



# **SPECTRIM User Guide for Information Resources Managers**

**Supplemental Instructions for Submitting the Information  
Resources Deployment Review Via the Statewide Portal for  
Enterprise Cybersecurity Threat, Risk, and Incident Management**

# Table of Contents

How to Use This Guide.....	1
Process Number and Title .....	1
Common Troubleshooting Steps .....	2
Log In to SPECTRIM .....	3
Authenticate via TDIS .....	3
Navigate to the IRDR/IRCAP Dashboard .....	4
Explore the IRDR Dashboard .....	4
Navigate to the IRDR Records Dashboard .....	5
Explore the IRDR Records Dashboard .....	5
Start the 2024 IRDR .....	6
Explore the 2024 IRDR .....	6
Explore the General Information Section .....	7
Explore the Detailed Section Progress Section .....	7
Delegate to Another Employee.....	8
Revoke Delegation from Another Employee .....	8
Complete an IRDR Section .....	9
Add a Comment to an Answer .....	9
Confirm Unsaved Changes.....	10
Return to a Locked IRDR.....	10
Submit the 2024 IRDR.....	11



## How to Use This Guide

The SPECTRIM User Guide for Information Resources Managers is a resource document that guides Information Resources Managers (IRMs) through submitting the Information Resources Deployment Review (IRDR) via the Statewide Portal for Enterprise Cybersecurity Threat, Risk, and Incident Management (SPECTRIM). DIR intends for this document to serve as a step-by-step resource to empower both new and experienced IRMs when submitting their agency's IRDR.

This user guide is divided into Processes, which are further divided into Steps. Processes are high-level collections of Steps, and Steps are incremental actions taken to complete a Process. On some occasions, Steps might highlight SPECTRIM functionality for your awareness instead of identifying an action for you to take. Following this user guide and reading each of the Processes and Steps will give IRMs a greater understanding of SPECTRIM. For more information on how the Processes and Steps in this user guide are structured, see [Process ii Process Number and Title](#).

For more information on the IRDR and its requirements, check out the [Information Resources Deployment Review 2024 Instructions](#). The 2024 Instructions contain guidance statements, links to statutory references and other resources, an acronym list and glossary, and a navigable table of contents for navigating the entirety of the IRDR questions.



## Process Number and Title

- 1 First Step (or SPECTRIM Functionality Highlight)
- 2 Second Step
- 3 Third Step

Supplemental text may sometimes appear in the margins on either side of the screenshot.



Any Steps that are included in the screenshot will be labeled, so you know exactly where onscreen to complete the step. Steps might also provide information only with no action to take.

## Common Troubleshooting Steps

---

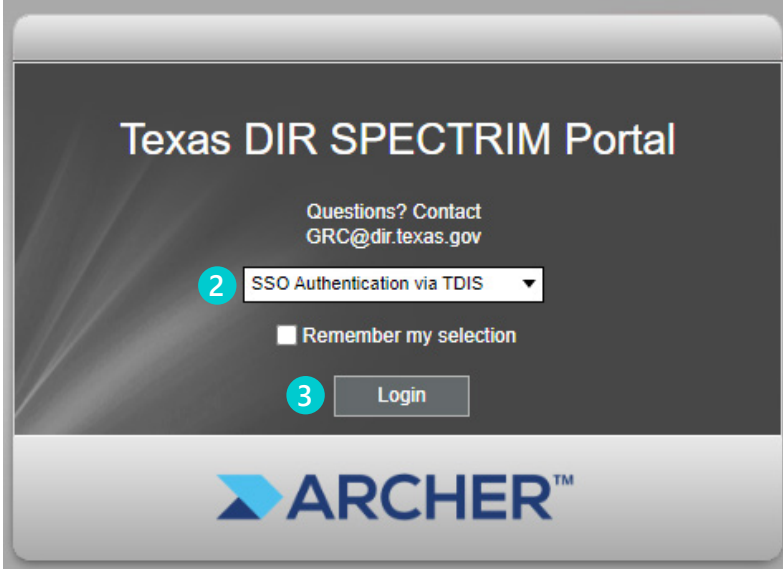
If you encounter technical difficulties while completing the 2024 IRDR in SPECTRIM, try the following troubleshooting steps to get you back on track. If these steps do not resolve your issue, send an email detailing the problem to [GRC@dir.texas.gov](mailto:GRC@dir.texas.gov).

- 1 Refresh your browser.
- 2 Enable pop-ups in your browser settings.
- 3 Disable any browser add-ons or extensions.
- 4 Clear your browser's cache.
- 5 Ensure that your browser is up to date.
- 6 Try a different browser.
- 7 Restart your device.
- 8 Try a different device.
- 9 Complete [Process 11 Delegate to Another Employee](#) to delegate a problem section to another employee to see if they can fill it out.

# 1 Log In to SPECTRIM

- 1 In your preferred web browser, navigate to <https://dir.archerirm.us/Default.aspx>.
- 2 Select **SSO Authentication via TDIS** from the drop-down.
- 3 Click the **Login** button.

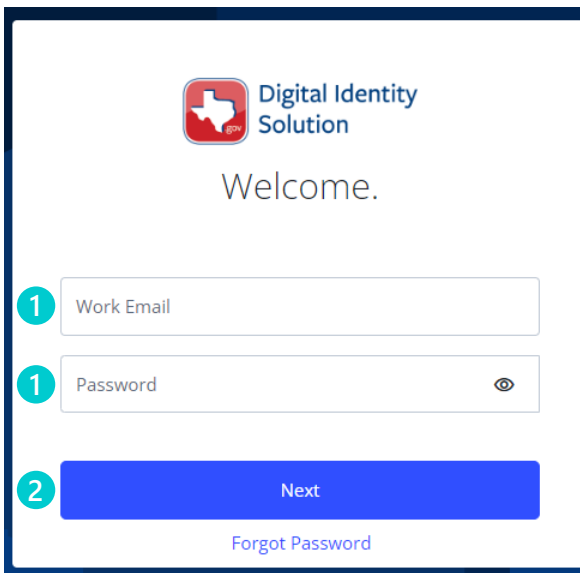
You can click **Remember my selection** to have SPECTRIM remember for the next time you login.



# 2 Authenticate via TDIS

- 1 Input your **Work Email** and **Password**.
- 2 Click the **Next** button.

If you've never logged into TDIS before, you may be prompted to verify your identity by providing a one-time password (OTP) via your selected multi-factor authentication (MFA) option.

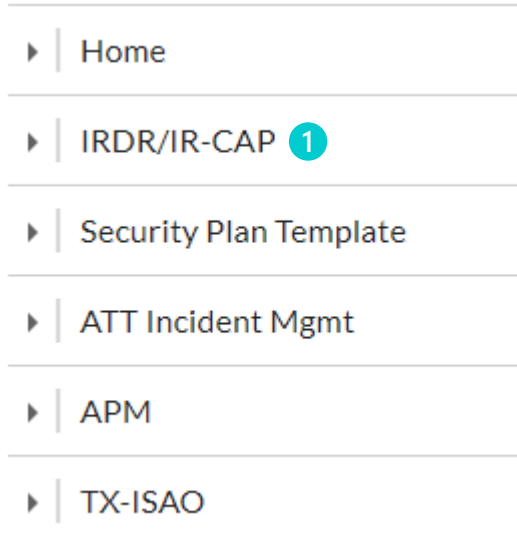


TDIS stands for Texas Digital Identity Solution.

### 3 — Navigate to the IRDR/IRCAP Dashboard

- 1 When your SPECTRIM home page loads, click **IRDR/IRCAP** in the navbar on the left side of your screen.

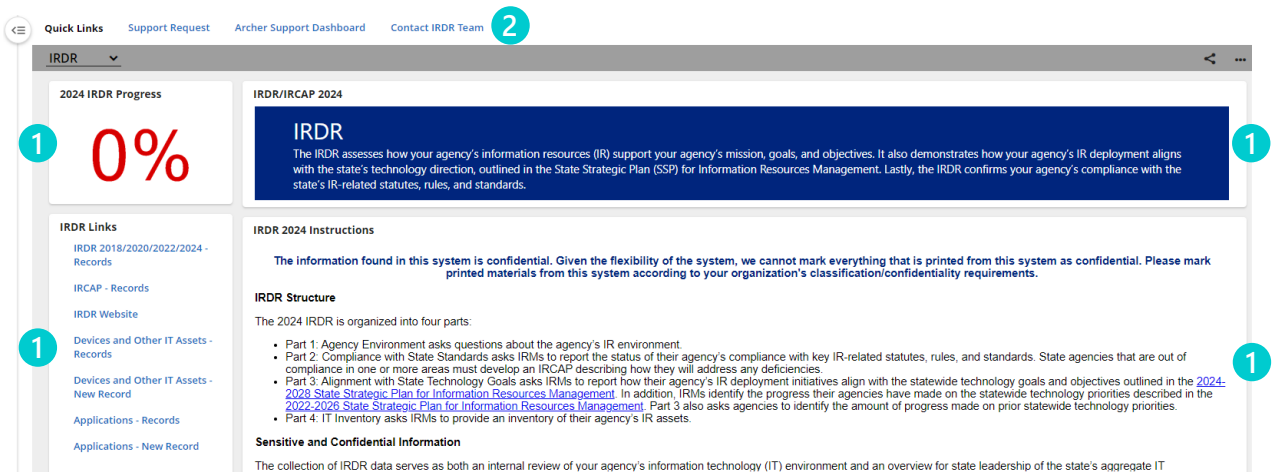
Every SPECTRIM user has different dashboards and functionality, so what you see on your screen might not match up exactly to what is in this user guide.



### 4 — Explore the IRDR Dashboard

- 1 The IRDR Dashboard contains information related to this year's IRDR in addition to past IRDRs submitted by your agency. This information is sorted into tiles on the IRDR Dashboard. These tiles can be used to quickly navigate around SPECTRIM.
- 2 You can find Quick Links at the top of the IRDR Dashboard to easily contact—or submit a support request to—DIR or Archer (which is SPECTRIM).

Your IRDR Dashboard may look different depending on your browser settings.



# 5

## Navigate to the IRDR Records Dashboard

- 1 In the IRDR Links tile, click the IRDR 2018/2020/2022/2024 - Records link.

The screenshot shows the IRDR dashboard interface. At the top, there are navigation links: Quick Links, Support Request, Archer Support Dashboard, and Contact IRDR Team. The main content area is divided into several sections:

- 2024 IRDR Progress:** A large red '0%' indicator.
- IRDR/IRCAP 2024:** A blue header with the text: "The IRDR assesses how your agency's information resources (IR) support your agency's mission, goals, and objectives. It also demonstrates how your agency's IR deployment aligns with the state's technology direction, outlined in the State Strategic Plan (SSP) for Information Resources Management. Lastly, the IRDR confirms your agency's compliance with the state's IR-related statutes, rules, and standards."
- IRDR Links:** A list of links including "IRDR 2018/2020/2022/2024 - Records" (highlighted with a red circle and '1'), "IRCAP - Records", "IRDR Website", "Devices and Other IT Assets - Records", "Devices and Other IT Assets - New Record", "Applications - Records", and "Applications - New Record".
- IRDR 2024 Instructions:** A section containing a confidentiality notice: "The information found in this system is confidential. Given the flexibility of the system, we cannot mark everything that is printed from this system as confidential. Please mark printed materials from this system according to your organization's classification/confidentiality requirements." Below this is the "IRDR Structure" section, which states: "The 2024 IRDR is organized into four parts:" followed by a bulleted list:
  - Part 1: Agency Environment asks questions about the agency's IR environment.
  - Part 2: Compliance with State Standards asks IRMs to report the status of their agency's compliance with key IR-related statutes, rules, and standards. State agencies that are out of compliance in one or more areas must develop an IRCAP describing how they will address any deficiencies.
  - Part 3: Alignment with State Technology Goals asks IRMs to report how their agency's IR deployment initiatives align with the statewide technology goals and objectives outlined in the [2024-2028 State Strategic Plan for Information Resources Management](#). In addition, IRMs identify the progress their agencies have made on the statewide technology priorities described in the [2022-2026 State Strategic Plan for Information Resources Management](#). Part 3 also asks agencies to identify the amount of progress made on prior statewide technology priorities.
  - Part 4: IT Inventory asks IRMs to provide an inventory of their agency's IR assets.
- Sensitive and Confidential Information:** A section stating: "The collection of IRDR data serves as both an internal review of your agency's information technology (IT) environment and an overview for state leadership of the state's aggregate IT".

# 6

## Explore the IRDR Records Dashboard

- 1 You can filter the 2018, 2020, 2022, and 2024 IRDR records using the **Refine By** menu on the left side of the dashboard.
- 2 You can click **Manage Columns** to display or hide additional columns.
- 3 To enter an IRDR record, click its **Questionnaire ID**.

To return to the previous dashboard at any time while working in SPECTRIM, click the X in the upper righthand corner of the current dashboard.

The screenshot shows the IRDR records dashboard. At the top, there are buttons for "SAVE", "MODIFY", "NEW REPORT", and "RELATED REPORTS". Below these is a "REFINE BY" menu (highlighted with a red circle and '1') with expandable sections for Year, Organization, Status, IRM, and Due Date. To the right is a "SEARCH RESULTS" table (highlighted with a red circle and '2') with columns: Questionnaire ID (highlighted with a red circle and '3'), Year, Organization, Organization Name, Status, IRM, Progress %, and Due Date. The table contains two records:

Questionnaire ID	Year	Organization	Organization Name	Status	IRM	Progress %	Due Date
302411	2020	455	Railroad Commission of Texas	In Process with Submitter	455, Tessa IRM	0.00 %	3/31/2020
411511	2022	455	Railroad Commission of Texas	In Process with Submitter	455, Tessa IRM	4.35 %	3/31/2022

At the bottom of the table, it says "Page 1 of 1 (2 records)". Below the table are "APPLY" and "CLEAR ALL" buttons.

# 7

## Start the 2024 IRDR

- 1 To start the 2024 IRDR, complete [Step 5.1](#) to navigate to the IRDR Records Dashboard.
- 2 Click the **Questionnaire ID** for the 2024 IRDR. (Note that in our example, we're using the 2022 IRDR, but the overall steps will be the same for the 2024 IRDR.)

The screenshot shows the IRDR dashboard with a search results table. The table has columns for Questionnaire ID, Year, Organization, Organization Name, Status, IRM, Progress %, and Due Date. The second row is highlighted with a red circle and the number 2, indicating the selected record.

Questionnaire ID	Year	Organization	Organization Name	Status	IRM	Progress %	Due Date
302411	2020	455	Railroad Commission of Texas	In Process with Submitter	455, Tessa IRM	0.00 %	3/31/2020
411511	2022	455	Railroad Commission of Texas	In Process with Submitter	455, Tessa IRM	4.35 %	3/31/2022

# 8

## Explore the 2024 IRDR

- 1 The 2024 IRDR is divided into Sections, which can be expanded and edited by clicking the corresponding **drop-down arrow**.
- 2 You can click **Edit** or **View** to change the mode at any time.
- 3 If you need to save your progress at any point, click **Save** or **Save and Close**.
- 4 To navigate to a new Part, click the corresponding **Part tab**.

The screenshot shows the IRDR record view for Questionnaire ID 411511. The interface includes buttons for EDIT, VIEW, SAVE, and SAVE AND CLOSE. Below the buttons, there is a list of sections and parts. The first section is INSTRUCTIONS. The second section is GENERAL INFORMATION. The third section is DETAILED SECTION PROGRESS. The fourth section is SUBMISSION. Below the SUBMISSION section, there are four tabs for Part 3: Alignment with State Strategic Plan, Part 1: Agency Environment, Part 2: Compliance with State Standards, and Part 4: IT Inventory. The first section is expanded, showing a list of sub-sections: SECTION 1.01 INFORMATION RESOURCES MANAGEMENT, SECTION 1.02 INFORMATION SECURITY, SECTION 1.03 ACCESSIBILITY, SECTION 1.04 CONTINUITY OF OPERATIONS, SECTION 1.05 ELECTRONIC RECORDS MANAGEMENT, and SECTION 1.06 CONTRACTING.



# 9 Explore the General Information Section

- 1 You can use the General Information Section to attain a general understanding of your progress on the 2024 IRDR.
- 2 You can delegate sections of the IRDR to someone within your agency by clicking the Delegated To drop-down. See [Process 11 Delegate to Another Employee](#) for more.

**GENERAL INFORMATION**

\* Organization: [455](#)      Organization Name: Railroad Commission of Texas

Questionnaire ID: 411511      Year: 2022

Due Date: 3/31/2022      1 Status: In Process with Submitter

IRM: 455, Tessa IRM      2 Delegated To:  ...

1 Part 1 Progress: X      1 Part 3 Progress: X

Part 2 Progress: X      Part 4 Progress: X

*For more information on the progress of each section, expand the "Detailed Section Progress" header below.*

# 10 Explore the Detailed Section Progress Section

- 1 You can use the Detailed Section Progress Section to check your progress with each section at a glance.

**DETAILED SECTION PROGRESS**

Institutes of Higher Education (IHEs) are required by Texas Government Code, Sec. 2054.0965 to complete a biannual IRDR, but they are exempt from the reporting requirements outlined in Sec. 2054.0967 by Texas Education Code, 51.406. However, IHEs are required by TAC 213.40 to complete an Electronic Information Resources (EIR) Accessibility Survey. IHEs must complete IRDR Sections 1.03, 2.02, and 2.03 to satisfy this requirement. Submission of additional sections is voluntary.

**1 Part 1 Section Progress**

- Section 1.01 Progress: X
- Section 1.02 Progress: X
- Section 1.03 Progress: X
- Section 1.04 Progress: X
- Section 1.05 Progress: X
- Section 1.06 Progress: X
- Section 1.07 Progress: X
- Section 1.08 Progress: X
- Section 1.09 Progress: X
- Section 1.10 Progress: X
- Section 1.11 Progress: X
- Section 1.12 Progress: X
- Section 1.13 Progress: X
- Section 1.14 Progress: X
- Section 1.15 Progress: X

**1 Part 2 Section Progress**

- Section 2.01 Progress: X
- Section 2.02 Progress: X
- Section 2.03 Progress: X
- Section 2.04 Progress: X
- Section 2.05 Progress: X
- Section 2.06 Progress: X

**1 Part 3 Section Progress**

- Section 3.01 Progress: X
- Section 3.02 Progress: X

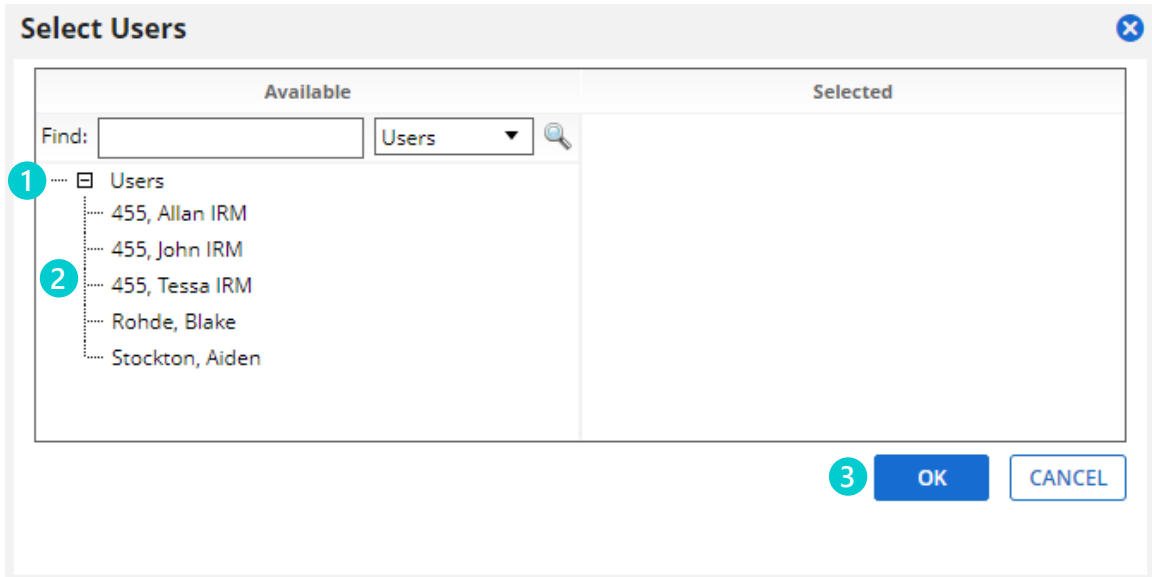
**1 Part 4 Progress**

- Device and IT Asset Inventory: X
- Application Inventory: X

## 11 Delegate to Another Employee

- 1 After completing [Step 9.2](#) to open the **Delegate To** menu, click the + to expand the list of users with SPECTRIM access at your agency. Once clicked, the + changes to a -.
- 2 Select a user from the expanded list.
- 3 Click the **OK** button.

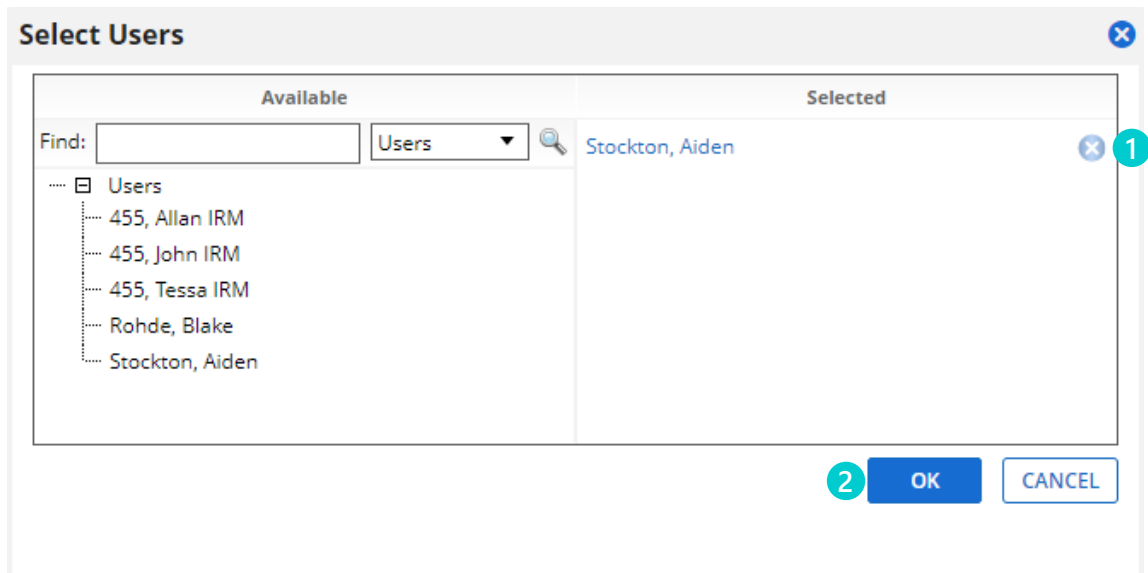
You can delegate to more than one user at a time.



## 12 Revoke Delegation from Another Employee

- 1 After completing [Step 9.2](#) to open the **Delegate To** menu, click the X next to the user.
- 2 Click the **OK** button.

Only one person at a time may edit the IRDR. See [Process 16](#) [Return to a Locked IRDR](#) for more.



## 13 Complete an IRDR Section

- 1 After completing [Step 8.1](#) to expand an IRDR Section, begin answering the questions. Questions may require varying types and amounts of answers.
- 2 You can select exactly one answer if the answers are **round radio buttons**.
- 3 You can select multiple answers if the answers are **square radio buttons**.
- 4 You must type your answer if the answer contains a **rectangular fillable field**.

1.01.05: For which of the following categories does the agency evaluate maturity levels? Choose all that apply.

<input type="checkbox"/> Information Security	<input type="checkbox"/> Data Management
<input type="checkbox"/> Accessibility	<input type="checkbox"/> Contracting and Procurement
<input type="checkbox"/> Enterprise Architecture	<input type="checkbox"/> Application Development
<input checked="" type="checkbox"/> Project Management	<input type="checkbox"/> Quality Management
<input checked="" type="checkbox"/> Strategic Planning	<input type="checkbox"/> Governance
<input type="checkbox"/> Cloud	<input type="checkbox"/> COOP/DR
<input type="checkbox"/> Mobility	<input type="checkbox"/> Identity and Access Management
<input type="checkbox"/> Digital Transformation	<input checked="" type="checkbox"/> Other, write in
	<input type="text" value="Content Management"/>
<input type="checkbox"/> None	

1.01.06: Does your agency leverage managed technology infrastructure services?

Yes  
 No

1.01.06a: Please list all vendors and briefly describe their role in managing the agency's IT infrastructure.

Vendor 1: manages an aspect of our agency's IT infrastructure.  
Vendor 2: manages a different aspect of our agency's IT infrastructure.

## 14 Add a Comment to an Answer

- 1 You can add a comment to an answer by clicking the **yellow sticky note** to the right hand side of a question.

Adding comments is optional but can provide necessary context that might not be fully covered in the IRDR questions.

1.01.05: For which of the following categories does the agency evaluate maturity levels? Choose all that apply.

<input type="checkbox"/> Information Security	<input type="checkbox"/> Data Management
<input type="checkbox"/> Accessibility	<input type="checkbox"/> Contracting and Procurement
<input type="checkbox"/> Enterprise Architecture	<input type="checkbox"/> Application Development
<input checked="" type="checkbox"/> Project Management	<input type="checkbox"/> Quality Management
<input checked="" type="checkbox"/> Strategic Planning	<input type="checkbox"/> Governance
<input type="checkbox"/> Cloud	<input type="checkbox"/> COOP/DR
<input type="checkbox"/> Mobility	<input type="checkbox"/> Identity and Access Management
<input type="checkbox"/> Digital Transformation	<input checked="" type="checkbox"/> Other, write in
	<input type="text" value="Content Management"/>
<input type="checkbox"/> None	

1.01.06: Does your agency leverage managed technology infrastructure services?

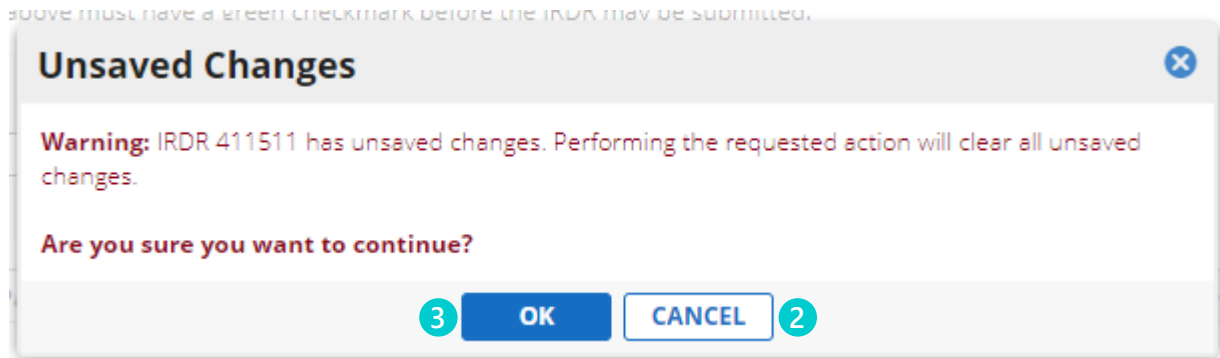
Yes  
 No

1.01.06a: Please list all vendors and briefly describe their role in managing the agency's IT infrastructure.

Vendor 1: manages an aspect of our agency's IT infrastructure.  
Vendor 2: manages a different aspect of our agency's IT infrastructure.

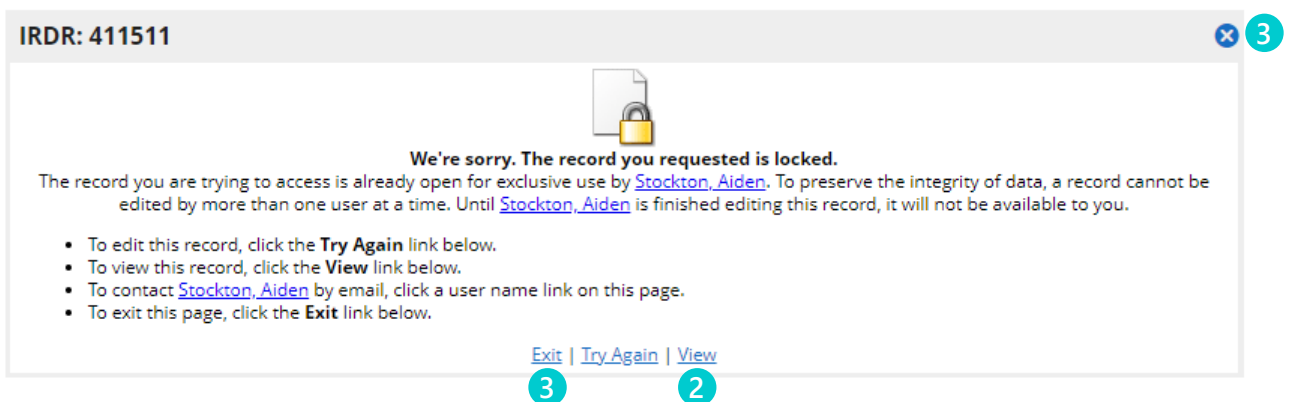
## 15 Confirm Unsaved Changes

- 1 If you navigate to another SPECTRIM dashboard without saving, SPECTRIM will notify you via pop-up that you have unsaved changes on the IRDR that will disappear.
- 2 Select the **CANCEL** button to return to the IRDR and save.
- 3 Select the **OK** button to navigate away from the IRDR.



## 16 Return to a Locked IRDR

- 1 Delegating users may result in more than one person trying to complete the IRDR at the same time. When this happens, the other person editing the IRDR must complete [Step 8.3](#) to **Save and Close** the IRDR before you can edit it.
- 2 If you want to view the IRDR instead of edit it, click **View**.
- 3 Otherwise, click **Exit** or the **X** to return to the previous dashboard.



# 17

## Submit the 2024 IRDR

- 1 The IRDR may be submitted only when SPECTRIM displays a **green check mark** for each Part (which happens once its corresponding Sections have been completed).
- 2 To submit the 2024 IRDR, select a **Reviewer** from the **Reviewer drop-down**.
- 3 Select **Submitted** in the **Submission Status drop-down**.

► INSTRUCTIONS

▼ GENERAL INFORMATION

Organization:  Organization Name: TEST  
Questionnaire ID: 413585 Year: 2024  
Due Date: 3/31/2024 Status: In Process with Submitter  
IRM: \*TEST, IRM Delegated To:

1 Part 1 Progress: ✓  
1 Part 2 Progress: ✓  
1 Part 3 Progress: ✓  
1 Part 4 Progress: ✓

*For more information on the progress of each section, expand the "Detailed Section Progress" header below.*

► DETAILED SECTION PROGRESS

▼ SUBMISSION

**i** All questions must be answered and each part above must have a green checkmark before the IRDR may be submitted.

3 Submission Status:  Edit Submit Date:  
2 Reviewer:

Part 1: Agency Environment	Submitted	ategic Plan	Part 4: IT Inventory
----------------------------	-----------	-------------	----------------------