

# Creating a New Process

Last Modified on 06/14/2024 1:57 pm EDT

## Overview

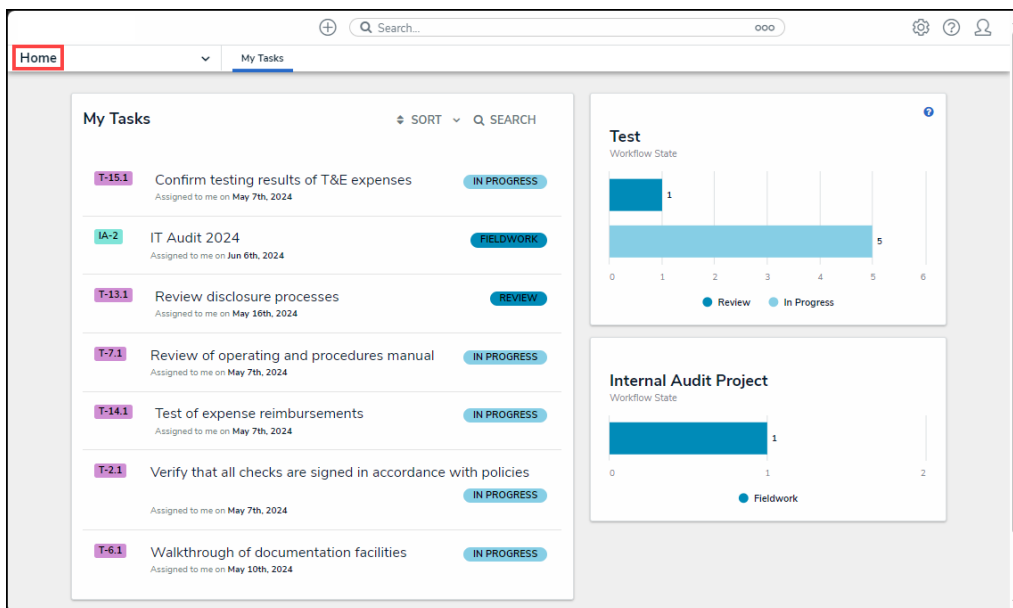
Users can create a process within the system through the **Library** section, in order to manually add a new process to the system for use within the Internal Controls Management application. User can also add multiple processes by using either the [data import](#) feature or integration feature.

## User Account Requirements

The user account used to log into Resolver must be added to the Internal Controls Team user group.

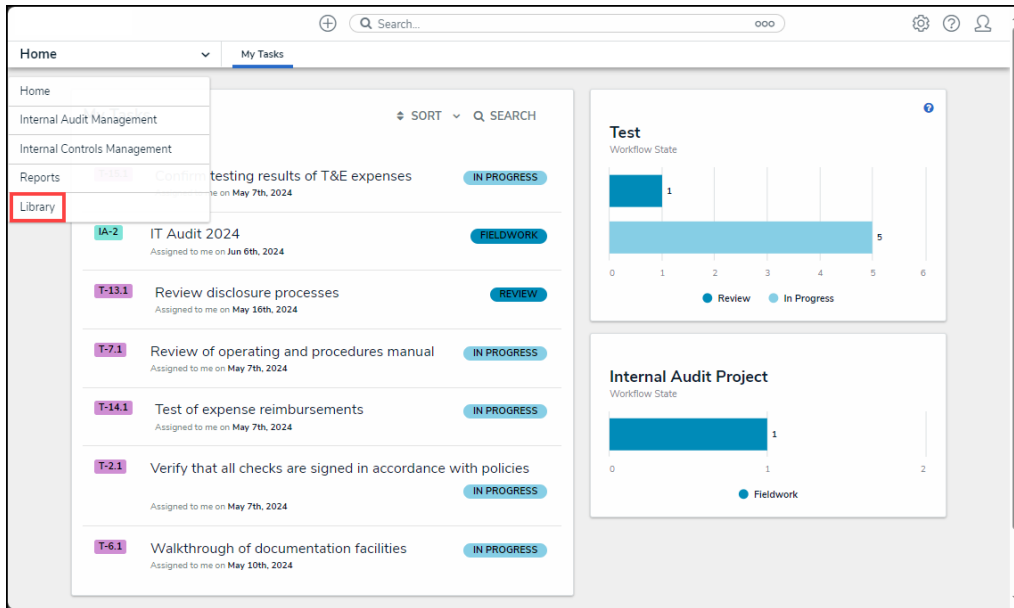
## Navigation

1. From the **Home** screen, click the **Home** dropdown menu.



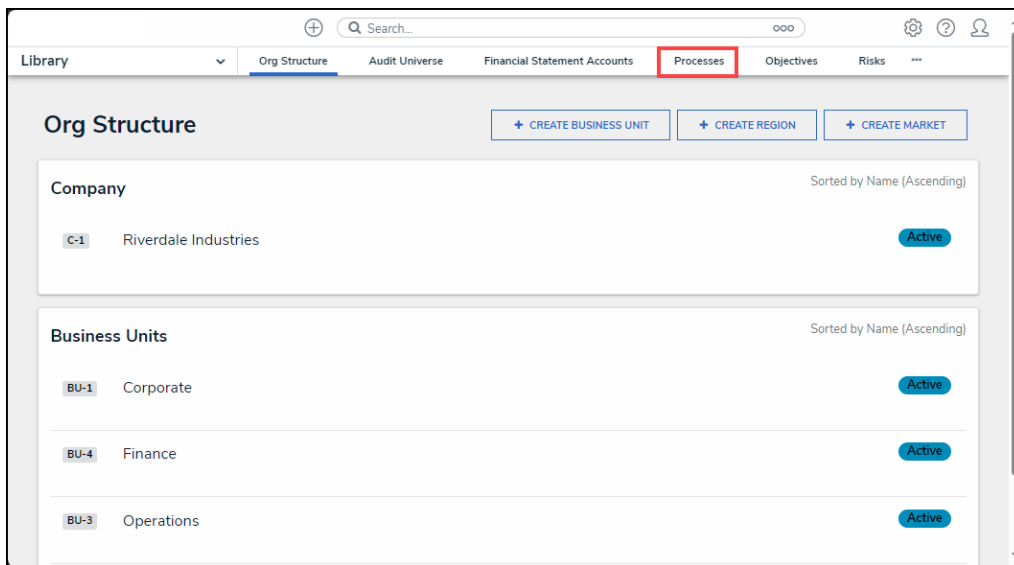
*Home Dropdown Menu*

2. From the **Home** dropdown menu, click the **Library** link.



*Library Link*

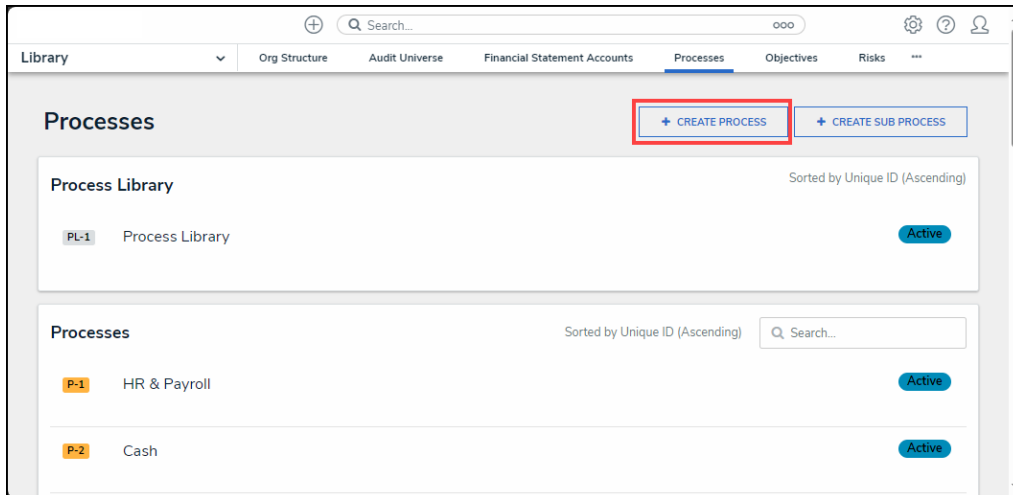
- From the **Org Structure** screen, click the **Processes** tab.



*Processes Tab*

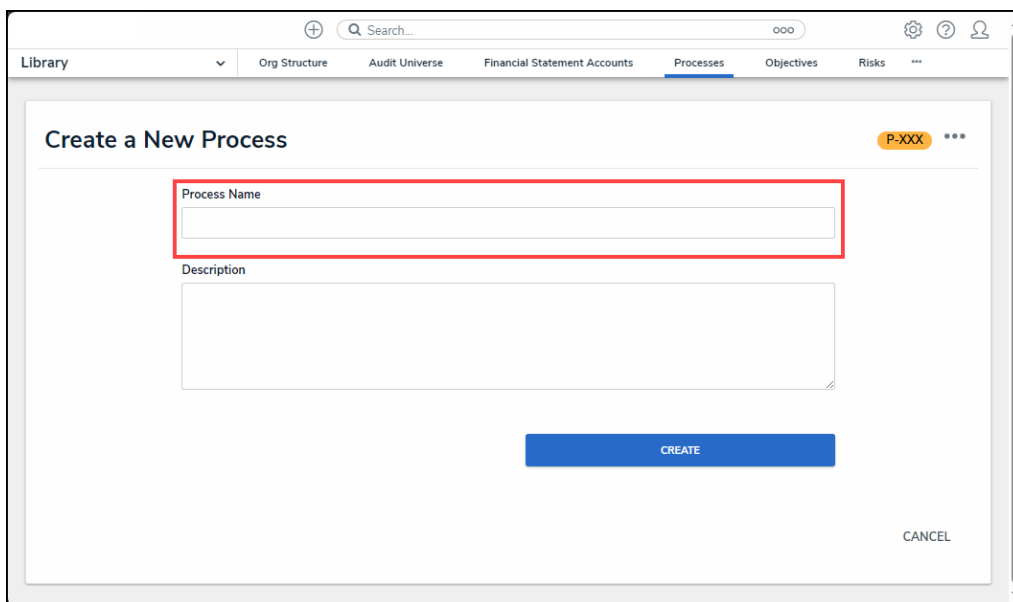
## Creating a Process

- From the **Processes** screen, click the **+ Create Process** button.



*+ Create Process Button*

2. From the **Create a New Process** screen, enter the process name in the **Process Name** field.



*Process Name Field*

3. Enter a brief description outlining the process in the **Description** field.

The screenshot shows the 'Create a New Process' form in the Resolver application. The form has a title bar with a search bar and navigation tabs: Library, Org Structure, Audit Universe, Financial Statement Accounts, Processes (selected), Objectives, and Risks. The main content area is titled 'Create a New Process' and includes a 'Process Name' field with the value 'Development' and a larger 'Description' text area. A red rectangular box highlights the 'Description' field. At the bottom of the form, there is a blue 'CREATE' button and a 'CANCEL' link. A yellow 'P-XXX' tag is visible in the top right corner of the form area.

*Description Field*

4. Click the **Create** button to add the process to the system for use with the Internal Controls Management application.

This screenshot is identical to the one above, showing the 'Create a New Process' form. However, in this version, a red rectangular box highlights the blue 'CREATE' button at the bottom center of the form. The 'Description' field is no longer highlighted.

*Create Button*