

Search for Objects

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With the search tool, you can search your organization by keyword(s), object type(s), or both. When you search for individual object types, you're given additional options to refine the search results by name, description, unique ID, state, and other optional filters.

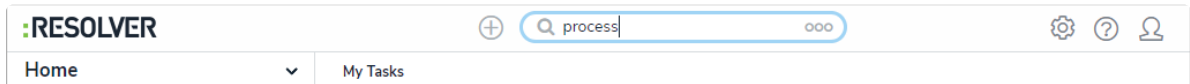


Administrators have the option of showing or hiding the **Search** function for certain roles. As such, the search field in the top bar of the application may be hidden for some users.

Search by Keyword

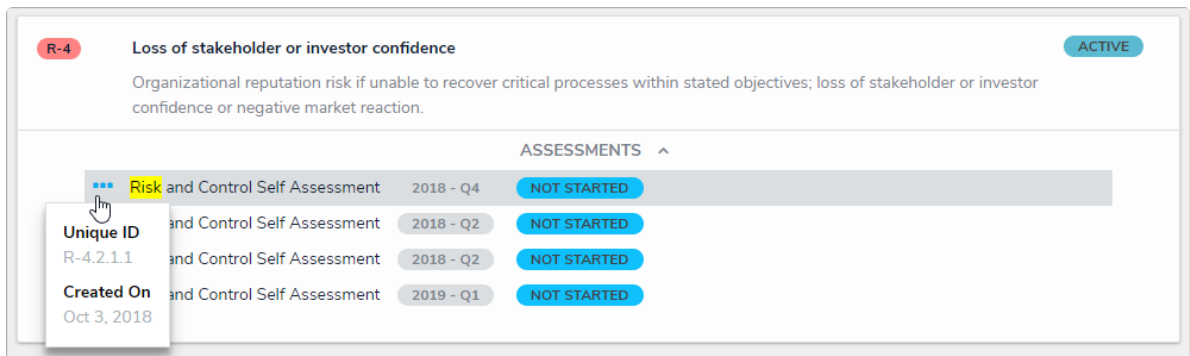
To search Core by keyword:

1. Click the search text field in the nav bar, enter the name of an object, then press **Enter** on your keyboard.



Entering keywords in the search bar.

2. Review the search results, which are organized by object name. The results also display the objects' unique IDs and current workflow state. If an object has attachment files that match the search terms, they'll appear with the object beside **Keyword(s) found in:** For more information on searching for documents, see the [Attachment Searches](#) article.
3. To include [archived data](#) in the search results, click the icon beside **Include Archived Data**. If this option is not visible, an administrator has disabled this option for your role.
4. To view an individual object, click the area below the object's unique ID and name.
5. To view assessment [instances](#) of an object, click [Assessments](#) below the object to display them. If any [attachment files](#) on the instance match the search terms, they'll appear beside **Keyword(s) found in:** To view the instance, click it. Hovering your cursor over the ellipsis will display the instance's unique ID and the date it was created.



Search results displaying individual objects and their instances.



If an object has not been previously assessed, it will not have any instances and the **Assessments** link will be hidden by default.

6. To view details results and apply filters, click **Go to Detailed Results** at top-left of the search results for each object type.

The screenshot displays the 'Explore: Search Results' interface. At the top, it shows 'Current Search Parameters: Object Types: Requirement; Object Types: Requirement; Keywords: control' and a toggle for 'Include Archived Data'. Below this is a 'Back to Grouped Results' link. On the left, a 'Filters' section includes dropdown menus for 'By Name', 'By Assessment Type', 'By Dimension', 'By Description', 'By Unique ID', 'By State', 'Location Filters', and 'By Version'. The main area shows a list of search results, each with a requirement ID, title, and status. The results shown are:

- Req-181 Network controls** (ACTIVE - COMPLIANCE): Networks shall be managed and controlled to protect information in systems and applications.
- Req-136 Access control policy** (ACTIVE - COMPLIANCE): An access control policy shall be established, documented and reviewed based on business and information security requirements.
- Req-192 System change control procedures** (ACTIVE - COMPLIANCE): Changes to systems within the development lifecycle shall be controlled by the use of formal change control procedures.
- Req-6 Day-to-day controls** (ACTIVE - COMPLIANCE): The objectives of the day-to-day implementation of the AML/TF program are: (i) to ensure that the program is adequate to mitigate money laundering and terrorist financing risk and that the bank co...
- Req-221 Regulation of cryptographic controls** (ACTIVE - COMPLIANCE): Cryptographic controls shall be used in compliance with all relevant agreements, legislation and regulations.
- Req-153 Physical entry controls** (ACTIVE - COMPLIANCE): Secure areas shall be protected by appropriate entry controls to ensure that only authorized

Below the results, there is an 'ASSESSMENTS' dropdown menu.

The Search Results page after clicking Go to Detailed Results.

7. To apply search filters:
 - a. Use the filters in the **Filters** section to the left of the page to narrow down which objects are displayed. Default filters include:
 - By Name
 - By Assessment Type
 - By Dimension
 - By Description
 - By Unique ID
 - By State
 - b. Click **Location Filters** to expand the **Location property** filters based on address components, then enter keywords in the filter fields as required. ISO 3-character

codes are supported (e.g., searching for CAN or Canada will return all results for Canada); however, you **cannot** search by coordinates.

The image shows a vertical panel titled "Location Filters" with an upward-pointing arrow in the top right corner. Below the title are seven search input fields, each with a magnifying glass icon on the left. The labels for these fields are: "By House Number", "By Street", "By City", "By Zip Code", "By State", and "By Country".

Location property filters.

- c. Click **Attachments** to expand the filters and search for documents uploaded to objects or assessments through an [attachment field](#). Filters are named after the attachment field and include the **Keyword Search** (for searching by keywords in the file name or within the document) or **By Attachment Upload Date** filters. For more detailed information on attachment searches, including a list of supported file types, see the [Attachment Searches](#) article.

Attachments

By Supporting Attachments

Keyword Search:

Filter by date uploaded

By Attachment Upload Date

By Testing Documentation


Keyword Search:

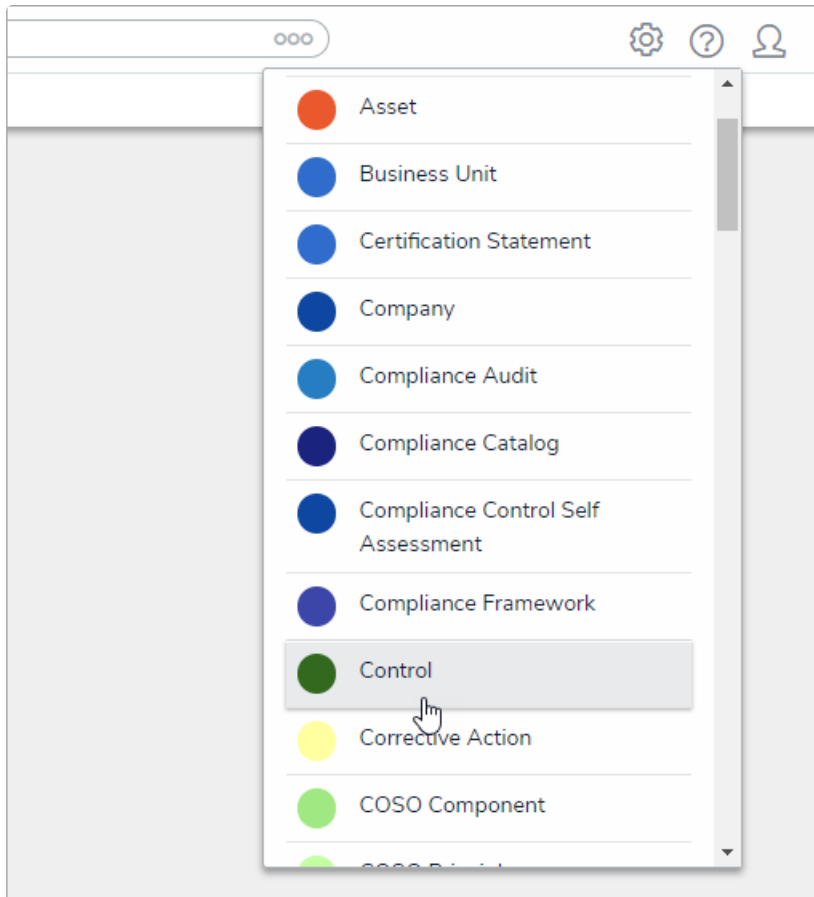
Filter by date uploaded

Attachment filters.


- d. Click **More Filters** to show additional filters and apply as needed. These additional filters are based on any plain text, select list, and multi-select fields added to the object type:
 - If you're adding a select list or multi-select list filter, choose one or more options from the dropdown menu.
 - If you're adding a plain text filter, enter one keyword into the text box. All special characters, except the @ and ! symbols, will be ignored.
8. Click an object to view it. To view [instances](#) of an object, if any, click the **Assessments** link below the object, then click the instance to open it. If no instances exist, the **Assessments** link will be hidden.
9. To return to the previous page, click **Back to Grouped Results**.

Search by Object Type

1. Click the search text field in the nav bar, click the  icon to display the **Explore By** menu.
2. Click an object type from the list to display its objects in the search results.



The Explore By menu. Clicking an object type in this menu will display search options.

3. To include [archived data](#) in the search results, click the  icon beside **Include Archived Data**. If this option is not visible, an administrator has disabled this option for your role.

Explore: **Search Results**

Current Search Parameters: Object Types: Control; Object Types: Control; Keywords: none Include Archived Data

Filters

By Name

By Assessment Type

By Dimension

By Description

By Unique ID

By State

Location Filters

Attachments

By Key Control

C-56 **Competitor investment analysis** ACTIVE

Identify and predict sources and potential impact of competition on new, existing and reduced-risk products, and develop appropriate response strategy and investment to protect against loss of market share

ASSESSMENTS

C-10 **Post-implementation reviews** ACTIVE

Post-implementation reviews are performed to verify that controls are operating effectively.

ASSESSMENTS

C-51 **Industry trend analysis** ACTIVE

Establish techniques and methods used for assessing changes to consumer/industry trends

C-11 **Sensitive information policy** ACTIVE

A process is in place that protects sensitive information from unauthorized users.

ASSESSMENTS

C-44 **Secure transport** DRAFT

Securely transport and handle goods / raw materials per policy/procedure/standards, includes inward/outward goods movement

ASSESSMENTS

The Search Results page after searching by object type.

4. Use the filters in the **Filters** section to the left of the page to narrow down which objects are displayed. Default filters include:
 - By Name
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 - By State
5. Click **Location Filters** to show the [Location property](#) filters based on address components, then enter keywords in the filter fields as required. ISO 3-character codes are supported (e.g., searching for CAN or Canada will return all results for Canada); however, you **cannot** search by coordinates.

Location Filters ^

By House Number

By Street

By City

By Zip Code

By State

By Country

Location property filters.

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Attachments ^

By Supporting Attachments

Keyword Search:

By Attachment Upload Date

By Testing Documentation

Keyword Search:

By Attachment Upload Date

Attachment filters.

7. Click **More Filters** to show additional filters and apply as needed.

8. Apply additional filters as needed. These additional filters are based on any plain text, select list, and multi-select **fields** added to the object type:
 - If you're adding a select list or multi-select list filter, choose one or more options from the dropdown menu.
 - If you're adding a plain text filter, enter one keywords into the text box. All special characters, except the @ and ! symbols, will be ignored.
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