Creating a New Sub Process

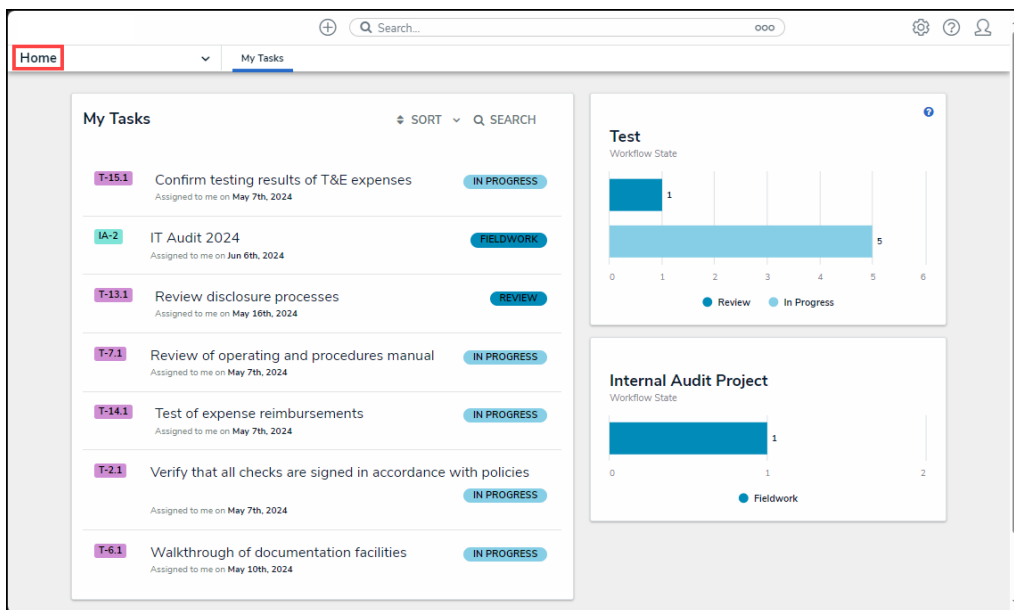Last Modified on 06/14/2024 4:55 pm EDT

Overview

Users can create a sub process within the system through the **Library** section, in order to manually add a new sub process to the system for use within the Internal Controls Management application. User can also add multiple sub 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.
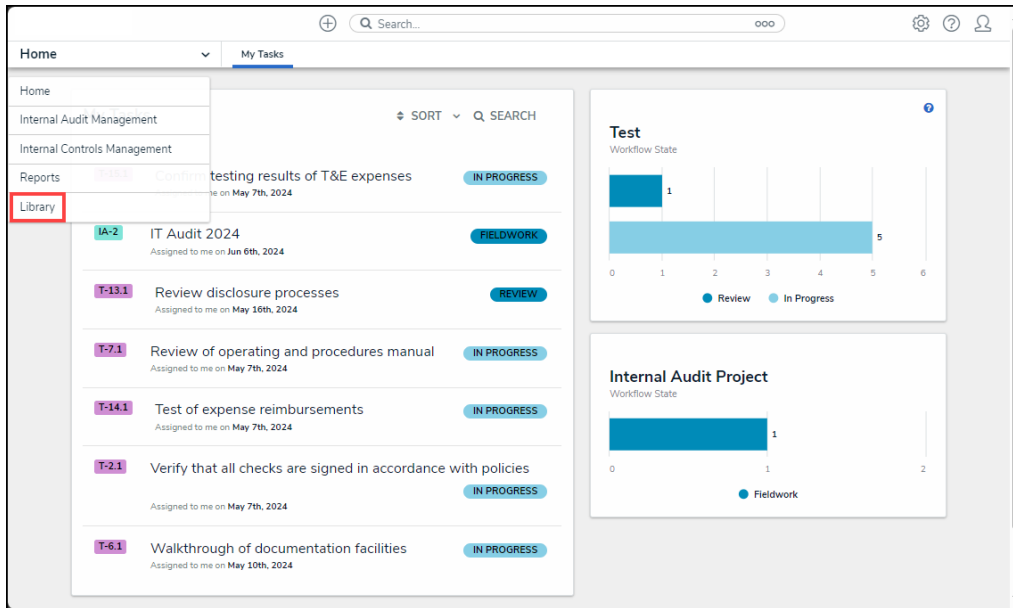
Navigation

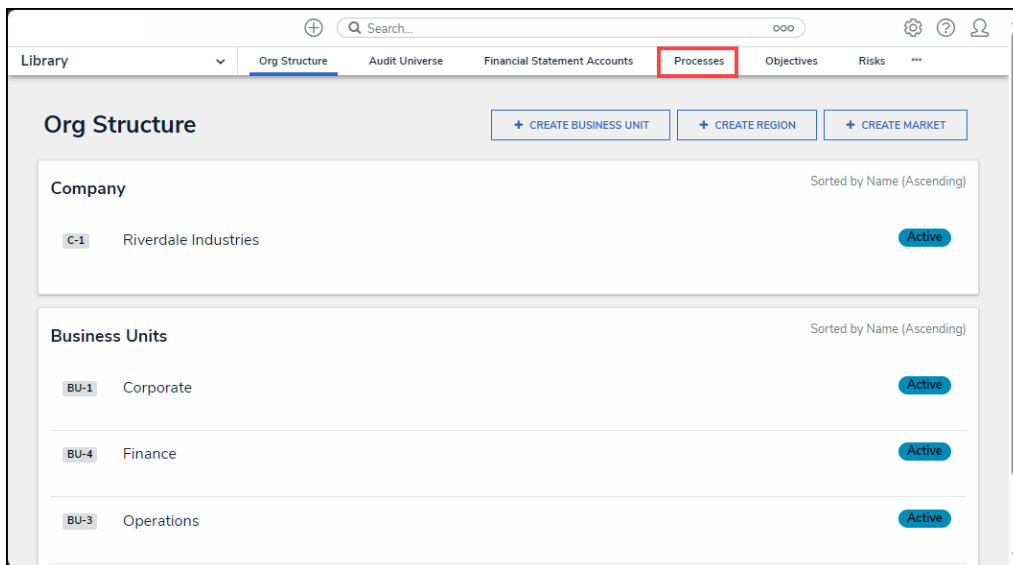1. From the **Home** screen, click the **Home** dropdown menu.

Home Dropdown Menu

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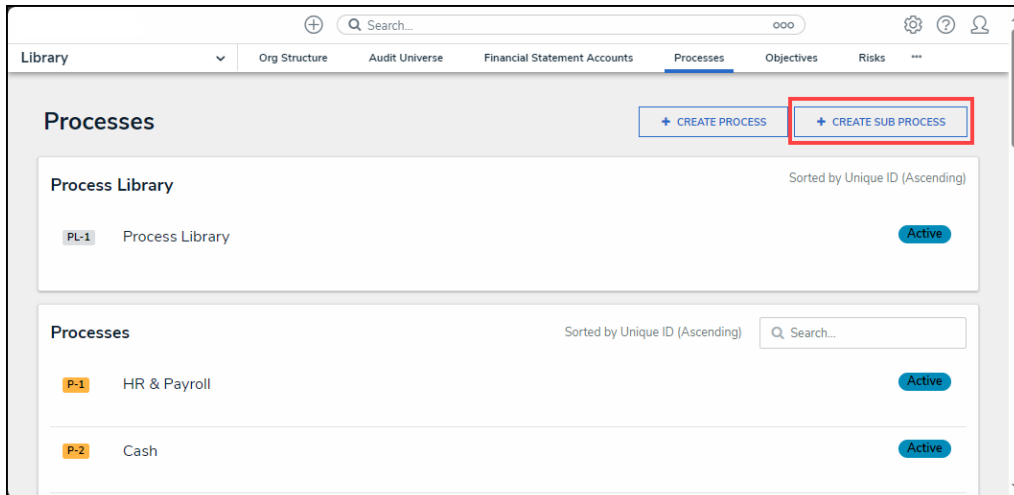
Library Link

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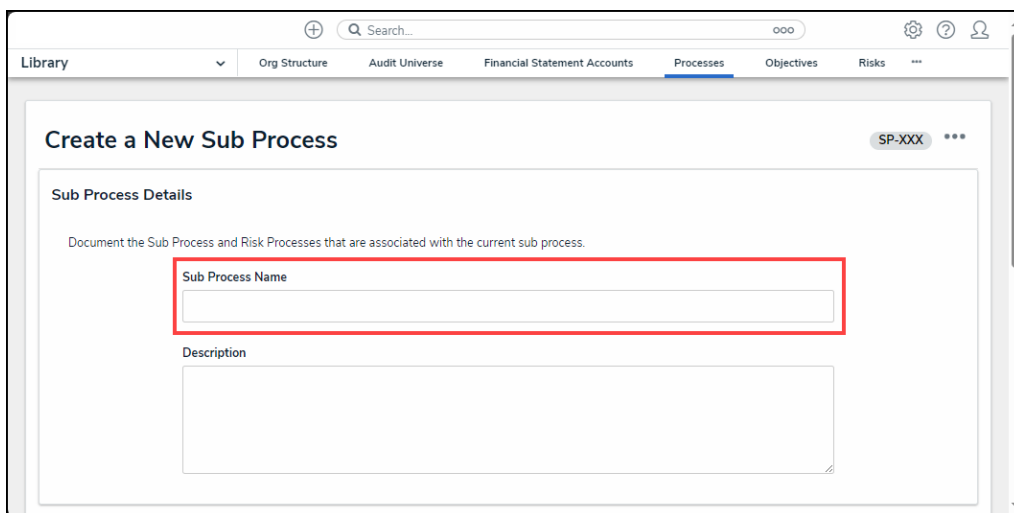

Processes Tab

Creating a New Sub Process

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

+ Create Sub Process Button

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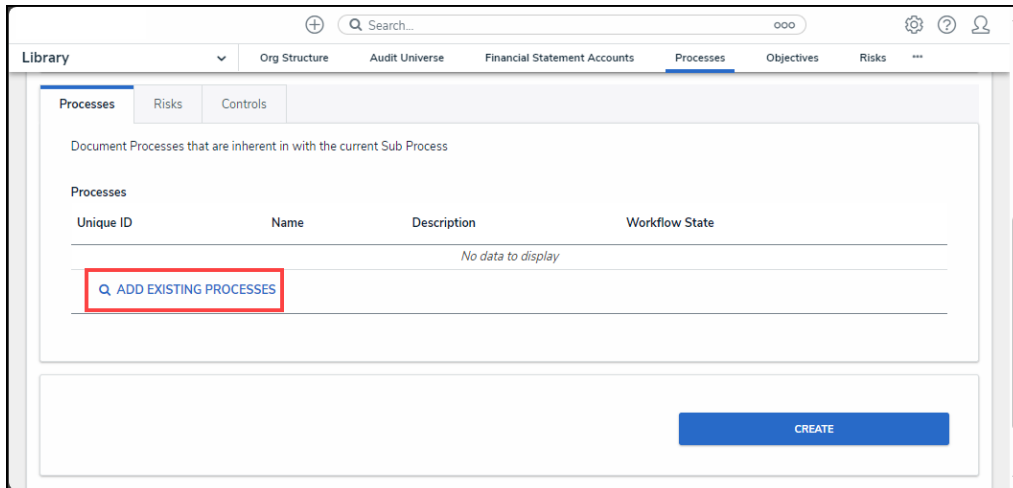

Sub Process Name Field

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

Description Field

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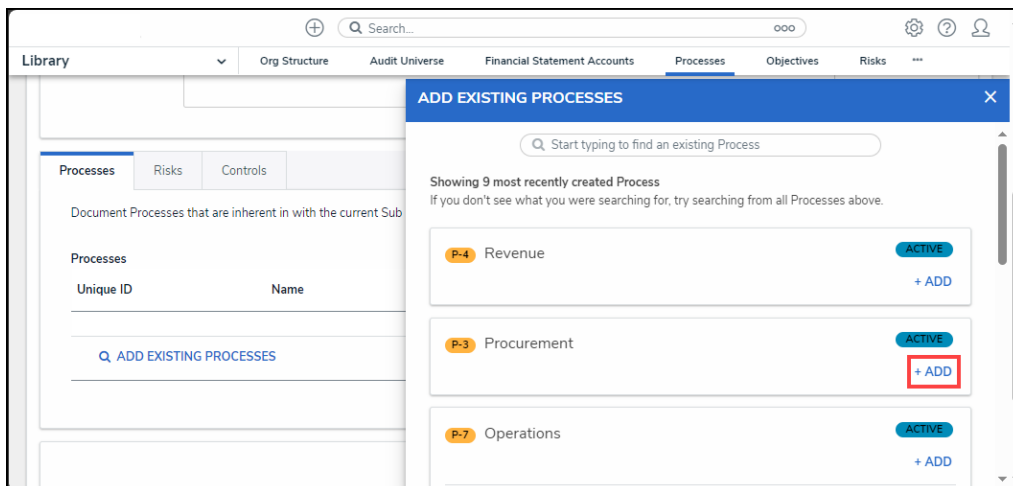

Create Button

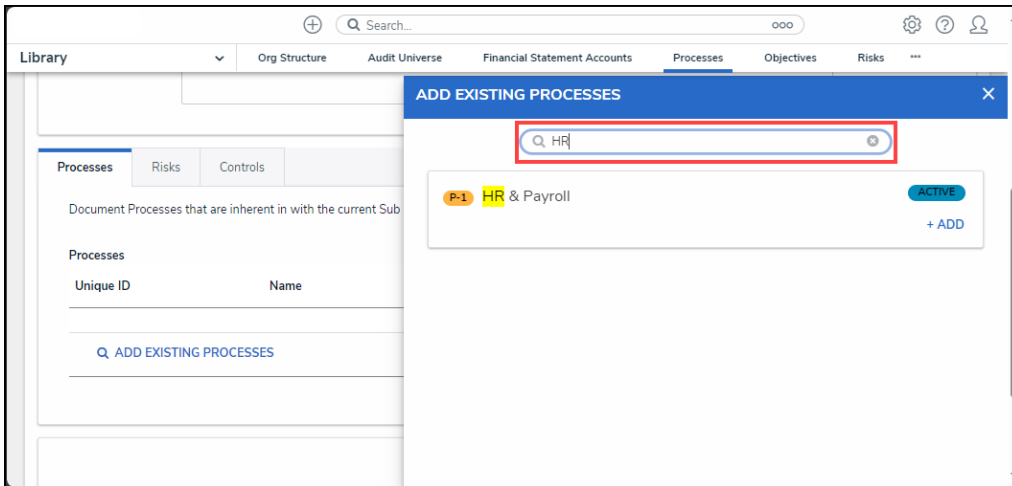5. Click the **Add Existing Processes** link to add an existing process to the sub process.

Add Existing Processes Link

6. From the **Add Existing Processes** pop-up, click the **+ Add** link next to a process to add it to the sub process.
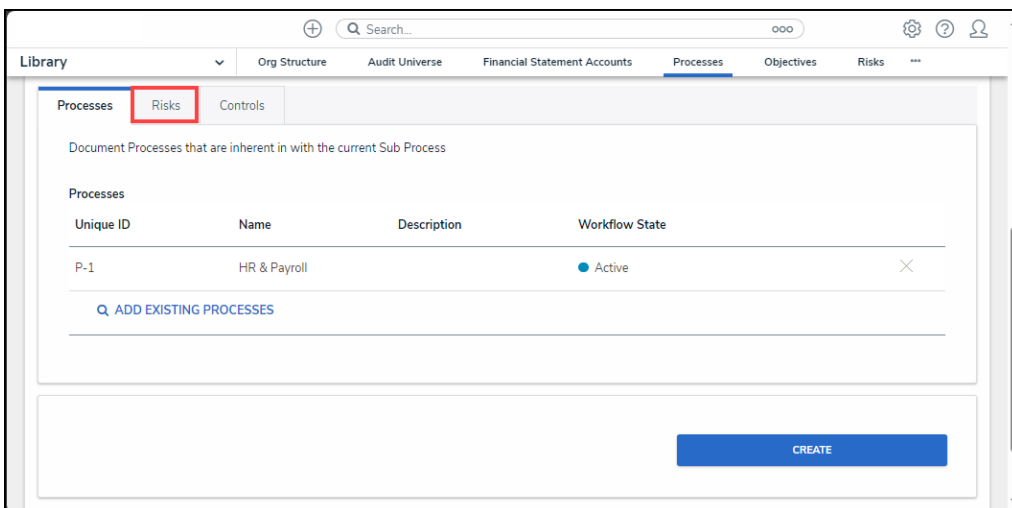

+ Add Link

7. **(Optional)** Enter a process name in the **Search** field to search for a process that is not listed on the **Showing 9 most recently created process** list.
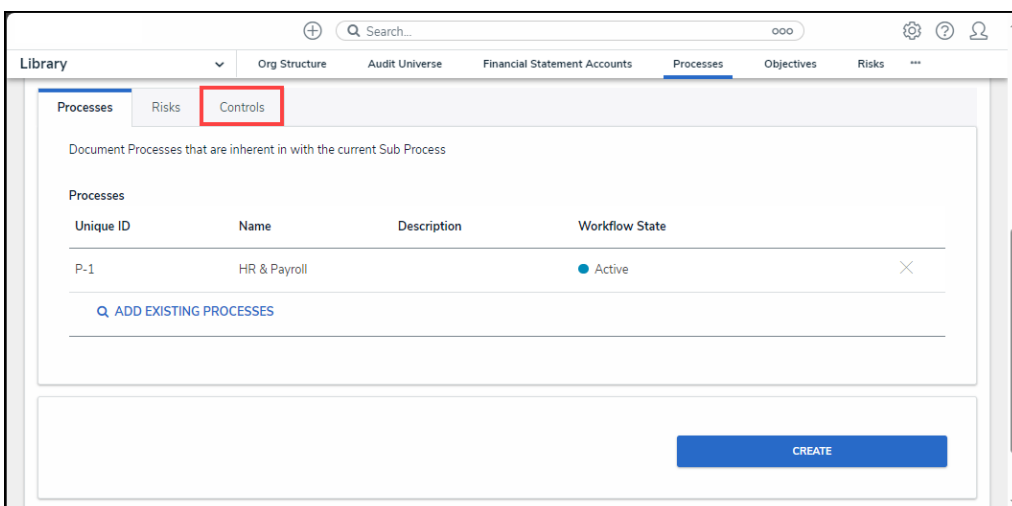
Search Field

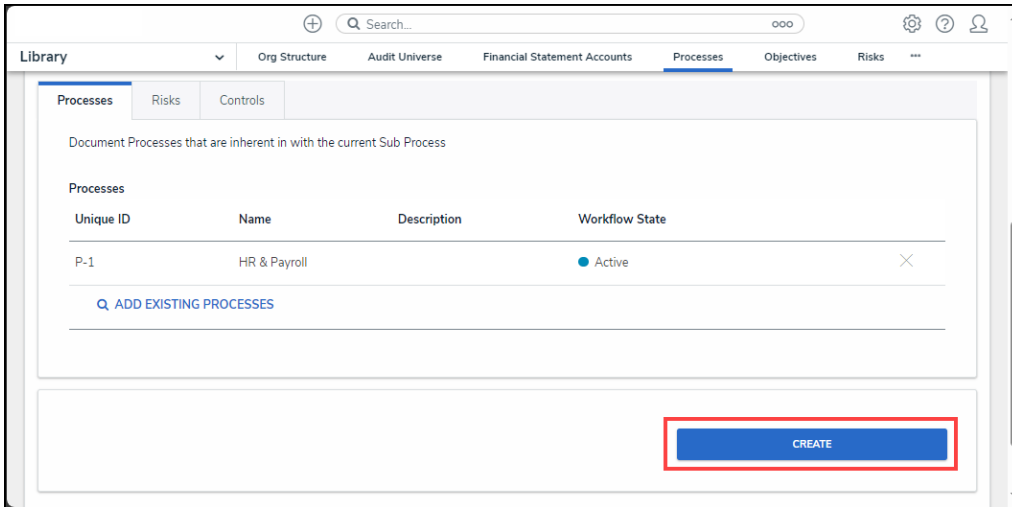8. **(Optional)** Click the **Risks** tab to add an existing or new risk to the sub process.

Risks Tab

9. **(Optional)** Click the **Controls** tab to add an existing or new control to the sub process.

10. Click the **Create** button to add the sub process to the system.

Create Button