

Create New Library Objects

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Members of the **Risk Team** user group can use the **Library** application to create new objects, including objectives, risks, controls, and more. These objects are then available to be added to new risk assessments.

To create new Library objects:

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

Home	~
Home	
Risk Management	
Reports	
Library	
<i>The nav bar.</i>	

- Click the tab that corresponds to the type of object you want to create, such as Processes,
 Objectives, or Risks.
- 4. Click the applicable button at the top of the page to add an object.

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Library	~	Org Structure	Processes	Objectives	Risks	Controls	Tests		
Processes									
Processes									
+ CREATE PROCESS	+ CRE	ATE SUB PROCESS							

The button for creating a new Risk Management object.

5. Complete the fields as required. The available fields will vary depending on the object type being created.



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Library ~	Org Structure	Processes	Objectives	Risks	Controls	Test			
Process Status Creation									
Create a New Pr	ocess						F	P-XX)	•
Process Name									
Description									
				CREATE					
							CANC	EL	

Creating a new Risk Management object.

6. Click Create.