

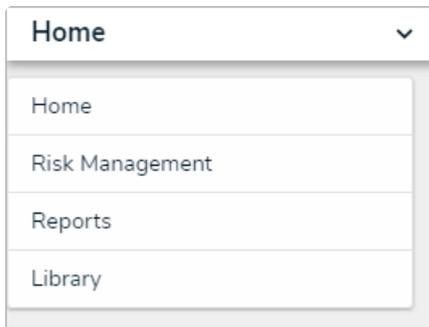
Create a Loss Event

Last Modified on 04/05/2023 5:14 pm EDT

While the members of the **Loss Event Owners** user group can submit their own loss events to be triaged, members of the risk team can create a loss event and immediately assign it to a loss event owner.

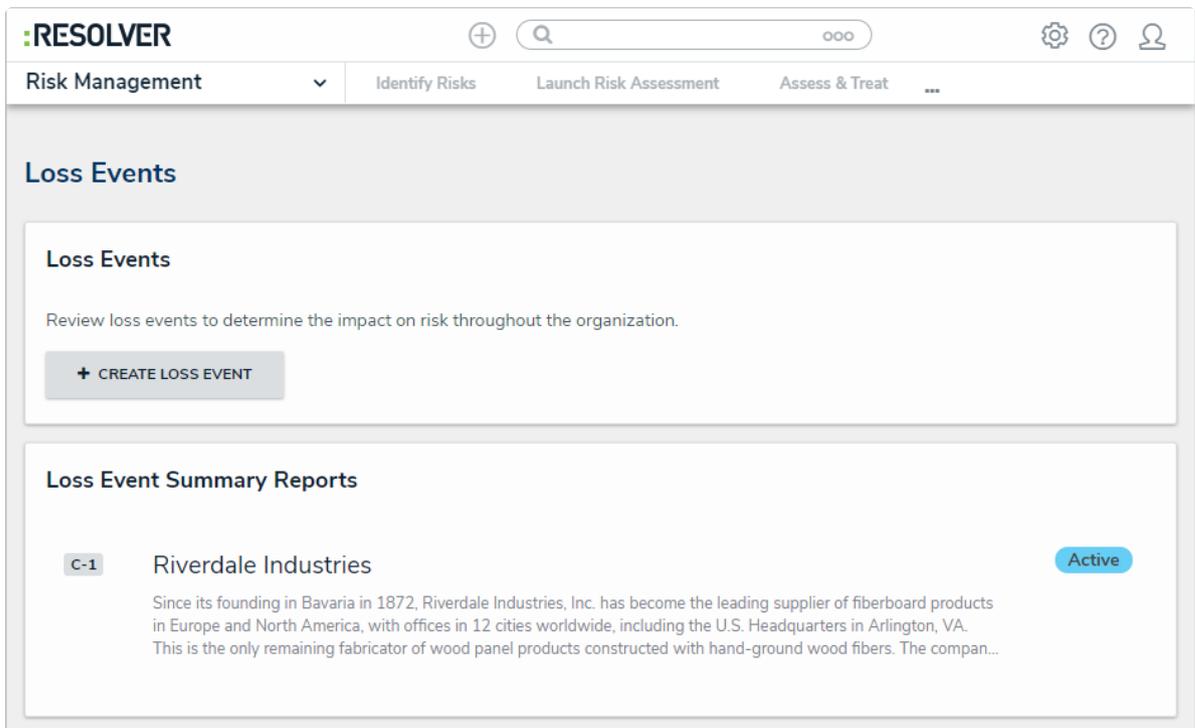
To create a loss event:

1. Log into a user account that's been added to the **Risk Team** user group.
2. Click the dropdown in the nav bar > **Risk Management**.



The nav bar.

3. Navigate to the **Loss Events** tab.



The Loss Events tab.

4. Click **Create Loss Event** to open the **Create Loss Event** form.

RESOLVER (+) (Q) (ooo) (Settings) (?) (User)

Risk Management (v) Identify Risks Launch Risk Assessment Assess & Treat ...

Loss Event Creation

Create Loss Event LE-XXX

Create a new Loss Event by completing as many of the fields below as possible at this time. Once submitted, more fields will be available to record further information on the Loss Event.

Description

Loss Event Owner (Start typing to find Us... (v))

Date of Occurrence (Calendar icon (v))

Event Severity (Select one... (v))

Date of Discovery (Calendar icon (v))

Supporting Attachments

Drag files here or click to select...
or
Click to add a web link to a file...

The Create Loss Event form.

5. Enter a description of the loss event in the **Description** field.
6. Begin typing the name of the desired risk owner in the **Loss Event Owner** field and select them from the dropdown list to assign them to the risk. Multiple risk owners can be assigned to a single risk.
7. Select the date the event occurred from the **Date of Occurrence** field.
8. Select a severity level from the **Event Severity** field.
9. Select the date the event was discovered from the **Date of Discovery** field.
10. Drag or browse for a file in the **Supporting Attachments** field. Files can be up to 100 MB in size. Most files types are accepted, however, you cannot upload files with the following extensions:
 - .bat
 - .exe
 - .gif

- .sh
- .dll
- .com

11. In the **Loss Event Categorization** section, begin typing keywords in the **Internal Business Unit**, **Level 2 Loss Event Type**, or **Level 2 Business Line** field to display a list of available options, then click to select the appropriate option.

Loss Event Categorization

Complete the following categorizations below for both internal and external reporting purposes.

Internal Business Unit - Mandatory relationship to the org structure for reporting.

Level 2 Loss Event Type and **Level 2 Business Line** - Relationships used for categorization for reporting to external bodies/regulators.

Internal Business Unit	Level 2 Loss Event Type
<input type="text" value="Search"/>	<input type="text" value="Search"/>

Level 2 Business Line

The Loss Event Categorization section.

12. **Optional:** Click **Create & Save as Draft** to save the loss event as a draft to be reviewed later.
13. Click **Create and Open** to assign the loss event to a loss event owner.