

Creating a New Sub Process

Last Modified on 06/14/2024 4:55 pm EDT

Overview

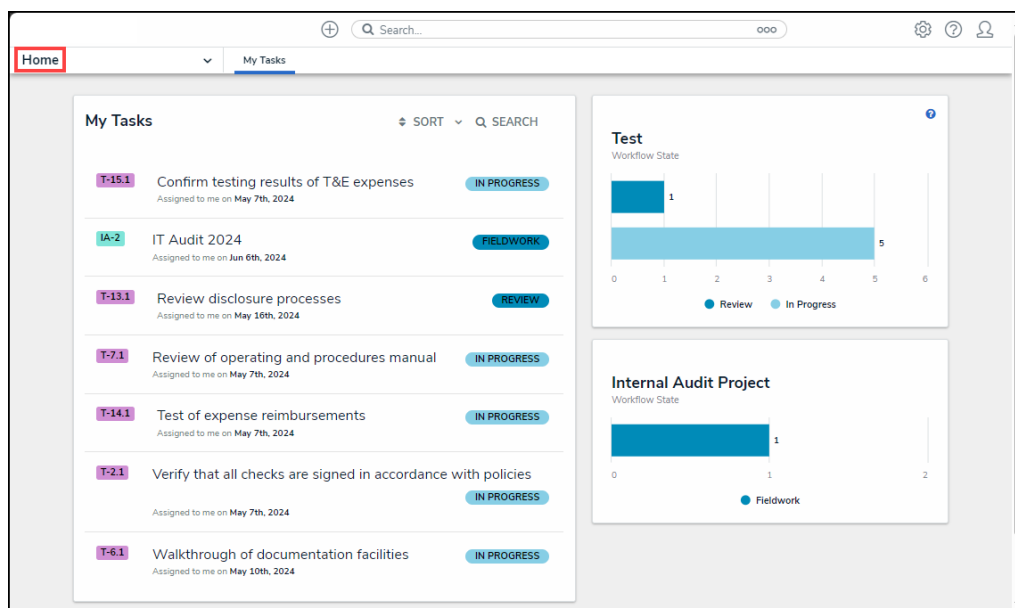
Users can create a sub process within the system through the **Library** section, in order to manually add a new sub process to the system for use within the Internal Controls Management application. User can also add multiple sub processes by using either the [data import](#) feature or integration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

User Account Requirements

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

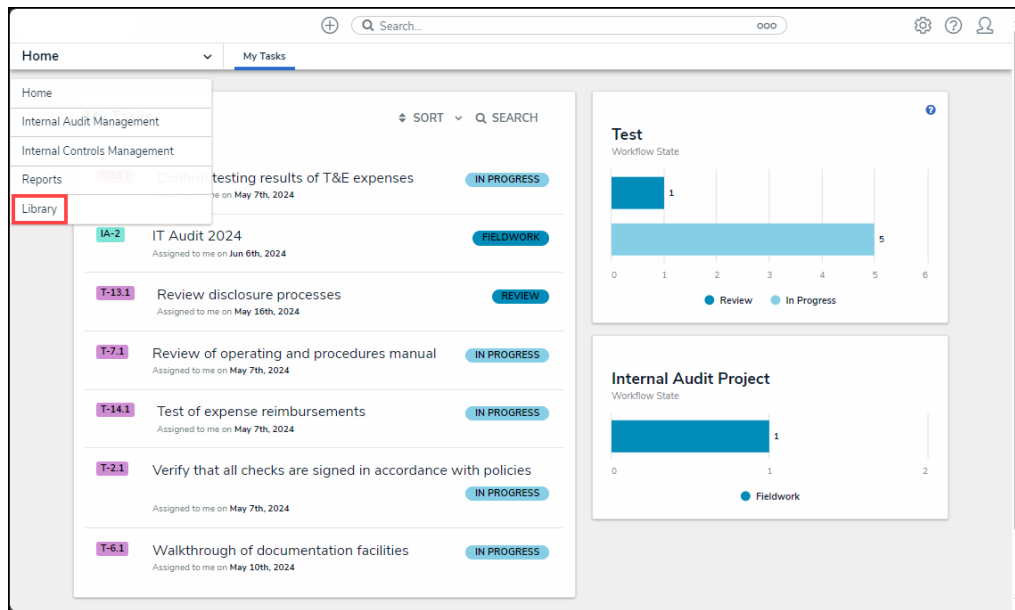
Navigation

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



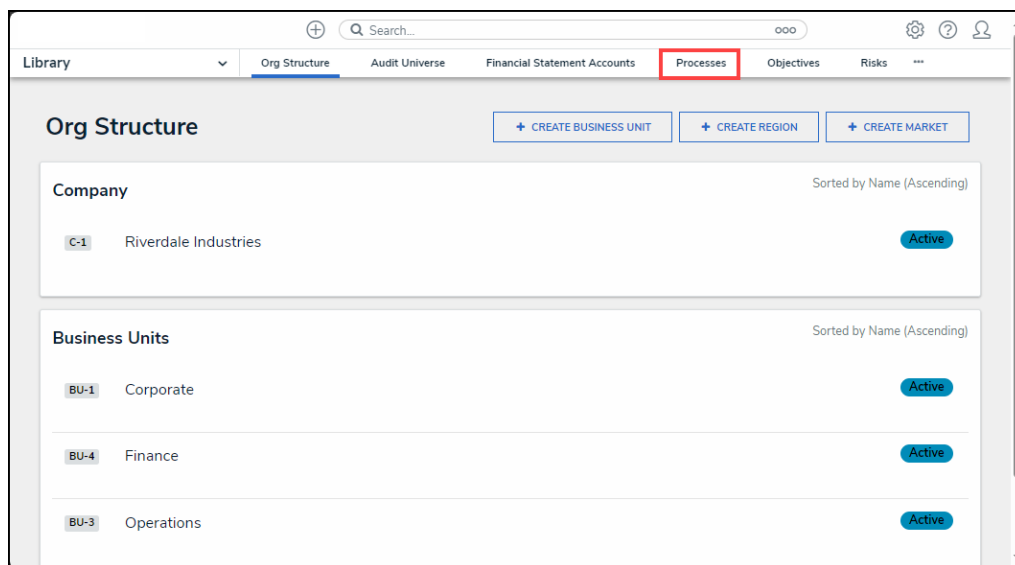
Home Dropdown Menu

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



Library Link

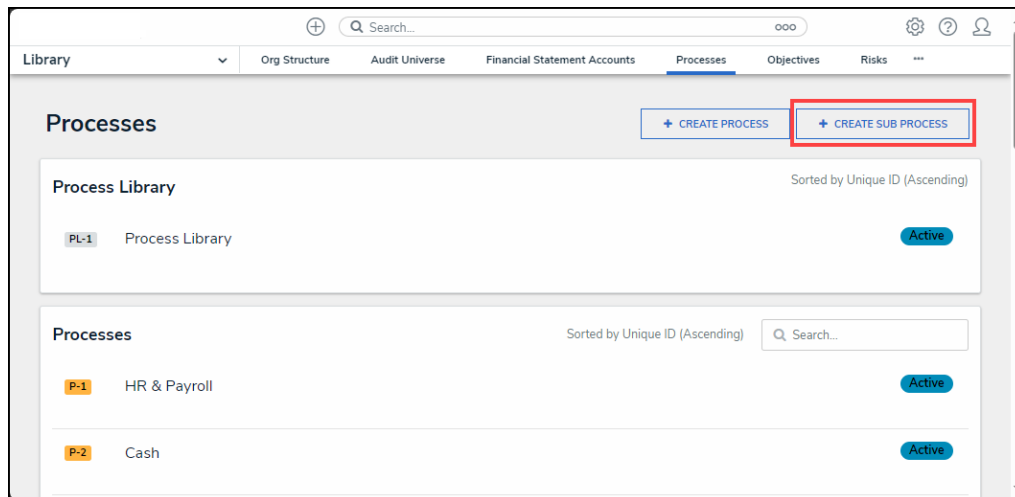
- From the **Org Structure** screen, click the **Processes** tab.



Processes Tab

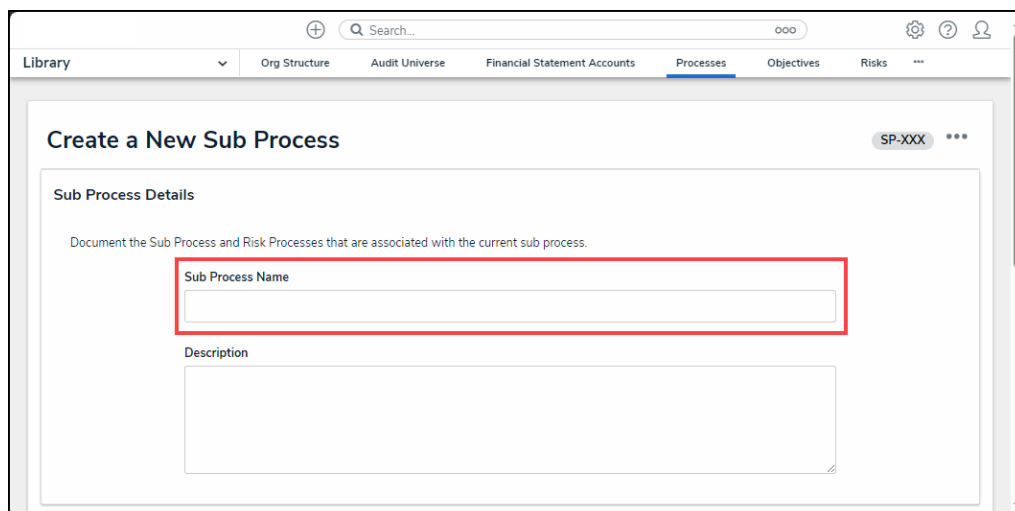
Creating a New Sub Process

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



+ Create Sub Process Button

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



Sub Process Name Field

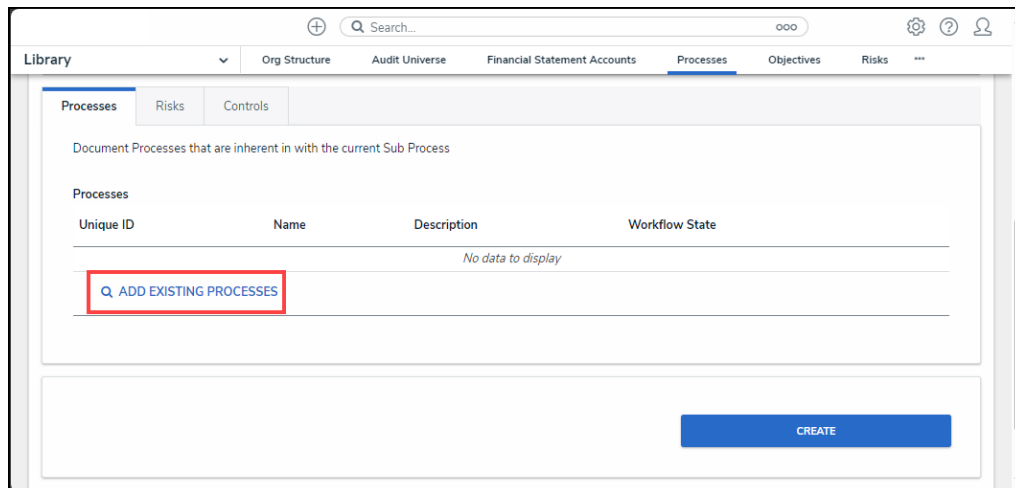
- Enter a brief description outlining the sub process in the **Description** field.

Description Field

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

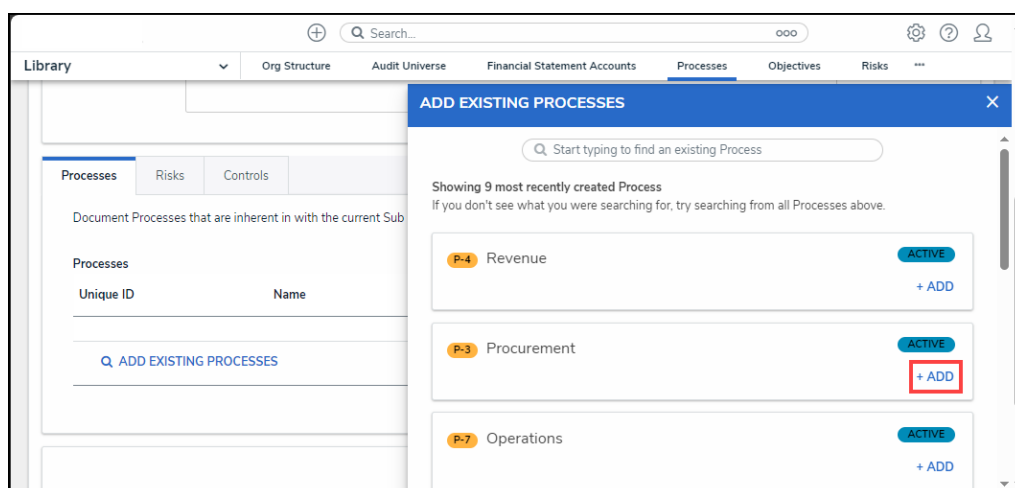
Create Button

5. Click the **Add Existing Processes** link to add an existing process to the sub process.



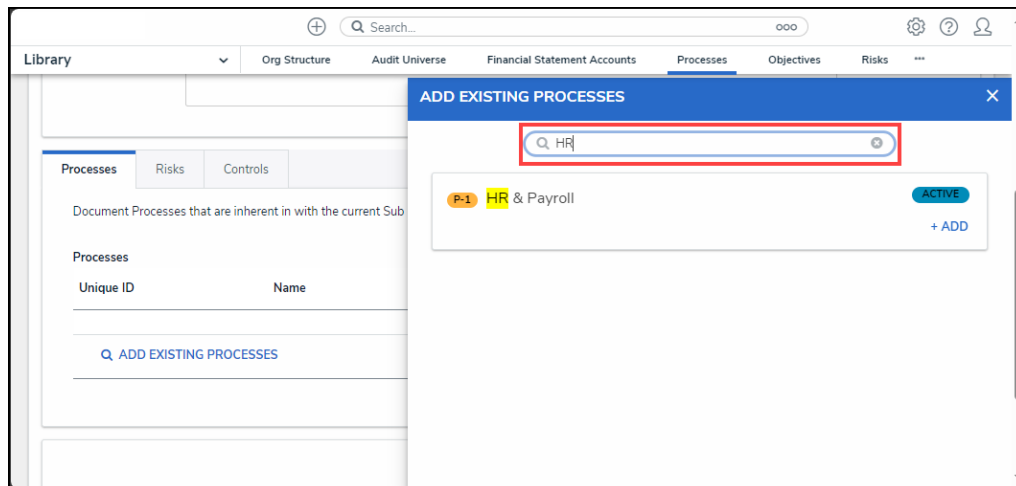
Add Existing Processes Link

- From the **Add Existing Processes** pop-up, click the **+ Add** link next to a process to add it to the sub process.



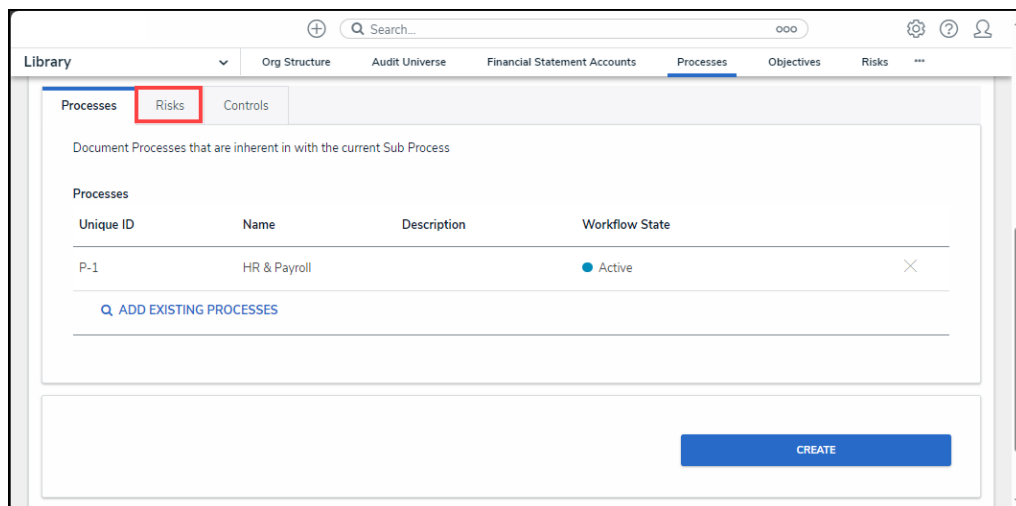
+ Add Link

- (Optional)** Enter a process name in the **Search** field to search for a process that is not listed on the **Showing 9 most recently created process** list.



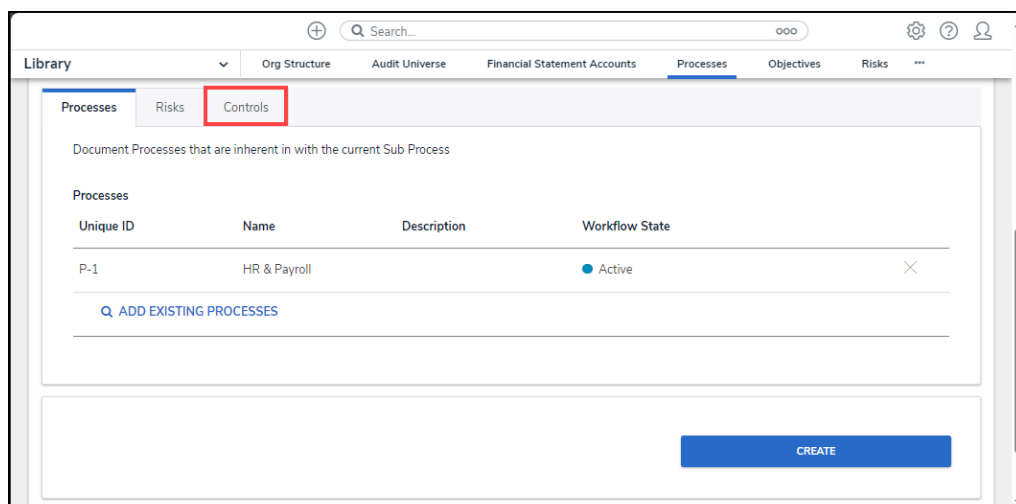
Search Field

8. **(Optional)** Click the **Risks** tab to add an existing or new risk to the sub process.



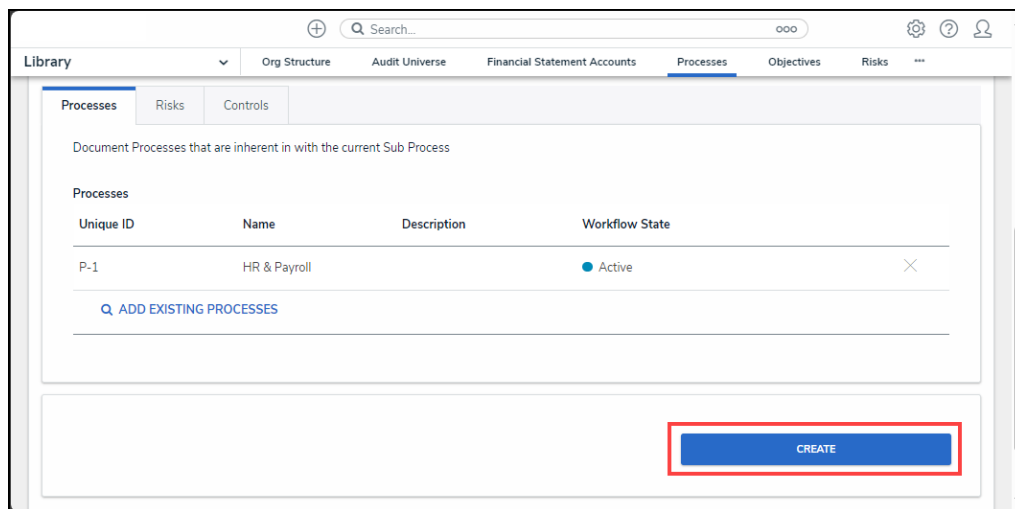
Risks Tab

9. **(Optional)** Click the **Controls** tab to add an existing or new control to the sub process.



Controls Tab

- Click the **Create** button to add the sub process to the system.



Create Button