

Internal Audit Management User Interface

Last Modified on 12/11/2024 3:18 pm EST

Overview

This article outlines Screen Element's location and describes the elements that appear throughout the application, so you are more familiar with navigating the application.

Related Information/Setup

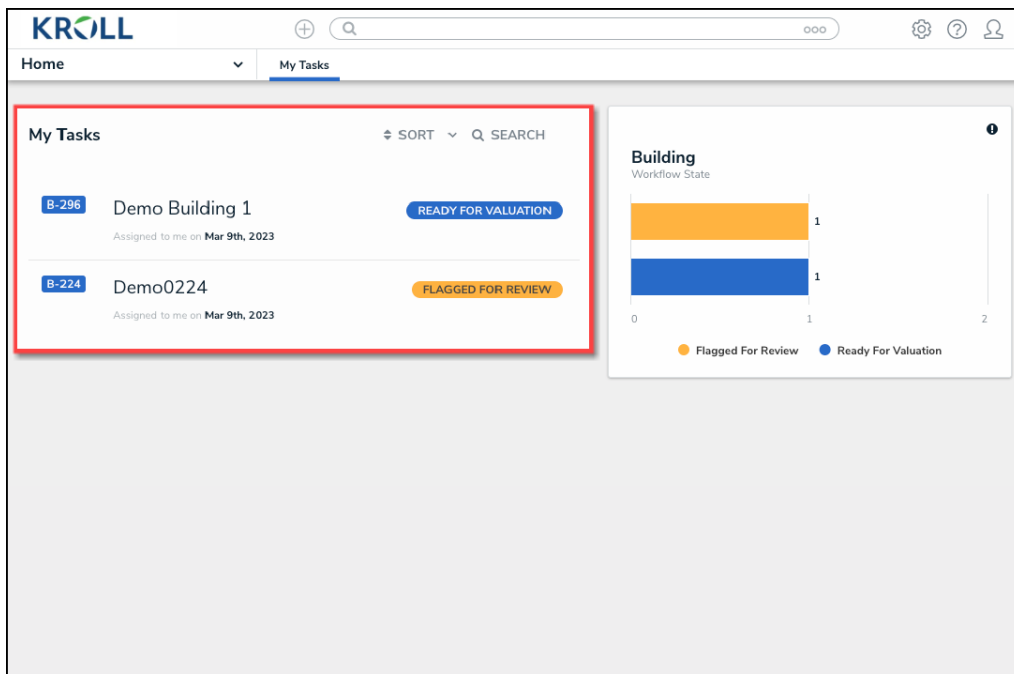
Please see the [My Tasks/Workflow States Chart](#) article for further information regarding the My Tasks and Workflow States Chart features.

- [My Tasks/Workflow States Chart](#)

Home Screen

My Tasks

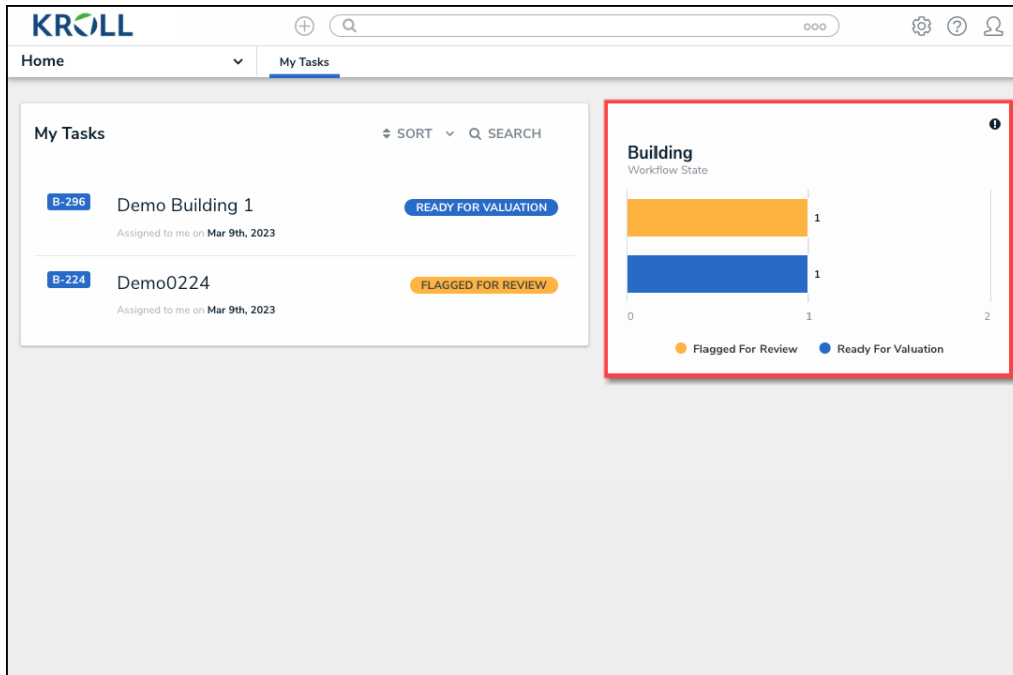
By default, the **My Tasks** section will show on the **Home** screen when tasks (e.g., current risks, controls, issues, or corrective actions) are assigned to a user that requires attention.



My Tasks section

Workflow State Chart

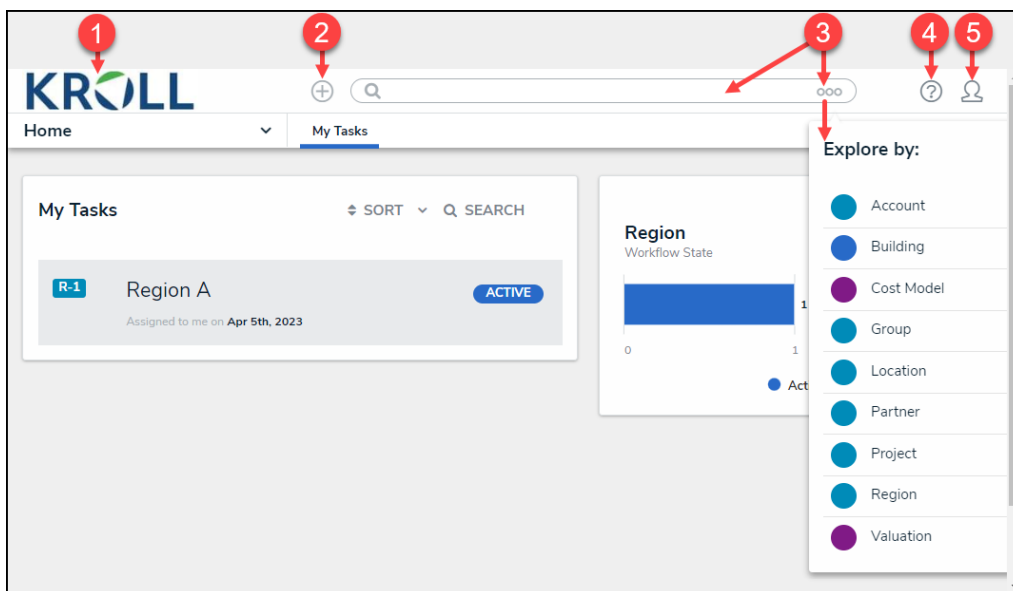
The **Workflow State** chart next to the **My Tasks** section will filter the tasks in the My Task section by Workflow States (e.g., Flagged For Review, Ready for Valuation).



Workflow States Chart

Quick Access Toolbar

The **Quick Access Toolbar** appears on the top of every screen within the **Property Insurance Valuation Platform** application.



Quick Access Toolbar

Quick Access Toolbar Elements

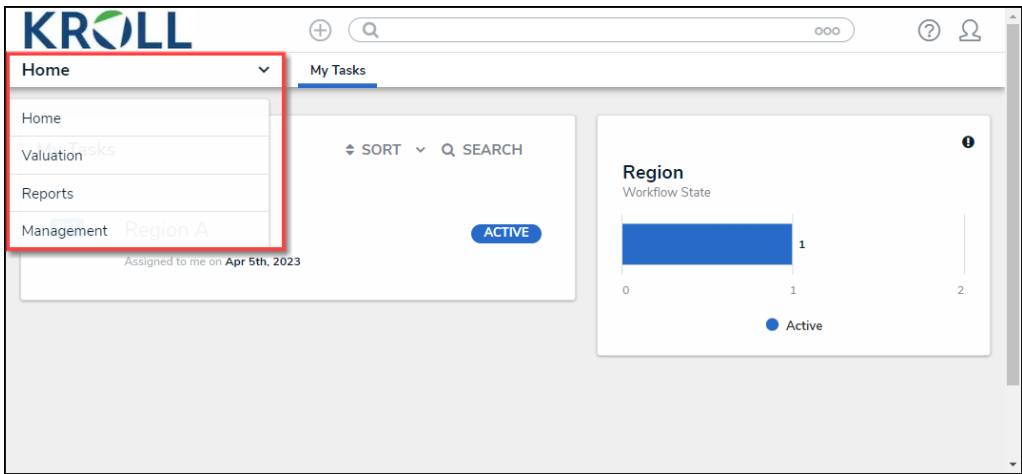
Screen Element	Description	Additional Functions

	Screen Element	Description	Additional Functions
1	Logo	Click the Logo to return to the Home screen.	
2	Quick Create	Click the Quick Create icon to create system Objects (e.g., buildings, locations, etc.) by selecting an Object from the dropdown menu.	
3	Search	Enter keywords in the Search field to narrow search results. Click the Options Menu icon to search by Object Type (e.g., business unit, control, etc.).	
4	Help	Click the Help icon to open the Help dropdown menu for help-related links.	<p>Help: The Help link redirects Users to the Property Insurance Valuation Platform Knowledge Base.</p> <p>Contact Support: The Contact Support link redirects Users to the Resolver Support site.</p> <p>Terms of Service: The Terms of Service link redirects Users to the Legal Terms & Conditions page.</p> <p>Platform Version: Lists the Property Insurance Valuation Platform's current version number your Org uses.</p> <p>Data Region: Lists your Org's data region.</p>
5	User Profile	Click the User Profile icon to open the User Profile dropdown menu.	<p>User ID: Lists the current User's User ID.</p> <p>My Tasks: The My Tasks link redirects the user to the Home screen.</p>

	Screen Element	Description	Additional Functions
			Logout: Logs the current User out of the system.

Navigation Menu

The **Navigation Menu** appears on the top of every screen within the **Property Insurance Valuation Platform** application.



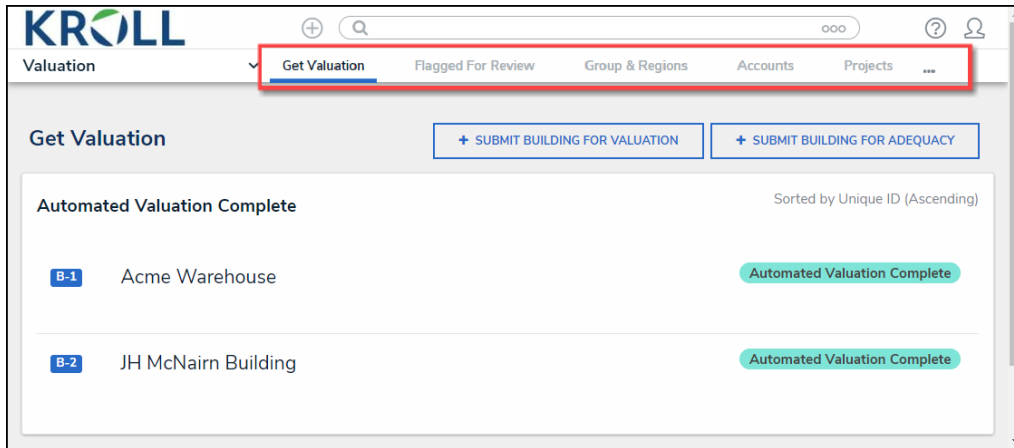
Navigation Menu

Users can access to the **Home** screen and **Property Insurance Valuation Platform** applications from the **Navigation Menu** dropdown menu. Click on an **Application** link to access the application and its activities. The User's Role and User Group will dictate what applications will appear on the **Navigation Menu** dropdown menu.

The **My Tasks** and **Starred Reports** will appear in the **Navigation Menu** dropdown menu when accessing the **Navigation Menu** from the **Home** screen.

Tabs Bar

The **Tabs Bar** appears at the top of all applications within the system. The **Tabs Bar** lists additional activities within the selected application. By default, when selecting an **Application** from the **Navigation Menu**, the first **Tab** (activity) will appear. Click the **Options** icon to view more **Tabs** (if applicable).



Tabs Bar