

Search Internal Audit Management by Object Type

Last Modified on 07/09/2024 11:56 am EDT

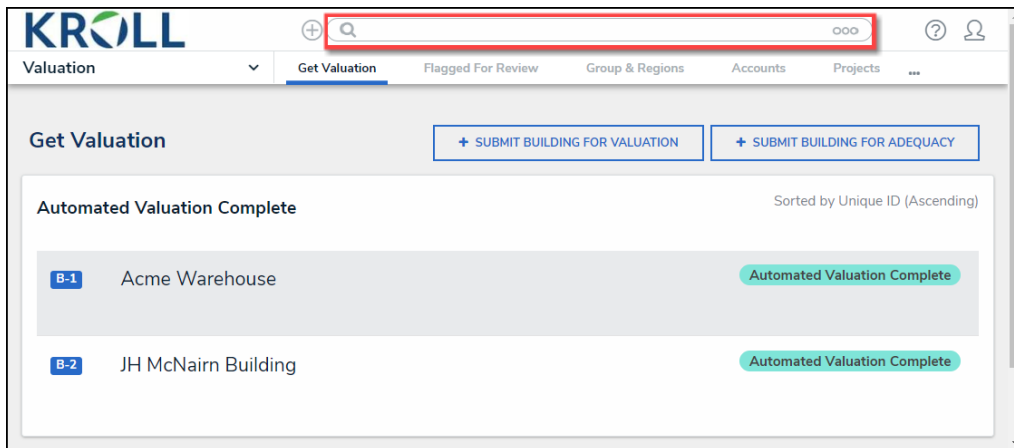
Overview

When searching for an Object within the application, the Object refers to a record created in your Org.

The Platform search function appears at the top of every screen within the application. For this illustration, we are going to start from the **Home** screen.

Navigation

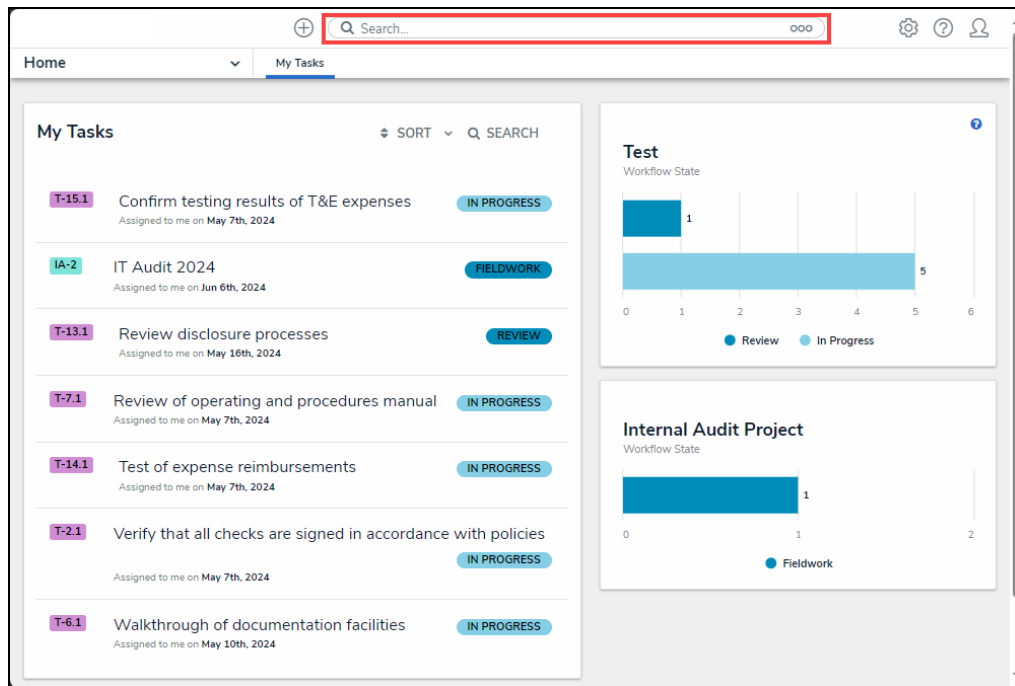
- From the **Home** screen, select the **Search** field in the **Top Bar** section.



Search Field

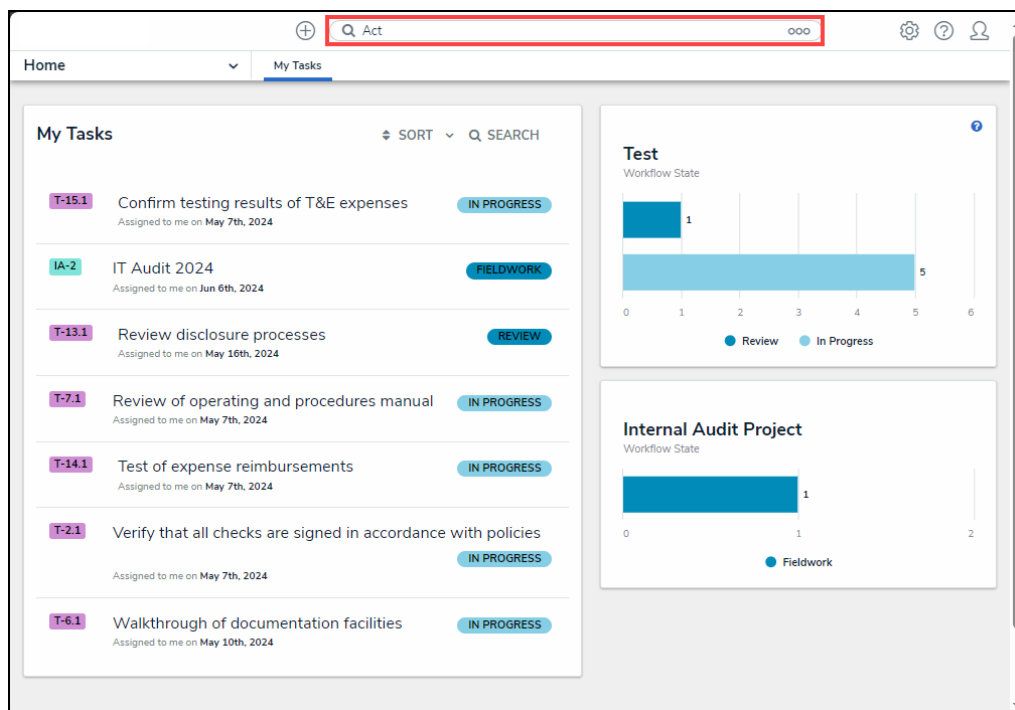
Searching for an Object

1. Enter an **Object Name** in the **Search** field.



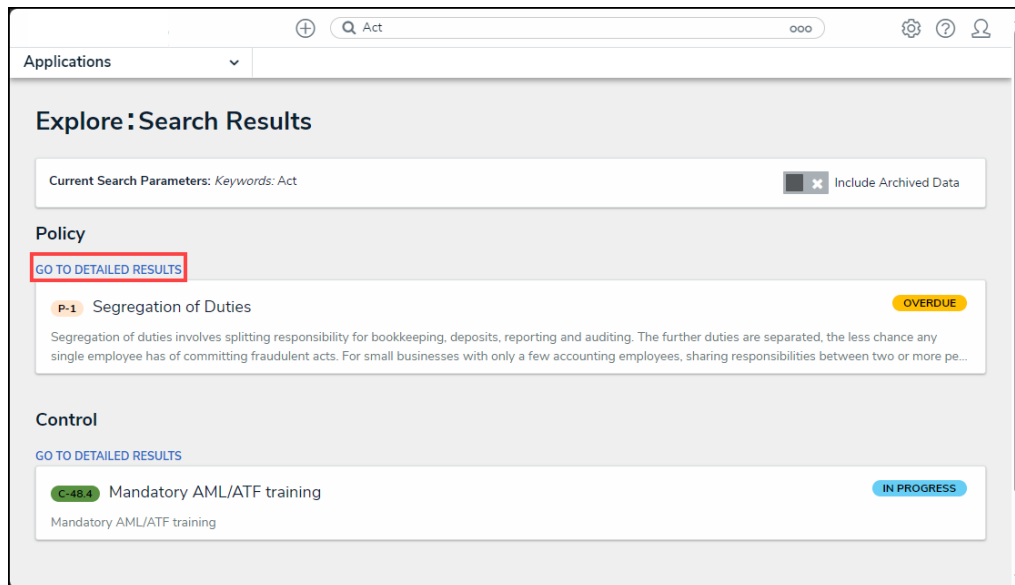
Object Name

2. Press the **Enter** key on the keyboard.
3. The **Platform** will return the **Search Results** based on the **Object Name** entered. The search results are sorted by Object Name.



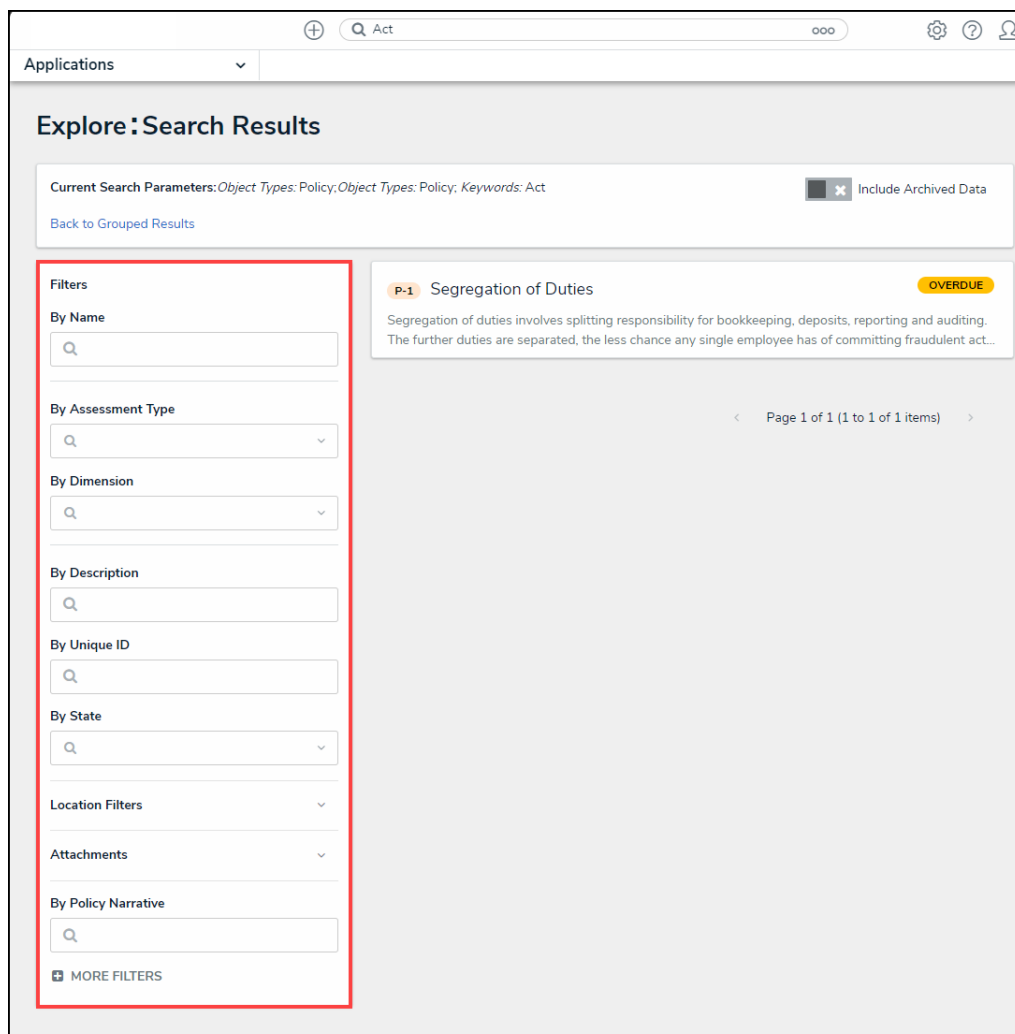
Search Results Screen

4. Click the **GO TO DETAILED RESULTS** link.



GO TO DETAILED RESULTS Link

5. The **Search Results** screen will refresh, listing a **Filter** section for the selected **Object Type**.



Filter Section

6. The following **Filter** options will appear for all object types:
 - **By Name:** The **By Name** filter narrows the search results by Object Name.
 - **By Assessment Type:** The **By Assessment Type** filter narrows the search results by Assessment Type Name.
 - **By Dimension:** The **By Dimension** filter narrows the search results by Assessment dimension (e.g., business unit).
 - **By Description:** The **By Description** filter narrows the search results by Object Description.
 - **By Unique ID:** The **By Unique ID** filter narrows the search results by Object Unique ID.
 - **By State:** The **By State** filter narrows the search results by Workflow State (e.g., creation, etc.).
 - **More Filters:** The **More Filters** link allows Users to apply additional plain text, select list, and multi-select list filters on the Object Type.
 - **Select or Multi List:** Choose one or more options from the dropdown menu.
 - **Plain Text:** Enter one or more keywords in the field. All special characters will be ignored, except @ and !.
7. **(Optional)** Click an **Object Name** to view further Object details. The screen that appears will depend on the User's User Group.
8. Click the **Back to Group Results** link to return to the previous screen.

Applications

+

Q Act

ooo

⚙️ ? 👤

Explore: Search Results

Current Search Parameters: Object Types: Policy; Object Types: Policy; Keywords: Act

☐ Include Archived Data

[Back to Grouped Results](#)

Filters

By Name

Q

By Assessment Type

Q

By Dimension

Q

By Description

Q

By Unique ID

Q

By State

Q

Location Filters

Attachments

By Policy Narrative

Q

MORE FILTERS

P-1

Segregation of Duties

OVERDUE

Segregation of duties involves splitting responsibility for bookkeeping, deposits, reporting and auditing. The further duties are separated, the less chance any single employee has of committing fraudulent act...

<

Page 1 of 1 (1 to 1 of 1 items)

>

Back to Group Results Link