

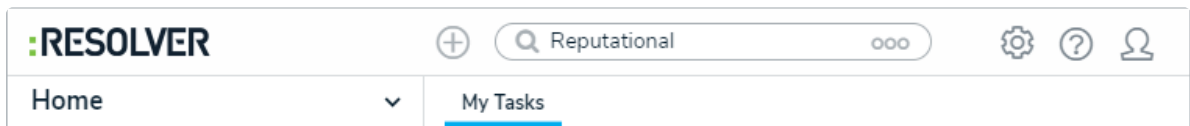
# Search Risk Management

Last Modified on 04/05/2023 5:14 pm EDT

The following explains how to search for objects in Risk Management. When using the search function, note that an object refers to any record created in your organization, whereas an object type is the category of data collected. For example, *R-1 Reputational Risk* is an object with the object type *Risk*.

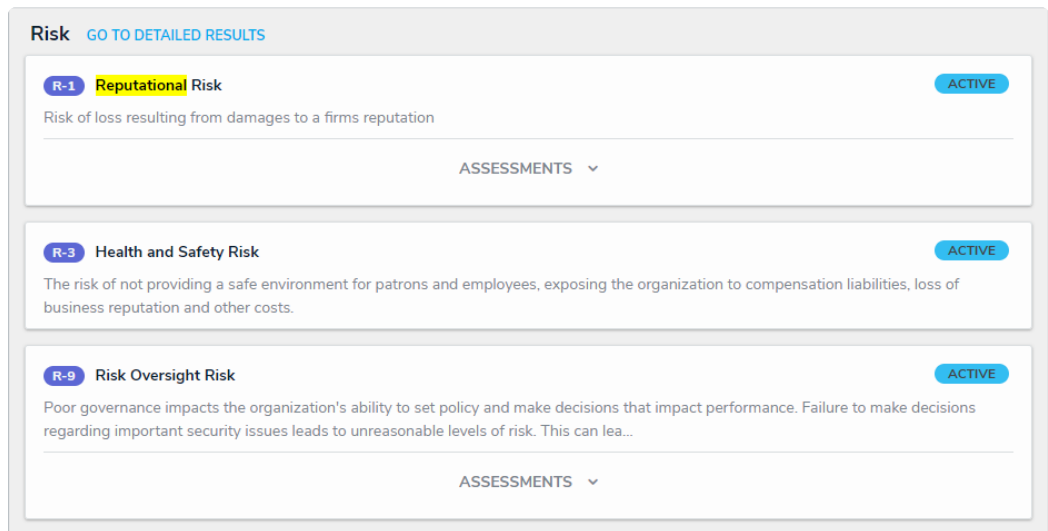
## To search Risk Management by keyword:

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' current workflow state.
3. To view an individual object, click the area below the object's unique ID and name.
4. To apply search filters:
  - a. Click **Go to Detailed Results** near the top of the search results for each object type.



*Click Go to Detailed Results for filtering options.*

- b. Use the filters in the **Filters** section to the left of the page to narrow down which objects are displayed. The following filters are available on this page for every object type:
  - **By Name;**
  - **By Assessment Type;**
  - **By Dimension** (assessment context, such as Business Unit);
  - **By Description;**

- **By Unique ID;** and
  - **By State.**
- c. 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 or more keywords into the text box. All special characters, except the @ and ! symbols, will be ignored.

The screenshot displays the 'Explore: Search Results' interface. At the top, it shows 'Current Search Parameters: Object Types: Risk; Object Types: Risk; Keywords: Reputational' and an 'Include Archived Data' toggle. Below this is a 'Back to Grouped Results' link. On the left, there is a 'Filters' section with three filter categories: 'By Name' (with a search input), 'By Assessment Type' (with a dropdown menu), and 'By Dimension' (with a dropdown menu). Below these is a 'By Description' section with a search input. On the right, three risk objects are listed, each with a risk ID, title, description, and an 'ACTIVE' status button. The first is 'R-1 Reputational Risk' with the description 'Risk of loss resulting from damages to a firms reputation'. The second is 'R-3 Health and Safety Risk' with the description 'The risk of not providing a safe environment for patrons and employees, exposing the organization to compensation liabilities, loss of business reputation and other costs.'. The third is 'R-9 Risk Oversight Risk' with the description 'Poor governance impacts the organization's ability to set policy and make decisions that impact performance. Failure to make decisions regarding important security issues leads...'. Each object has an 'ASSESSMENTS' dropdown menu below it.

*Clicking [Go to Detailed Results](#) to view filter options to narrow down which objects are displayed in the results.*

- d. Click an object to view it. The form that is used to display an object found in the search results will be based on your user group. If you are in multiple user groups, the form shown may be unexpected. Contact your Administrator for assistance.
- e. To return to the previous page, click **Back to Grouped Results.**