

Search Internal Audit Management by Object Type

Last Modified on 07/09/2024 11:56 am EDT

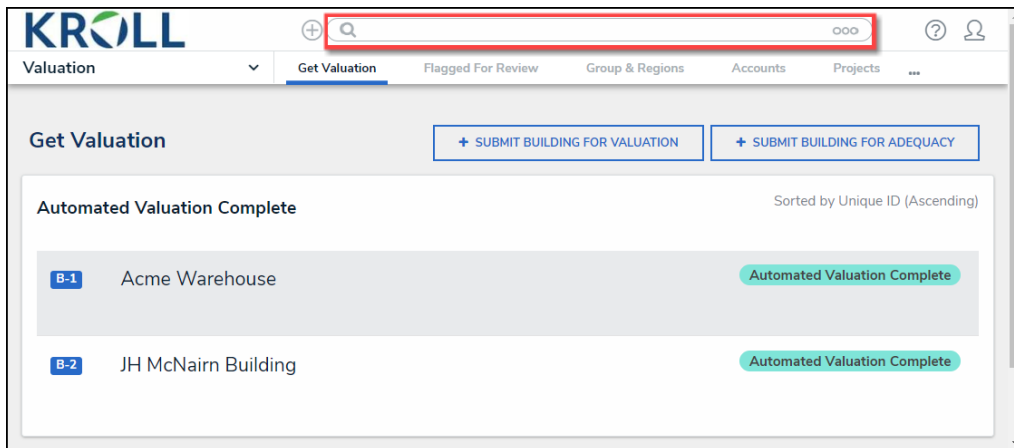
Overview

When searching for an Object within the application, the Object refers to a record created in your Org.

The Platform search function appears at the top of every screen within the application. For this illustration, we are going to start from the **Home** screen.

Navigation

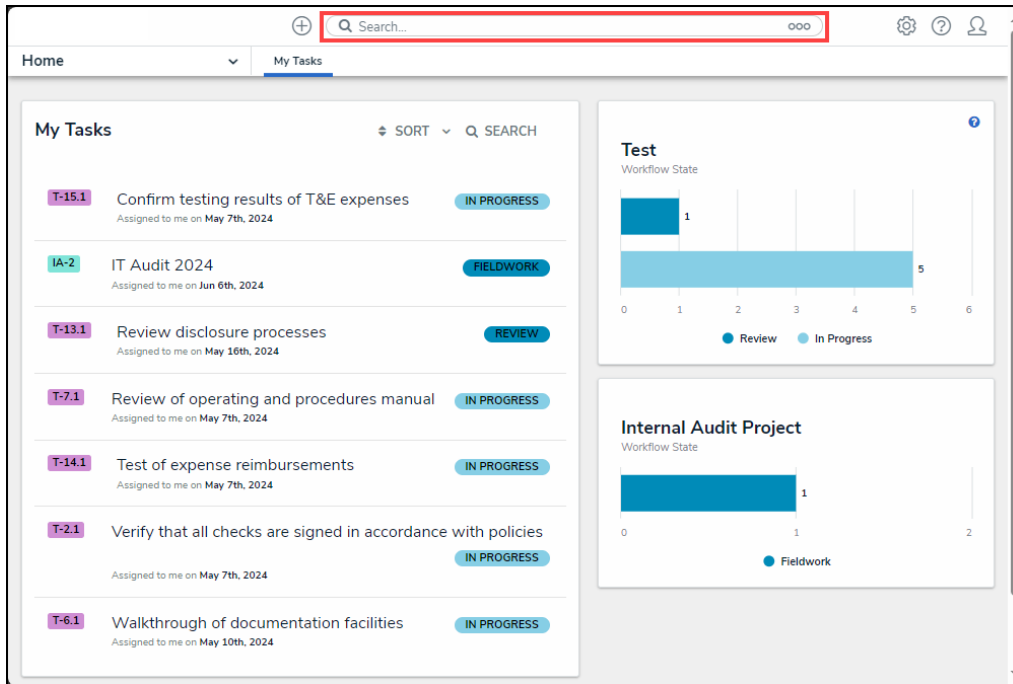
- From the **Home** screen, select the **Search** field in the **Top Bar** section.



Search Field

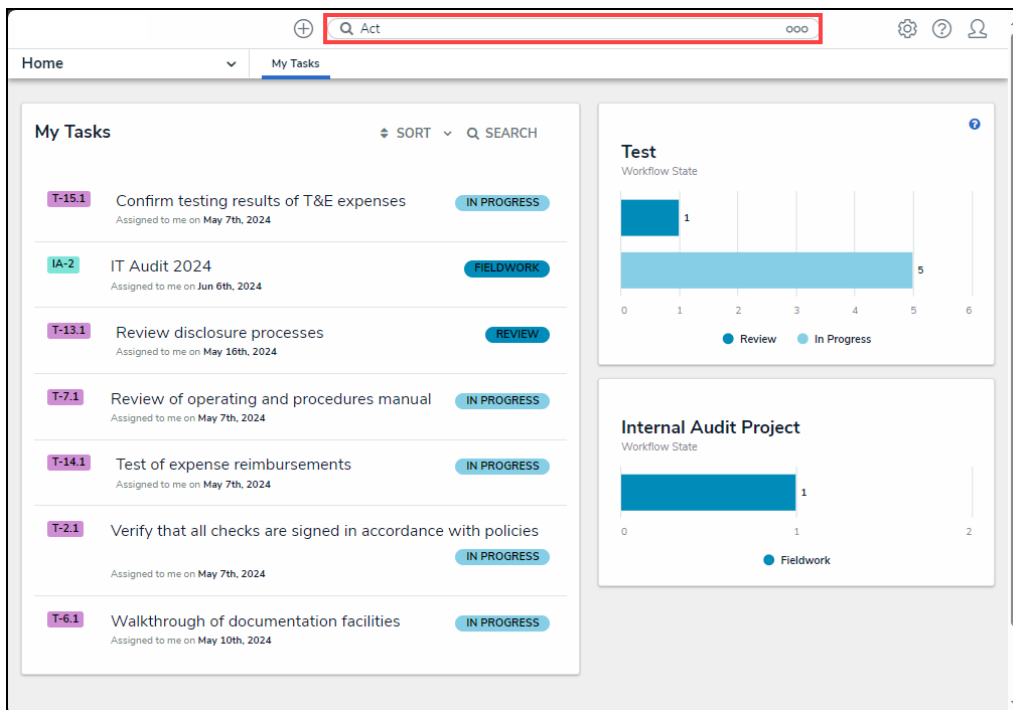
Searching for an Object

1. Enter an **Object Name** in the **Search** field.



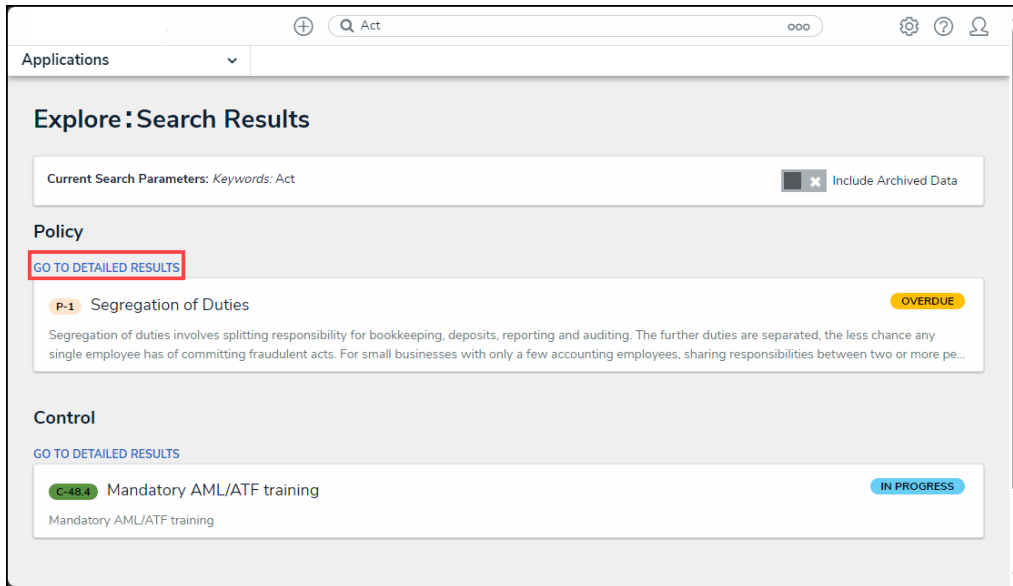
Object Name

2. Press the **Enter** key on the keyboard.
3. The **Platform** will return the **Search Results** based on the **Object Name** entered. The search results are sorted by Object Name.



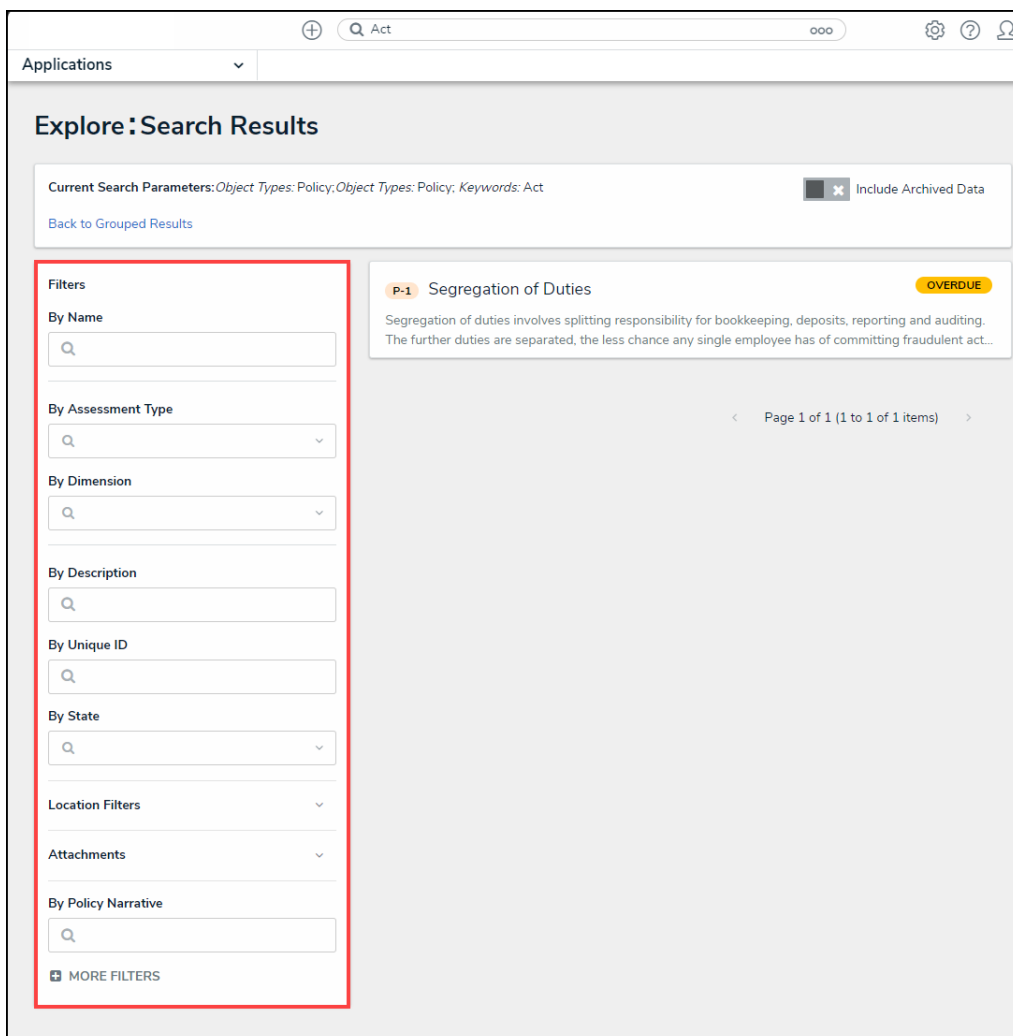
Search Results Screen

4. Click the **GO TO DETAILED RESULTS** link.



GO TO DETAILED RESULTS Link

- The **Search Results** screen will refresh, listing a **Filter** section for the selected **Object Type**.



Filter Section

6. The following **Filter** options will appear for all object types:
 - **By Name:** The **By Name** filter narrows the search results by Object Name.
 - **By Assessment Type:** The **By Assessment Type** filter narrows the search results by Assessment Type Name.
 - **By Dimension:** The **By Dimension** filter narrows the search results by Assessment dimension (e.g., business unit).
 - **By Description:** The **By Description** filter narrows the search results by Object Description.
 - **By Unique ID:** The **By Unique ID** filter narrows the search results by Object Unique ID.
 - **By State:** The **By State** filter narrows the search results by Workflow State (e.g., creation, etc.).
 - **More Filters:** The **More Filters** link allows Users to apply additional plain text, select list, and multi-select list filters on the Object Type.
 - **Select or Multi List:** Choose one or more options from the dropdown menu.
 - **Plain Text:** Enter one or more keywords in the field. All special characters will be ignored, except @ and !.
7. **(Optional)** Click an **Object Name** to view further Object details. The screen that appears will depend on the User's User Group.
8. Click the **Back to Group Results** link to return to the previous screen.

The screenshot displays the Resolver application interface. At the top, there is a search bar with the text 'Act' and a search icon. Below the search bar, the page title is 'Applications'. The main heading is 'Explore: Search Results'. Underneath, the current search parameters are listed: 'Object Types: Policy; Object Types: Policy; Keywords: Act'. There is a toggle for 'Include Archived Data' which is currently turned off. A red box highlights the 'Back to Grouped Results' link. On the left side, there is a 'Filters' section with various filter options: 'By Name', 'By Assessment Type', 'By Dimension', 'By Description', 'By Unique ID', 'By State', 'Location Filters', 'Attachments', and 'By Policy Narrative'. Each filter has a search icon and a dropdown arrow. At the bottom of the filters section is a 'MORE FILTERS' button. On the right side, a search result is displayed for 'Segregation of Duties' with a 'P-1' priority and an 'OVERDUE' status. The description reads: 'Segregation of duties involves splitting responsibility for bookkeeping, deposits, reporting and auditing. The further duties are separated, the less chance any single employee has of committing fraudulent act...'. Below the result is a pagination control showing 'Page 1 of 1 (1 to 1 of 1 items)'.

Back to Group Results Link