



# BARNOWL

## BarnOwl Incident Management Module Overview

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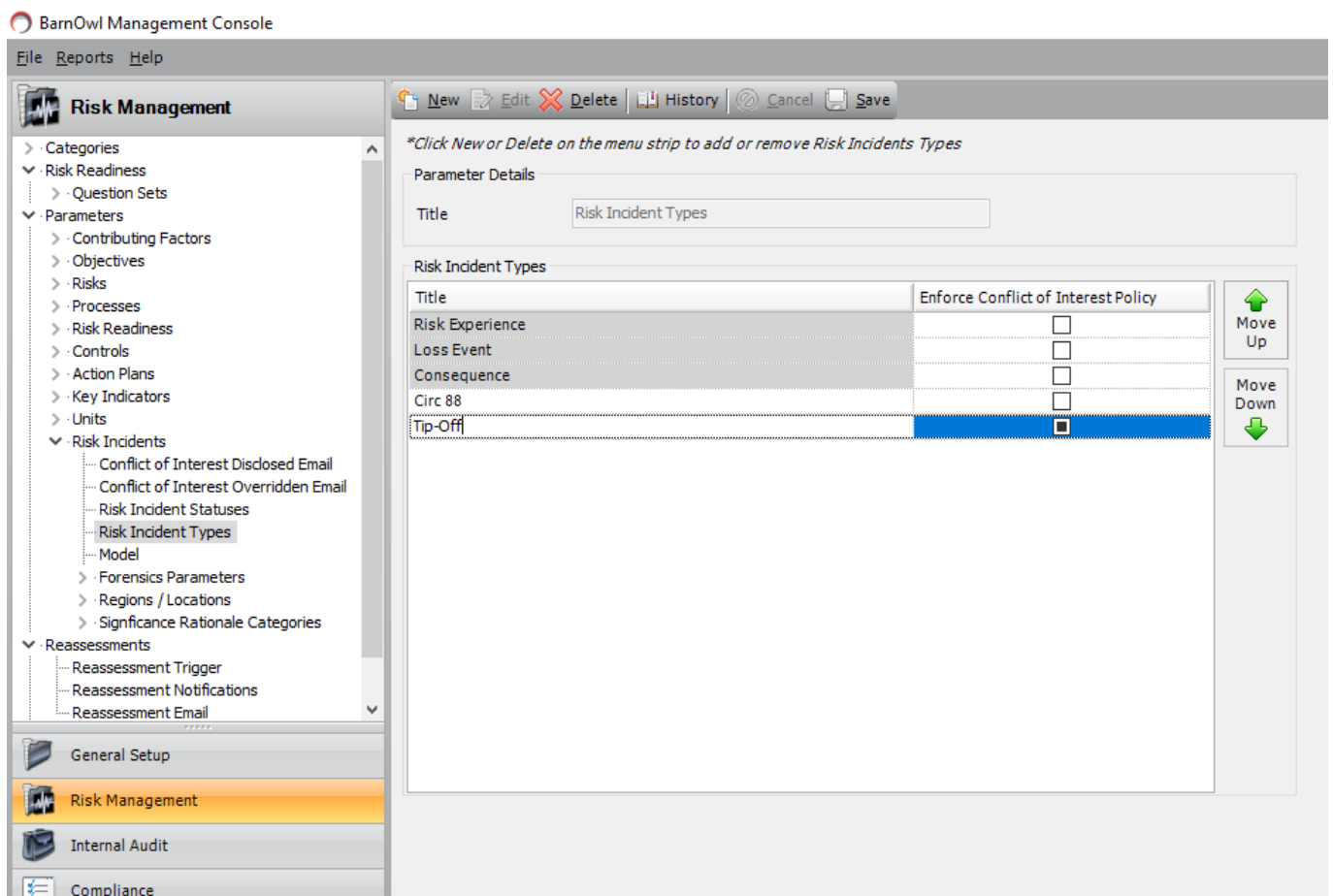
## 1. Introduction

BarnOwl enables you to configure incident register/s with the relevant fields you require related to your various types of incident including Ethics, H&S, Forensics, Fraud, Burglaries, Theft, Tip Offs, Gifts, Conflict of Interest declaration, Loss Events, Contracts, etc. The system enables you to capture, manage, monitor and report on incidents in a secure way as well as assign action plans to specific owners to follow up and address the incident.

The BarnOwl audit module enables you to create a case management project from an incident. You can configure BarnOwl's PFO (project file organiser) to suit your case management structure and manage the various work items of the case. Within the audit project (case management project), you can attach evidence (pdf, Word etc) and raise findings with action plans. Work items can be checked in and checked out in a secure way facilitating the preparer, reviewer and sign off of project work items.

The following screens show an example of a forensics incident register and a typical PFO for a case management project.

You can find more information on BarnOwl at [www.barnowl.co.za](http://www.barnowl.co.za)



The screenshot displays the BarnOwl Management Console interface. On the left is a navigation tree under 'Risk Management' with categories like Risk Readiness, Parameters, Risk Incidents, and Reassessments. The 'Risk Incident Types' item is selected. The main window shows a configuration screen for 'Risk Incident Types' with a title field set to 'Risk Incident Types'. Below this is a table with columns for 'Title' and 'Enforce Conflict of Interest Policy'. The table contains several entries, with 'Tip-Off' selected and highlighted in blue. To the right of the table are 'Move Up' and 'Move Down' buttons.

Title	Enforce Conflict of Interest Policy
Risk Experience	<input type="checkbox"/>
Loss Event	<input type="checkbox"/>
Consequence	<input type="checkbox"/>
Circ 88	<input type="checkbox"/>
Tip-Off	<input type="checkbox"/>

BarnOwl Management Console

File Reports Help

### Risk Management

- Categories
  - Contributing Factor Categories
  - Risk Categories
  - Risk Incident Categories**
    - Admin & Aux
    - Civil Services
    - Community Safety
    - Default
    - Electro Mechanical
    - HR
    - Income
    - Municipal Manager
    - Project Planning
    - Strategic Services
    - LHC Cat1**
    - Template Categories
    - Key Performance Indicator Categories
  - Risk Readiness
  - Parameters

New Edit Delete Cancel Save

Category Information

Title

Risk Incident Types

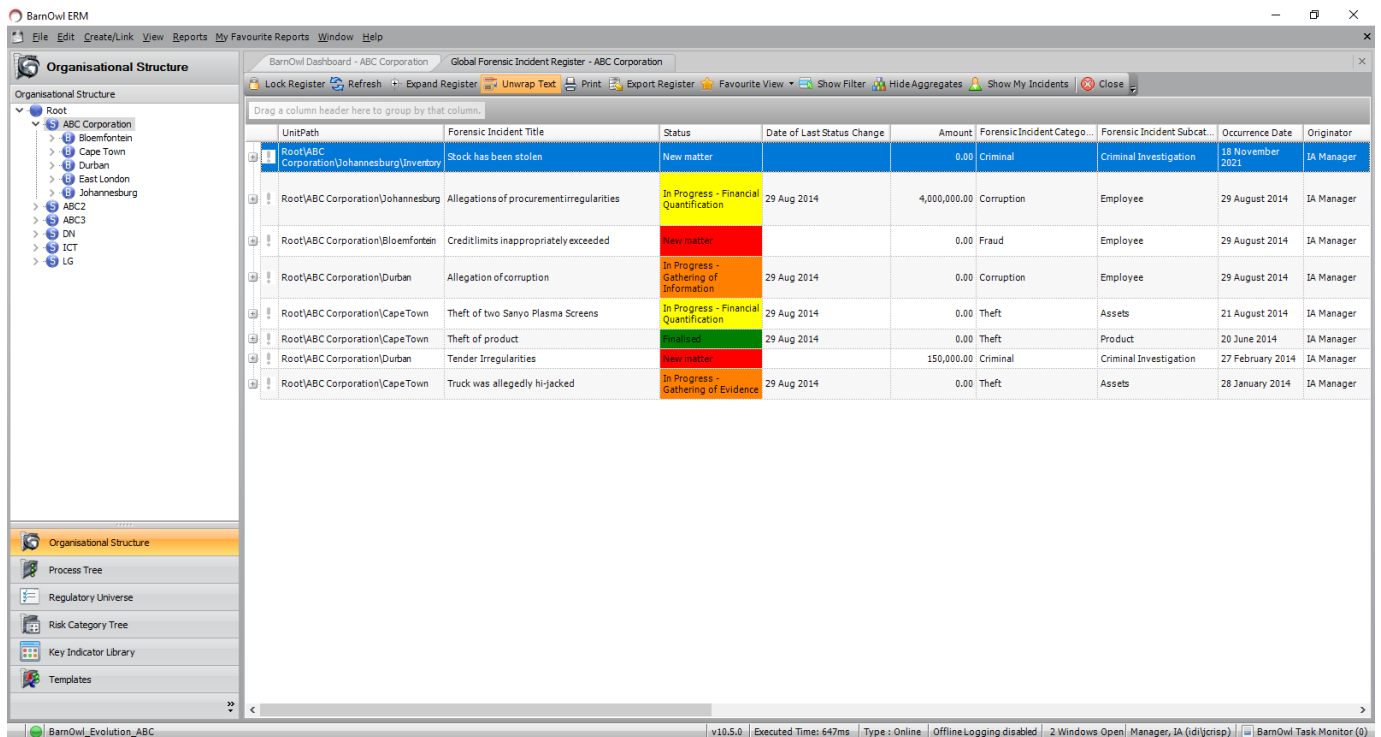
Title

## 2. Incident Management register

BarnOwl provides the ability to configure any type of incident management (IM) register:

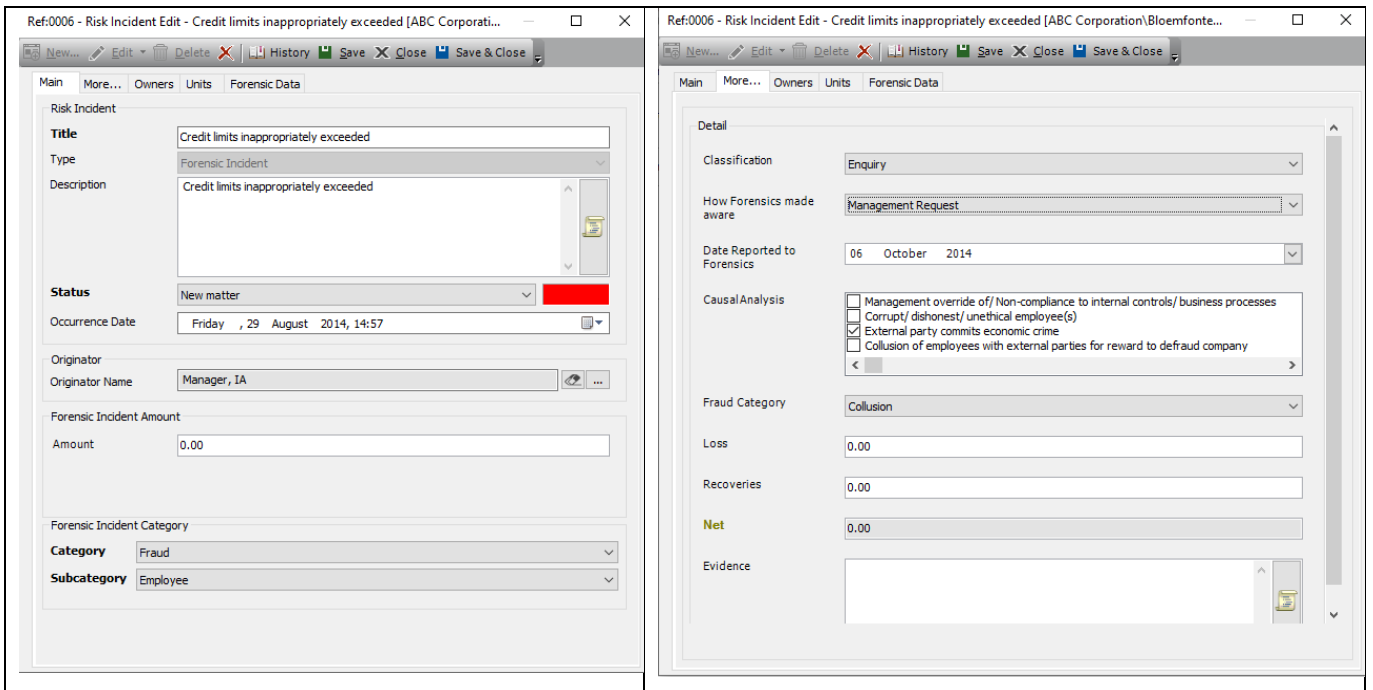
- Flexible creation of any type of register such as Ethics, H&S, Forensics, Fraud, Burglaries, Theft, Tip Offs, Gifts, Conflict of Interest declaration, Loss Events, Contracts, etc.
- User defined custom fields per type of incident
- Permission based security
- Full audit trail on incident activity
- Action Plan assignment and follow-up (free to unlimited users)
- Integrated audit module for deep-dive investigations and the raising of Findings and Action Plans.

### Example of a forensic register:



UnitPath	Forensic Incident Title	Status	Date of Last Status Change	Amount	Forensic Incident Category	Forensic Incident Subcat.	Occurrence Date	Originator
Root\ABC Corporation\Johannesburg\Inventory	Stock has been stolen	New matter		0.00	Criminal	Criminal Investigation	18 November 2021	IA Manager
Root\ABC Corporation\Johannesburg	Allegations of procurement irregularities	In Progress - Financial Quantification	29 Aug 2014	4,000,000.00	Corruption	Employee	29 August 2014	IA Manager
Root\ABC Corporation\Bloemfontein	Credit limits inappropriately exceeded	New matter		0.00	Fraud	Employee	29 August 2014	IA Manager
Root\ABC Corporation\Durban	Allegation of corruption	In Progress - Gathering of Information	29 Aug 2014	0.00	Corruption	Employee	29 August 2014	IA Manager
Root\ABC Corporation\CapeTown	Theft of two Sanyo Plasma Screens	In Progress - Financial Quantification	29 Aug 2014	0.00	Theft	Assets	21 August 2014	IA Manager
Root\ABC Corporation\CapeTown	Theft of product	Finalised	29 Aug 2014	0.00	Theft	Product	20 June 2014	IA Manager
Root\ABC Corporation\Durban	Tender Irregularities	New matter		150,000.00	Criminal	Criminal Investigation	27 February 2014	IA Manager
Root\ABC Corporation\CapeTown	Truck was allegedly hi-jacked	In Progress - Gathering of Evidence	29 Aug 2014	0.00	Theft	Assets	28 January 2014	IA Manager

**Forensic incident capture form with user defined fields:**



**Action plan monitoring and status reporting:**

**BarnOwl Evolution**  
**Action Plan per Unit Report**

**Filters:**  
Empty Unit Filter Filter out units with no action plans.

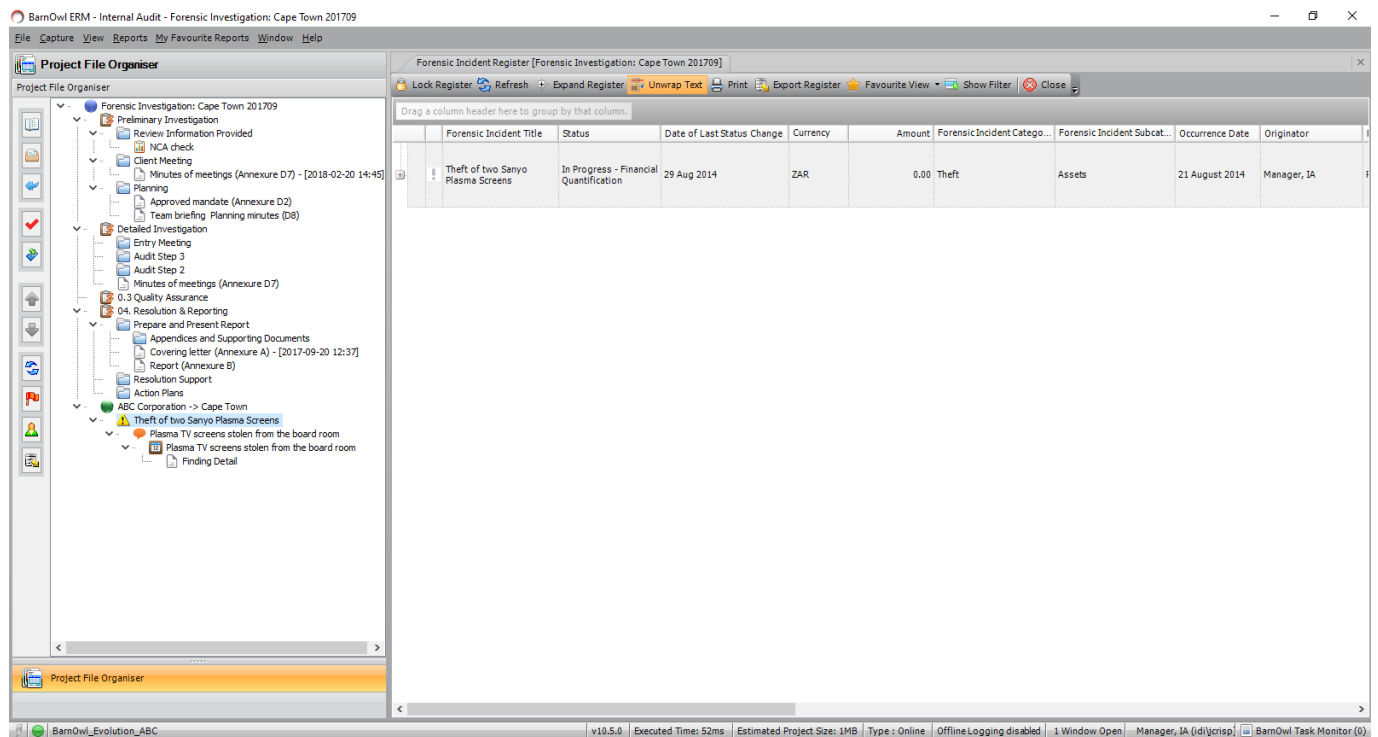
Unit Title	Johannesburg	Parent Unit Title	ABC Corporation								
<b>Action Plan Title</b>	More formal process required to appoint directors	<b>Start Date</b>	17 Jan 2014	<b>End Date</b>	27 Mar 2014	<b>Orig End Date</b>	27 Mar 2014	<b>% Complete</b>	50.00 %	<b>Action Plan Status</b>	Half Way
<b>Reference</b>	19. Directors should be appointed through a formal process										
<b>Description</b>											
<b>Action Plan Owner(s)</b>	Manager, IA (Responsible)										
<b>Originator</b>	Manager, IA										
<b>Linked Survey Voting Template Title</b>	KING III 2014										
<b>Action Plan Title</b>	Put a control in place to manage procurement problems	<b>Start Date</b>	20 Sep 2017	<b>End Date</b>	22 Nov 2017	<b>Orig End Date</b>	22 Nov 2017	<b>% Complete</b>	100.00 %	<b>Action Plan Status</b>	Completed
<b>Reference</b>											
<b>Description</b>											
<b>Action Plan Owner(s)</b>	ditta, ali (Responsible); Manager, IA (Accountable)										
<b>Originator</b>	Manager, IA										
<b>Linked Title</b>											
<b>Action Plan Title</b>	Disciplinary enquiry	<b>Start Date</b>	29 Aug 2014	<b>End Date</b>	16 Nov 2014	<b>Orig End Date</b>	16 Nov 2014	<b>% Complete</b>	25.00 %	<b>Action Plan Status</b>	Started
<b>Reference</b>	Procurement Allegation irregularity audit										
<b>Description</b>											
<b>Action Plan Owner(s)</b>	Manager, Risk (Accountable); Manager, IA (Informed)										
<b>Originator</b>	Manager, IA										
<b>Linked Recommendation Title</b>	Disciplinary enquiry										
<b>Project Title</b>	Procurement Allegation irregularity audit										

### 3. Case management (audit project)

BarnOwl provides the ability to create an audit project / case management project from an incident:

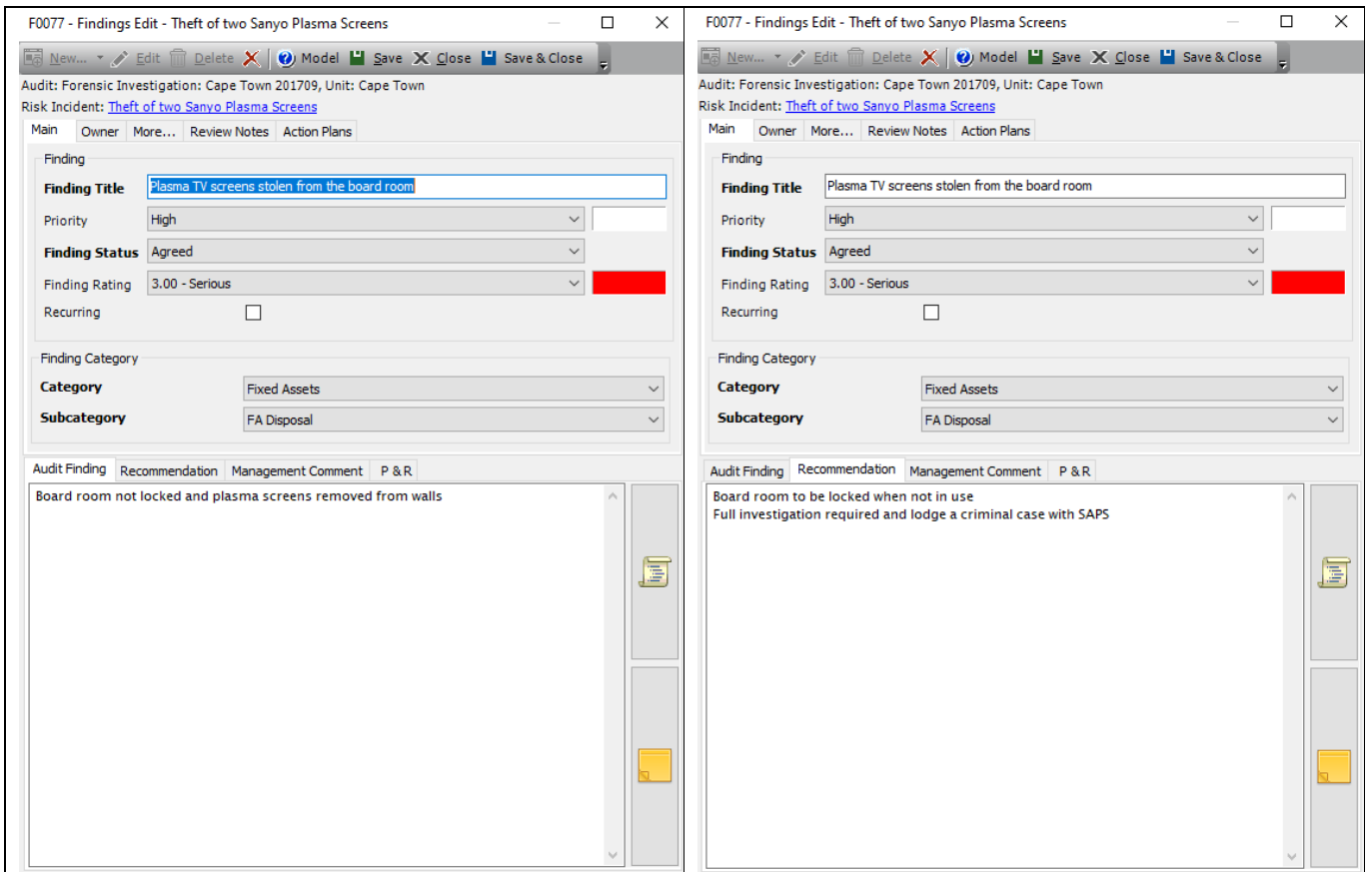
- Incident case management (deep dive)
- Planning
- Execution
- Reporting
- Raise findings with action plans (free to unlimited users / auditees)
- Online / offline, check in / check out, workflow, review notes, Word and Excel integration, follow-up audits.
- Integrated with Arbutus data analytics supporting continuous auditing

#### **Forensic incident PFO (project file organiser):**



Forensic Incident Title	Status	Date of Last Status Change	Currency	Amount	Forensic Incident Catego...	Forensic Incident Subcat...	Occurrence Date	Originator
Theft of two Sanyo Plasma Screens	In Progress - Financial Quantification	29 Aug 2014	ZAR	0.00	Theft	Assets	21 August 2014	Manager, IA

### Findings:

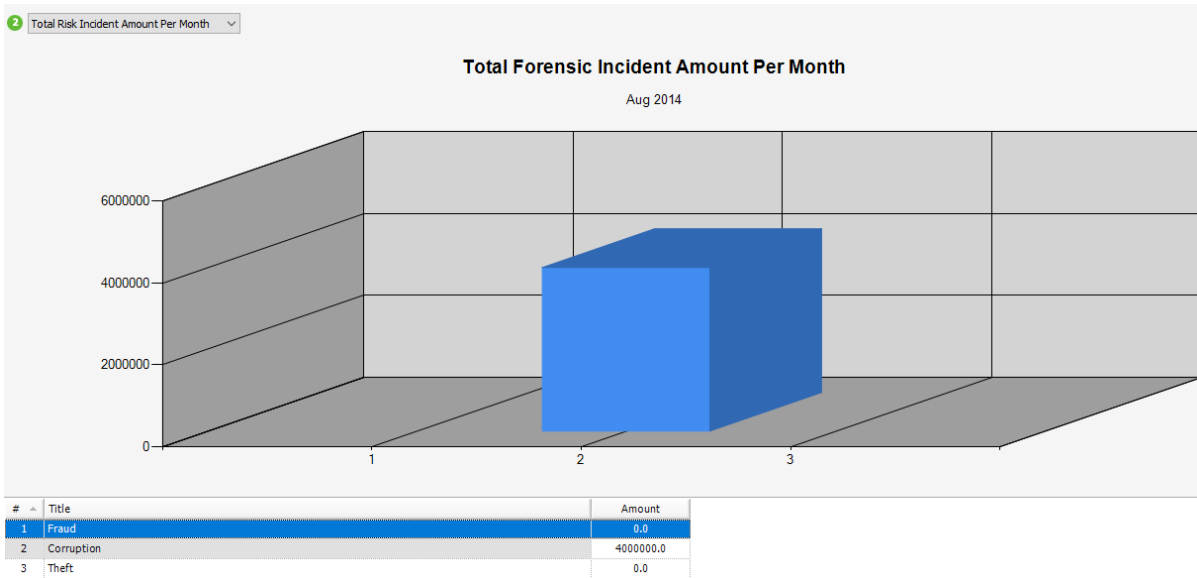


The image displays two side-by-side screenshots of the 'Findings Edit' interface in the BarnOwl Incident Management module. Both windows are titled 'F0077 - Findings Edit - Theft of two Sanyo Plasma Screens' and show the same form fields and tabs. The left window shows the 'Audit Finding' tab with the text 'Board room not locked and plasma screens removed from walls'. The right window shows the 'Recommendation' tab with the text 'Board room to be locked when not in use' and 'Full investigation required and lodge a criminal case with SAPS'. The form fields include: Finding Title (Plasma TV screens stolen from the board room), Priority (High), Finding Status (Agreed), Finding Rating (3.00 - Serious), Recurring (checkbox), Finding Category (Fixed Assets), and Subcategory (FA Disposal). The interface also includes a menu bar with options like New, Edit, Delete, Model, Save, Close, and Save & Close, and a risk incident link for 'Theft of two Sanyo Plasma Screens'.

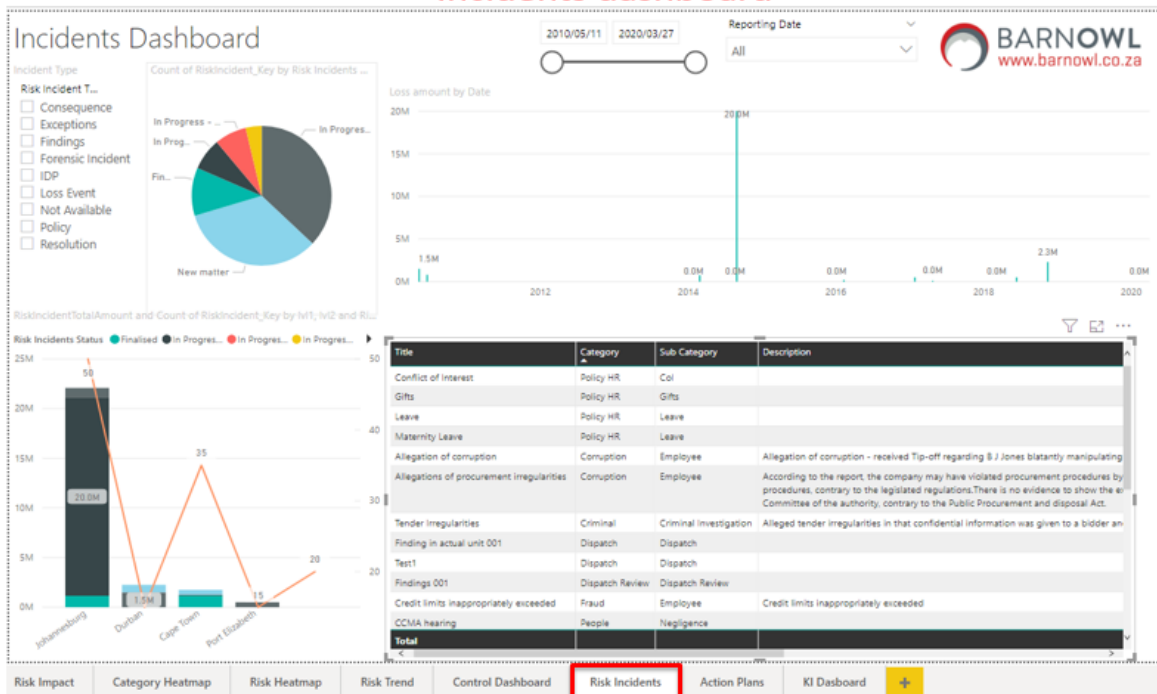


## 4. BarnOwl reporting and business intelligence dashboards

BarnOwl provides standard incident management reporting as well as more advanced business intelligence dashboard reporting:



## Incidents dashboard



<https://barnowl.co.za/knowledge-base/spotlight/barnowl-spotlight-session-power-bi-and-srs-standard-report-packs/>