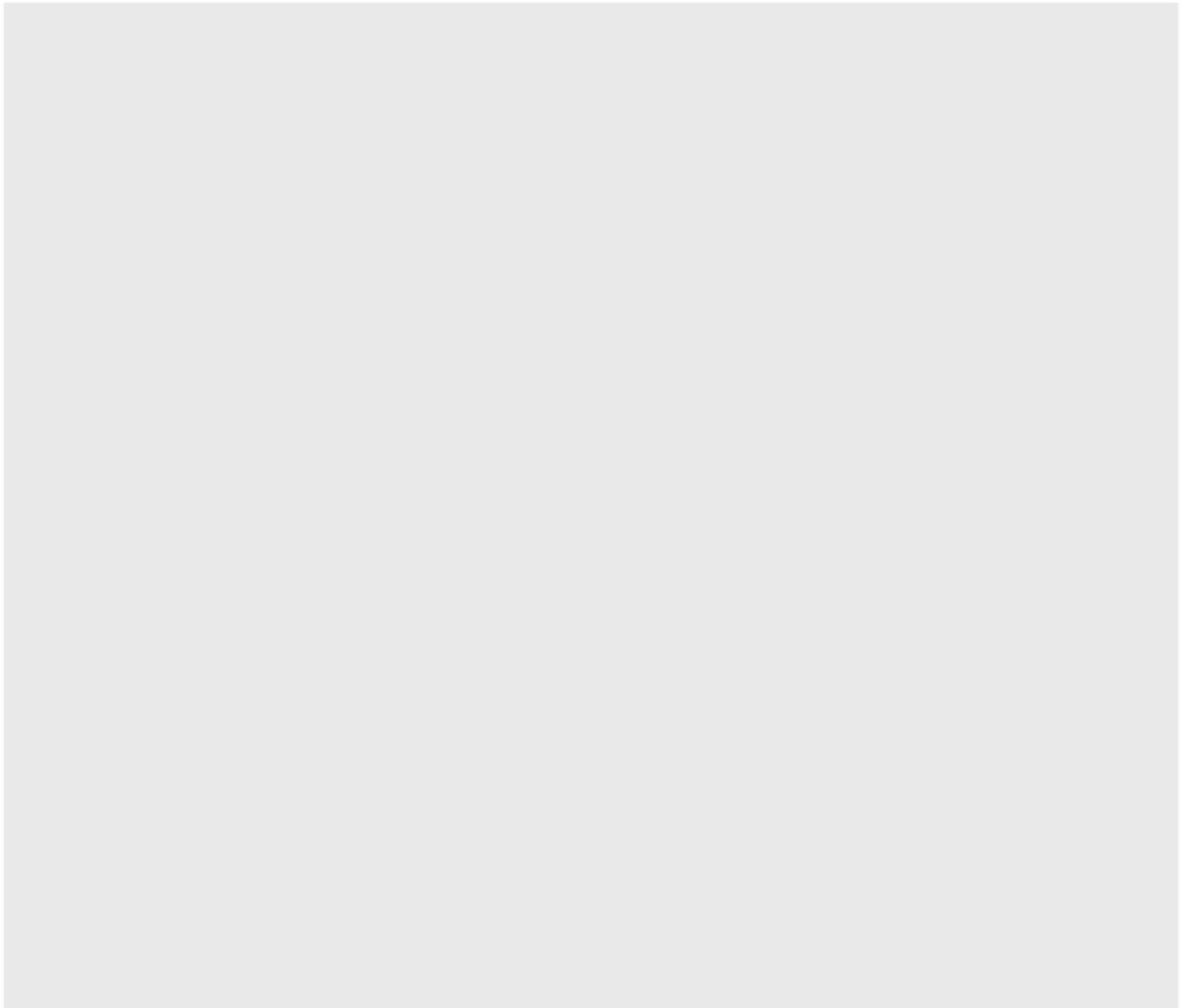
Notify assessment stakeholders     

Notification Email template      Questionnaire Change Notification ▼

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[Commit Changes](#)

Agilience recommends enforcing this solution to standardize the content creation process and to ensure consistent behavior.



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