COMPLETE THE SUPPLY CHAIN RISK MANAGEMENT SURVEY
USING THE ASM WORKBENCH

(Beta, current **as of 04 August 2021)**

Users now can report and track program Supply Chain Risk Management (SCRM) activities in ASM. The SCRM Survey is an automated process enabling users to get a first look at how well programs are identifying, addressing, and mitigating threats and vulnerabilities within their supply chain. The SCRM Survey's output includes an ASM SCRM report tracking program SCRM status and identifying gaps or areas for improvement.

GET STARTED

1. **Login** to ASM.
2. Click on the **ASM Workbench** icon
3. If your program is not listed, create your program. **If listed, skip to step 4.**
   a. Click on **Create** button.
   b. **Answer the questions.**
   c. Click **Save**.
4. **Double click on the program** to open.
5. Click on **Survey tab**.
6. Click on the **Create and Associate New SCRM button**
   a. If creating a new SCRM survey, select **Create and Associate a new SCRM.**
      i. Click **Continue**
   b. If the SCRM survey is already created, select **Associate an existing SCRM**.
      i. Select the PPP to associate from the list.
      ii. Click **Continue.**
7. **Note** the survey name, node and objective are already established.
8. Click **Continue**.
9. Click on **Data Collection** icon.
10. Click on **Page 1.**
11. **Complete all SCRM Questions**.
    a. **Add remarks as appropriate** (not required).
    b. Some questions require additional information and file uploads.
       i. If dates are not yet defined, you may leave blank.
12. If applicable, **Upload files and images**. **Otherwise, skip this step.**
    a. Click on **File/Image Upload** button (from survey workflow and administration page).
    b. Click on **Browse** button to locate file.
    c. **Double click** on the located file to upload.
    d. Click on **Upload**.
       i. Note: File will show in lower part of screen when uploaded. It automatically adds a description based on where it was uploaded.
    e. Click **Close** to return to survey.
13. Click **Continue** once all questions are answered on Page 1.
    a. This will take you to Page 2.
14. **Complete all SCRM Questions**.
    a. **Upload files** as applicable.
15. Click **Continue**.
16. Click on **Finish and Lock**.
    a. NOTE: All required questions must be answered in order to Finish and Lock. If the Finish and Lock button is grayed out, it indicates some questions have not been answered.

YOU MUST FINISH AND LOCK THE SCRM SURVEY *AND RELEASE IT FOR VIEWING* FOR IT TO SHOW IN REPORTS. IF NOT LOCKED AND RELEASED, IT WILL NOT SHOW IN REPORTS.

    b. Also note any work completed **is in an unreleased state** meaning others cannot see it until you release the work to see it. If you need to share it with others as the SCRM surevy is being completed, do so by following the steps in the Share a Survey section.
17. Click on **Return to ASM Program.**
18. Click on the **Survey tab.**
19. Click on the **Release for viewing** button next to the SCRM survey hyperlink**.**
    a. **Note:** This is a toggle button. If the button reads "Release for viewing, this indicates it is not visible to others and will not be available for reports. If the buttons reads "Unrelease for viewing", this indicates it is visible and available for reports.
20. **Logout** of ASM**.**

SHARE A SURVEY

If you are working with others to complete a SCRM survey, you can share the survey with others who also have ASM access.

1. Click on the **ASM Workbench** icon
2. **Double click on the program** to open.
3. Click on **Survey tab**.
4. Click on the **survey link** to share.
5. Click on **Share this Survey** button.
6. Select **who** you want to share it with.
7. Select the appropriate **permissions.**
    a. Choose Read only if you want the user to look at it but not be able to edit it.
    b. Choose Read/Write if you want them to be able to edit it.
8. Click on **Back to Survey.**
9. Click on **Return to ASM Workbench** *or* **Logout of ASM**.

ASSOCIATE AN EXISTING SCRM SURVEY TO YOUR PROGRAM

1. **Login** to ASM.
2. Click on the **ASM Workbench** icon
3. If your program is not listed, create your program. **If listed, skip to step 4.**
    a. Click on **Create** button.
    b. **Answer the questions.**
    c. Click **Save**.
4. **Double click on the program** to open.
5. Click on **Survey tab**.
6. Click on the **Create and Associate New SCRM button**
7. Select **Associate an existing SCRM**.
8. **Select the SCRM survey** to associate from the list.
9. Click **Continue**.
10. Click on the **Release for viewing** button next to the survey hyperlink (if ready to include in (reports).
    a. **Note:** This is a toggle button. If the button reads "Release for viewing, this indicates it is not visible to others and will not be available for reports. If the buttons reads "Unrelease for viewing", this indicates it is visible and available for reports.
11. **Logout** of ASM**.**

SURVEY ANALYSIS AND REPORTS

Once a PPP is complete, you can use analysis functions to view the status of a specific questions across multiple PPPS. Use the Survey reports to generate one or more ASM specifically designed reports.

SURVEY ANALYSIS

1. **Login** to ASM.
2. Click on **Survey Analysis.**
3. Select **Acquisition Security** from the drop down next to Subscriber Account.
4. Select **SCRM** from the drop down next to Survey Objective.
5. Select the PPPs included in the analysis.
6. Click on **Continue to Analysis.**

Look at a specific question across Multiple Surveys

1. Select the **Survey Section** to view.
2. Select a **specific survey question** to view.
   a. The **Summary Tab** shows the **count** of the answers for the question.
   b. The **Detail tab** shows all **answers by all** included PPPs

SURVEY REPORTS

There are different types of reports in the survey section of PPP. Reports generated based on multiple surveys are located as buttons on the Analysis page.

MULTIPLE SURVEY REPORTS (can also be run on a single report)

1. **Login** to ASM.
2. Click on **Survey Analysis**.
3. Select **Acquisition Security** from the drop down next to Subscriber Account.
4. Select **Program Protection Plan** from the drop dwon next to Survey Objective.
5. **Select the SCRM surevey(s)** included in the report.
   a. Note you can run this report on a single PPP.
   b. Use the filter boxes to help find a specific PPP.
6. **Select the report** to generate.
   a. **Generate Report**
      i. The summary tab shows the count of how each question was answered and the detail tab shows the detail of how each program answered each question
   b. **SCRM Dashboard Report**
      i. An at-a-glance view of the SCRM status for selected programs including overall rating (weighted questions), rating by program and SCRM compliance.
   c. **SCRM Compliance Report**
      i. Side by side analysis of multiple surveys for all yes/no questions.
7. Click **Continue**.
8. **Open the Excel file** generated.