

The logo for Sword GRC, featuring the word "SWORD" in a bold, white, sans-serif font with a yellow underline, and "GRC" in a smaller, white, sans-serif font below it. The background of the top half of the page is a dark blue, abstract graphic with gears, a globe, and binary code.

GRC

**Duration: 2 Days**

## Developing ARM Reports with Sword Viewpoint

This course is aimed at risk professionals, IT and other subject matter experts with a need to quickly generate reports to analyze information from their ARM system. The course provides an in-depth view of the Sword Viewpoint and tools that enable speedy creation of both simple, ad-hoc reports and complex graphically-rich report formats.



### You will learn how to:

- Drag and drop ARM data fields to Active Risk template reports
- Create tables of risk data quickly and exactly as required
- Create bar, pie and gauge chart elements to analyze risk data
- Add your organization's logos and branding
- Add filters for increased report flexibility
- Apply Conditional formatting
- Build in calculations
- Include links to other custom or standard reports
- Configure dynamic moving controls
- Publish and manage reports on the ARM Reports home page



### Course dates

Courses are available on-demand.

### Location

Sword GRC Training Facilities,  
Customer sites or via  
Virtual Online Training

### How to book

Please register at  
<https://sword-grc.com/training/>  
or contact your Sword GRC Account  
Manager for further details.



#### EMEA

London +44 (0)1628 582500

#### Americas

Washington +1 (703) 673 9580

#### APAC

Melbourne +61 3 9071 1866

#### Malaysia

+60 3 2117 5302

E [info@sword-grc.com](mailto:info@sword-grc.com)

W [www.sword-grc.com](http://www.sword-grc.com)



## Course benefits

The course provides the skills and knowledge for report designers to effectively draw vital data out ARM using Sword Viewpoint.

Upon course completion, delegates will be able to develop reports built to meet their own organization's specifications.



## Course content

### Report basics

- Filtering data for report visualization
- Running reports
- Introduction to the ARM data sources
- Running reports
- Familiarization with the Sword Viewpoint Interface

### Designing custom reports

- Building basic reports
- Building Advanced and Canvas Reports
- Controlling data output with report parameters
- Designing the look and feel of the report
- Formatting tied to the ARM configuration
- Publishing reports to the reporting server
- Managing published reports

### Designing advanced report features

- Designing with tables
- Creating charts
- Insert and link existing reports
- Using expressions and calculations
- Conditional formatting
- Grouping data



## Workshop activities

The course includes a range of hands-on exercises and, if time allows, the following additional activities:

- Exporting reports to various formats as provided by Sword Viewpoint
- Initiate creation of reports already defined by your organization.
- Explore additional reporting features not covered by the exercises.



## Who should attend

**Anyone who will be responsible for the creation and maintenance of bespoke ARM reports, such as Risk Professionals, IT Reporting Programmers, or Business Analysts.**



## Prerequisites

Participants should have familiarity with their ARM configuration and their organization's risk management process. Prior knowledge of ARM to the level of the ARM User Fundamentals course, and/or the ARM Administration course will be a distinct advantage.

**Sword Viewpoint requires ARM 2020 release or above.**



## Related courses

### ARM User Fundamentals

ARM provides a web-based framework for enterprise risk management. The ability to enter, score, and manage risks using ARM is essential to minimize corporate risks. In this course, you acquire the fundamental knowledge and critical skills to record, manage and report on risks across your enterprise.

### ARM Administration

ARM provides a robust platform that enables organizations to run the most demanding mission-critical Risk Management processes. It is essential that ARM Administrators know how to manage

this rich platform correctly. This workshop course provides you with the skills you need to configure the ARM instance and modify system settings

such as the creation of multiple PID's and scoring schemes, design desktop grids, manage security roles and integrate data using ARM-ARM and external applications such as Primavera and MS Project.

### ARM New Features Overview

ARM builds on the success of previous versions and now offers significant enhancements in the areas of Desktop Interface Management, multiple PID's, ARM-ARM integration, multiple currencies, reports etc. Using an enterprise based case study, you

will learn how the new features of ARM can deliver considerable benefits to your management of risk. This overview course enables you to assess the potential values ARM can bring to your organization.



#### EMEA Headquarters

Sword GRC Ltd  
1 Grenfell Road  
Maidenhead  
Berks SL6 1HN  
UNITED KINGDOM  
Tel: +44 (0)1628 582500

[www.sword-grc.com](http://www.sword-grc.com)

#### US Headquarters

Sword GRC Inc  
13221 Woodland Park Road  
Suite 440  
Herndon, VA 20171  
UNITED STATES  
Tel: +1 (703) 673 9580

[info@sword-grc.com](mailto:info@sword-grc.com)

#### Australia

Sword GRC Pty  
Level 14 333 Collins Street  
Melbourne  
VIC 3000  
AUSTRALIA  
Tel: +61 3 9071 1866

#### Malaysia

Sword GRC Pty  
Level 33, Ilham Tower  
No. 8, Jalan Binjai  
50450 Kuala Lumpur  
MALAYSIA  
Tel: +60 3 2117 5302