

Creating a New Process

Last Modified on 06/14/2024 1:57 pm EDT

Overview

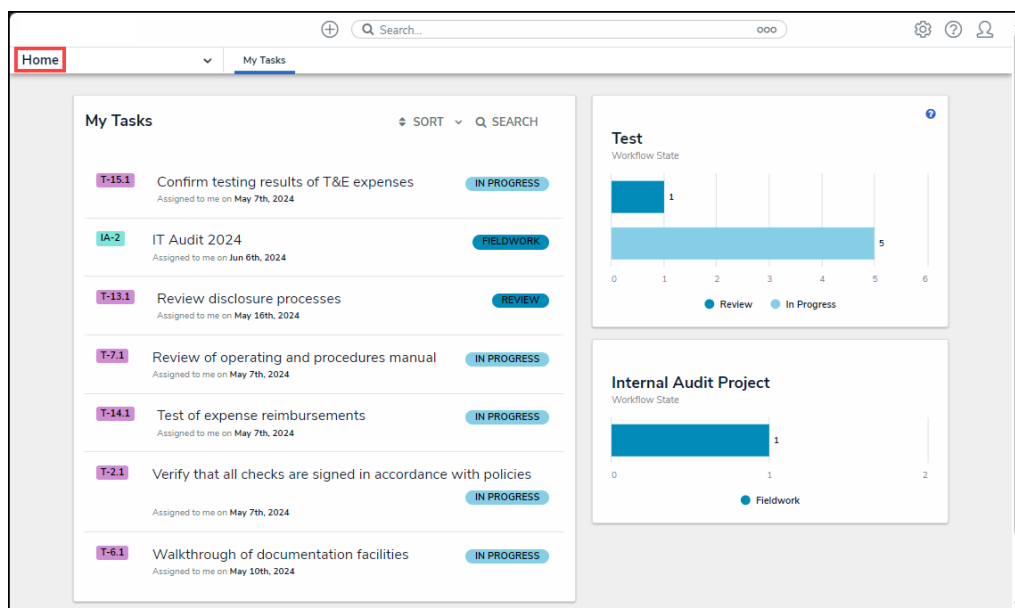
Users can create a process within the system through the **Library** section, in order to manually add a new process to the system for use within the Internal Controls Management application. User can also add multiple processes by using either the [data import](#) feature or integration feature.

User Account Requirements

The user account used to log into Resolver must be added to the Internal Controls Team user group.

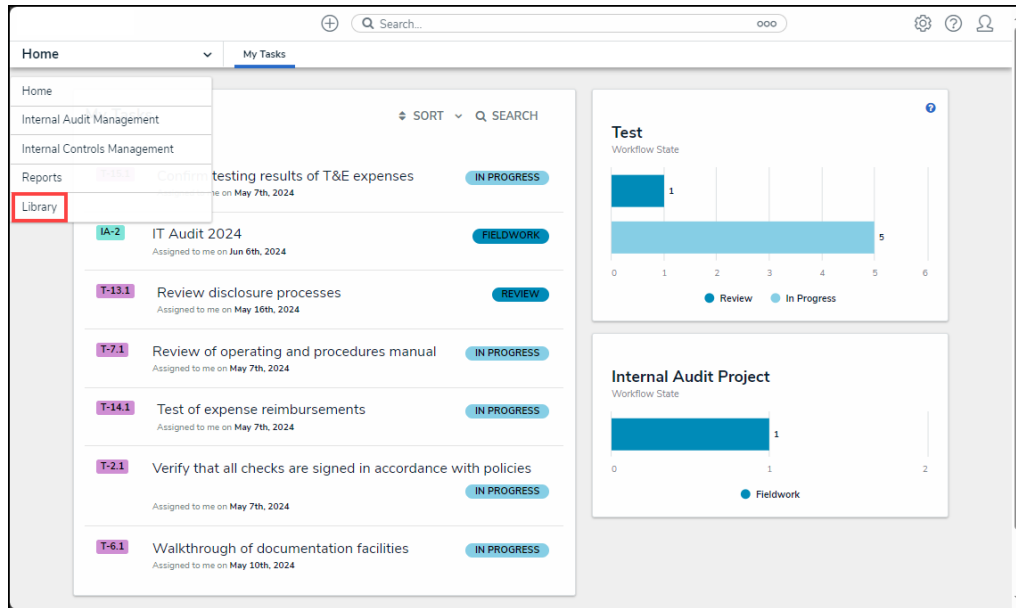
Navigation

1. From the **Home** screen, click the **Home** dropdown menu.



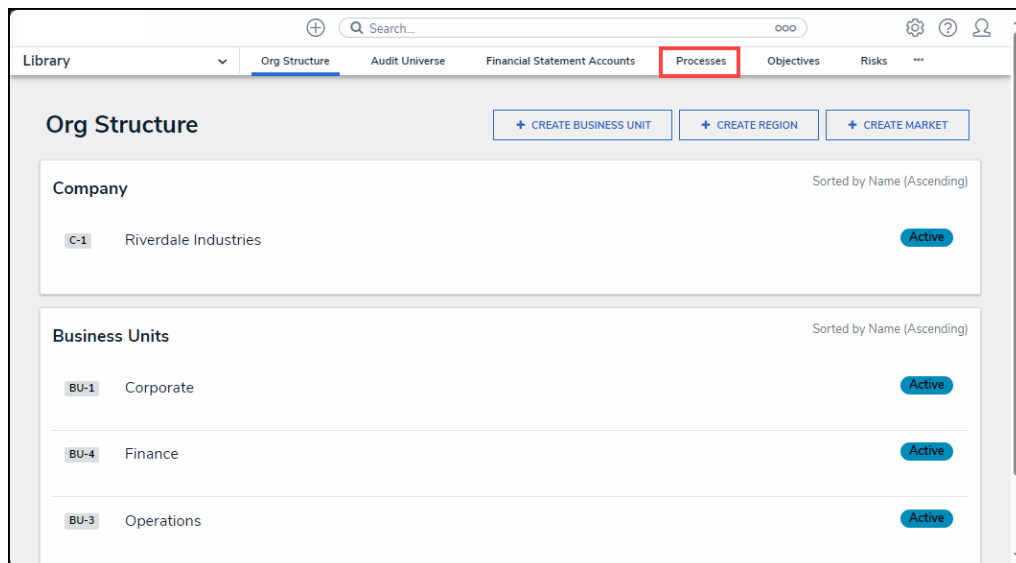
Home Dropdown Menu

2. From the **Home** dropdown menu, click the **Library** link.



Library Link

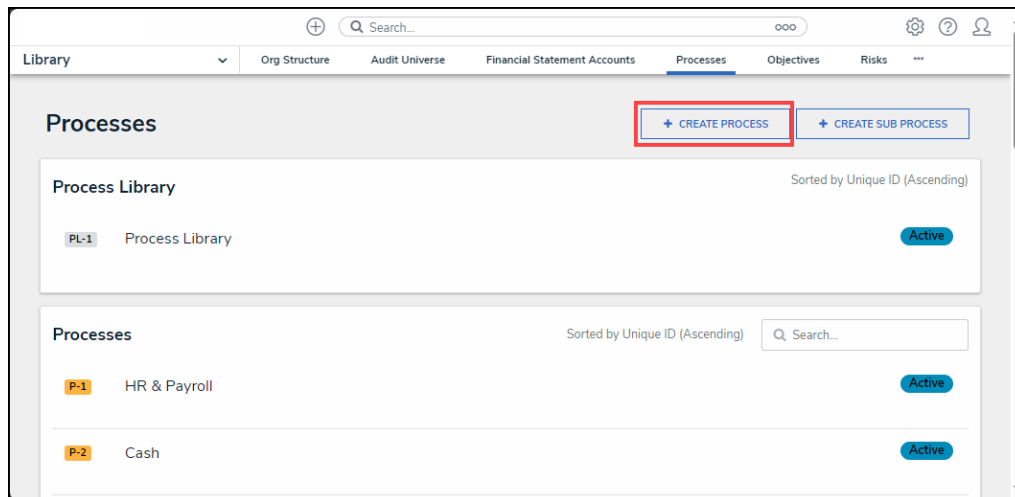
- From the **Org Structure** screen, click the **Processes** tab.



Processes Tab

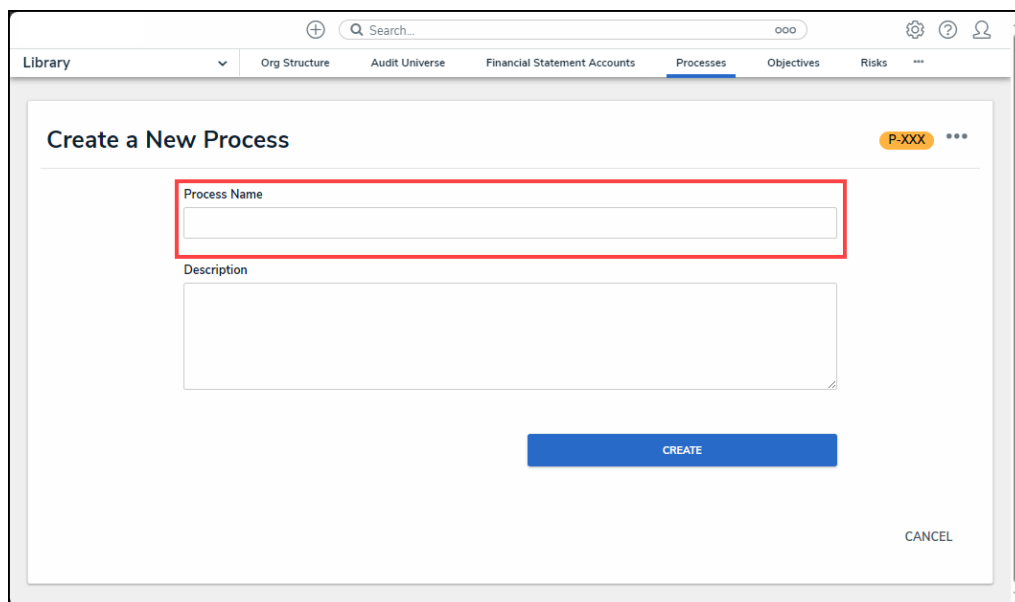
Creating a Process

- From the **Processes** screen, click the **+ Create Process** button.



+ Create Process Button

- From the **Create a New Process** screen, enter the process name in the **Process Name** field.



Process Name Field

- Enter a brief description outlining the process in the **Description** field.

The screenshot shows the 'Create a New Process' form in the Resolver application. The form has a title bar with a search bar and navigation tabs: Library, Org Structure, Audit Universe, Financial Statement Accounts, Processes (selected), Objectives, and Risks. The form itself has a title 'Create a New Process' and a process ID 'P-XXX'. It contains two input fields: 'Process Name' with the value 'Development' and 'Description' which is empty and highlighted with a red border. At the bottom of the form are two buttons: 'CREATE' (blue) and 'CANCEL' (grey).

Description Field

4. Click the **Create** button to add the process to the system for use with the Internal Controls Management application.

This screenshot shows the same 'Create a New Process' form as the previous one, but with the 'CREATE' button highlighted by a red border. The 'Process Name' field still contains 'Development' and the 'Description' field is empty. The 'CANCEL' button remains visible at the bottom right.

Create Button