

# Internal Audit Management User Interface

Last Modified on 07/05/2024 9:08 am EDT

## 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

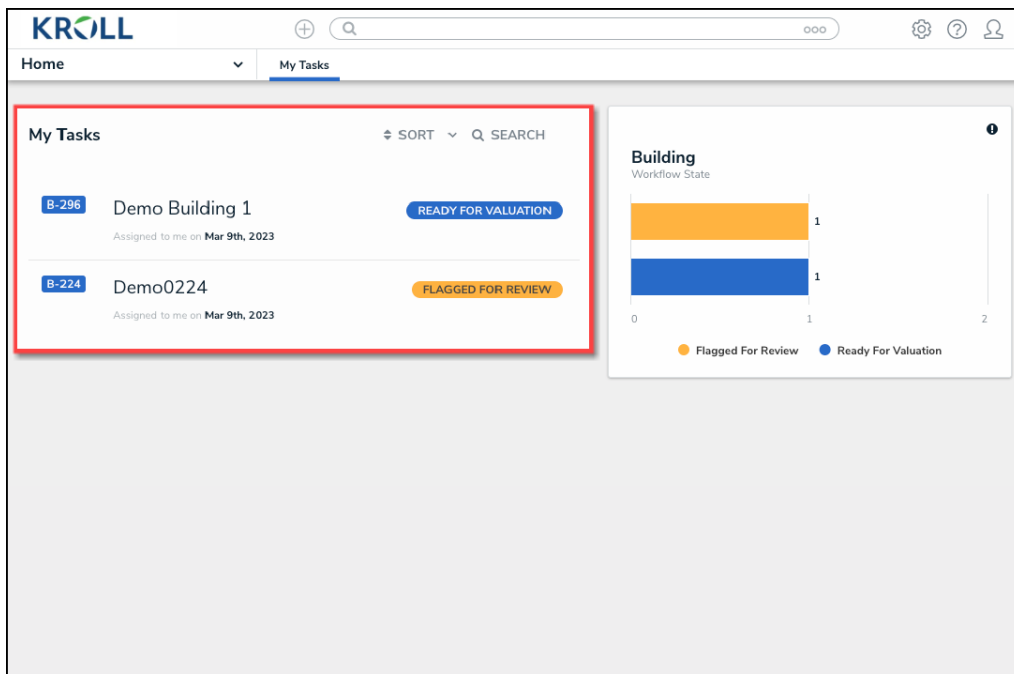
Please see the [My Tasks/Workflow States Chart](#) article for further information regarding the My Tasks and Workflow States Chart features.

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

## Home Screen

### My Tasks

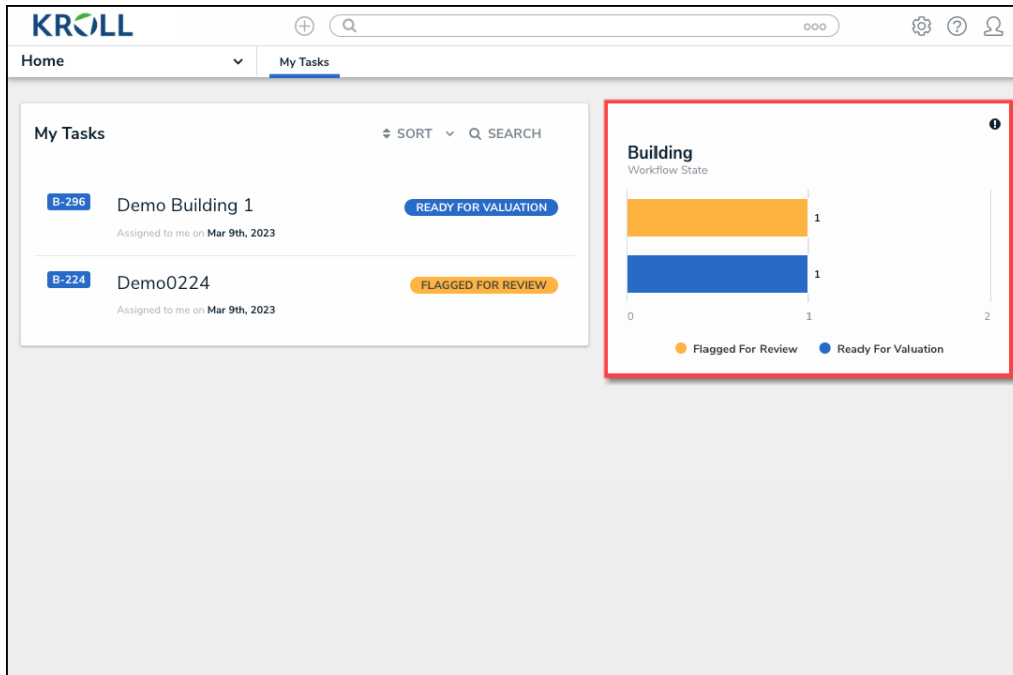
By default, the **My Tasks** section will show on the **Home** screen when tasks (e.g., current risks, controls, issues, or corrective actions) are assigned to a user that requires attention.



*My Tasks section*

### Workflow State Chart

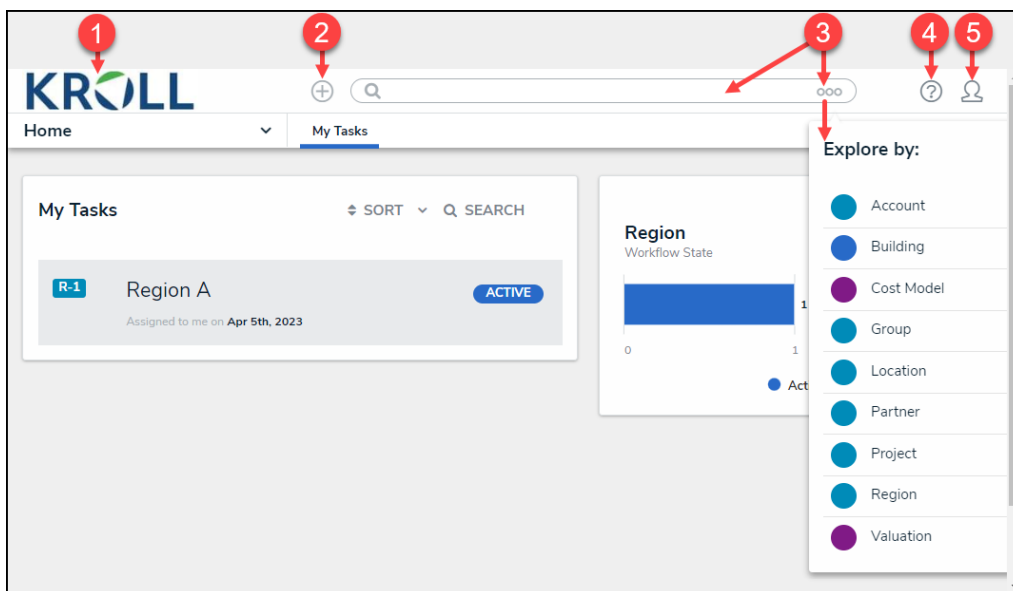
The **Workflow State** chart next to the **My Tasks** section will filter the tasks in the My Task section by Workflow States (e.g., Flagged For Review, Ready for Valuation).



*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

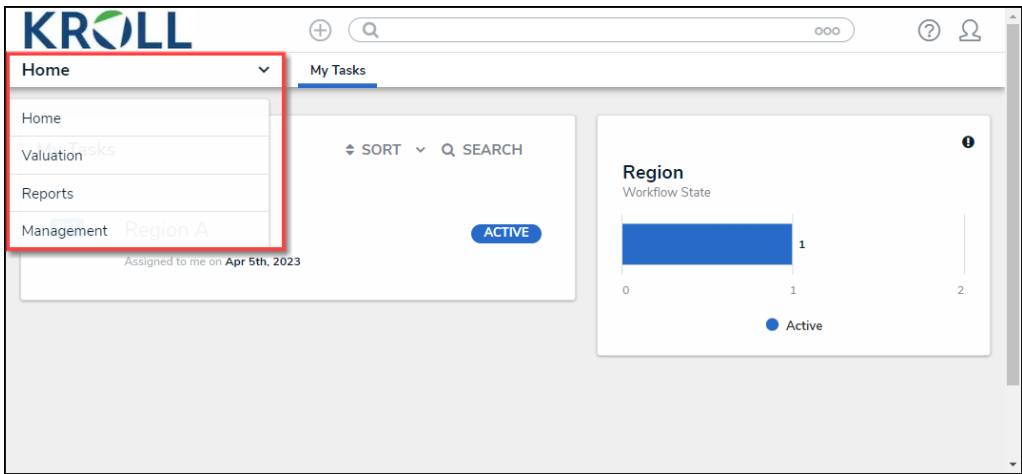
Screen Element	Description	Additional Functions

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

	Screen Element	Description	Additional Functions
			<b>Logout:</b> 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.



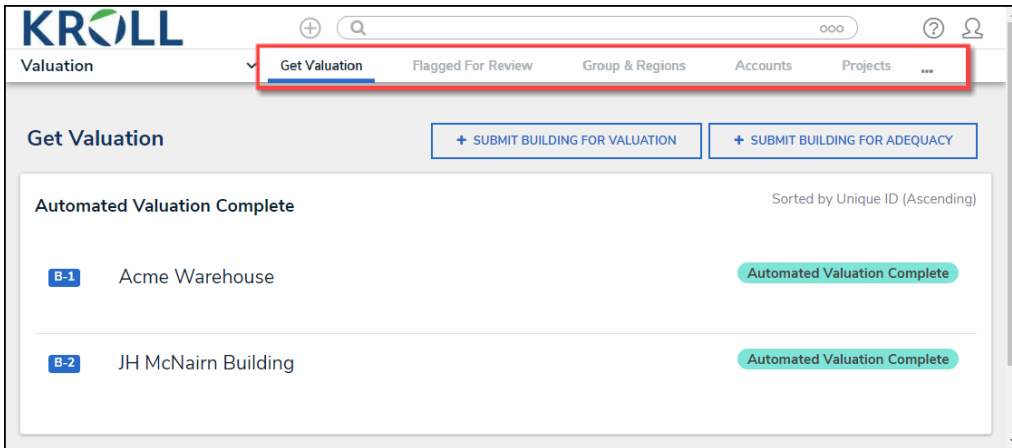
*Navigation Menu*

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*