

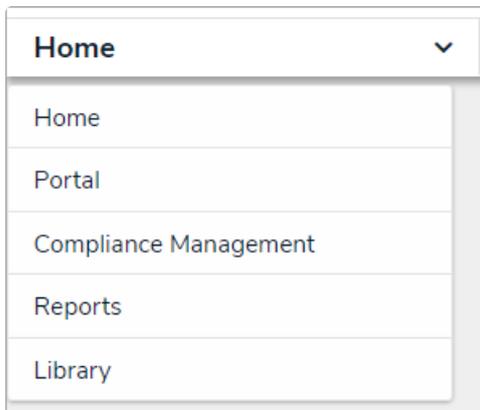
Review an Alert

Last Modified on 05/11/2021 5:52 pm EDT

Once an alert has been created, it must be reviewed and assigned to an alert owner. Members of the compliance team can review created alerts in the **Alerts** activity.

To review alerts:

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



The Compliance Management activity in the nav bar.

3. Navigate to the **Alerts** activity.

The screenshot shows the Resolver interface for Alerts. At the top, there is a navigation bar with the Resolver logo, a search bar, and user profile icons. Below this is a 'Compliance Management' dropdown menu with sub-items: Determine Applicability, Document Controls, Assess Risk, and Remediation. The main content area is titled 'Alerts' and contains three sections: 1. 'Alerts' overview with a '+ CREATE ALERT' button. 2. 'Alert Overview Report' with a link to 'Alert Catalogue' (ID: AC-1) and an 'Active' status tag. 3. 'Alerts in Progress' with a search bar and a list of alerts. The first alert in this section is 'Information Regarding Recent Regulatory Changes' (ID: A-1) with an 'Action Required' status tag. The alert text describes regulatory changes by the Office of the Superintendent of Financial Institutions on March 13, 2020.

The Alerts activity.

4. In the **Alerts in Progress** section, click an alert in the **New Alert** status to open the **Alert Review** form.

Alert **New Alert**

Information Regarding Canada Labour Code Bill C-65 Content Enhancement

A-10

Alert Name
Information Regarding Canada Labour Code Bill C-65 Content Enhancement

Alert Type **Effective Date**
● Future Content Update

Guideline / Legislation
Bill C-65

Description
Bill C-65 An Act to amend the Canada Labour Code (harassment and violence), the Parliamentary Employment and Staff Relations Act and the Budget Implementation Act, 2017, No.1, amended the Canada Labour Code to strengthen the existing framework for the prevention of harassment and violence, including sexual harassment and sexual violence, in the work place.

The Canadian Compliance Group has produced an enhancement based off Bill C-65.

Bill C-65 can be reviewed here: https://www.parl.ca/Content/Bills/421/Government/C-65/C-65_4/C-65_4.PDF

A blackline of the changes has been produced and posted on the Canadian Compliance Group website. The password for the Content Updates page is EIDemo. Please review these changes at your earliest convenience and let Resolver Content know if you have any questions or concerns at content@resolver.com

Created By **Created On**
[Redacted] 2020-08-13

The Alert Review form.

5. Begin typing keywords in the **Alert Owner** field to display a list of available users, then click to select an appropriate user.
6. Select one of the following options:
 - **Action Required:** Moves the alert to the **Action Required** state and sends it to the assigned alert owner(s) for review.
 - **Acknowledge Alert:** Moves the alert to the **Complete** state and archives it.