



*MGS – Compliance Management*

*User guide*

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## Chapter 1 : Compliance Management – Desktop

1. Log in to the system and enter your username and password.

Creatio QUANTUM

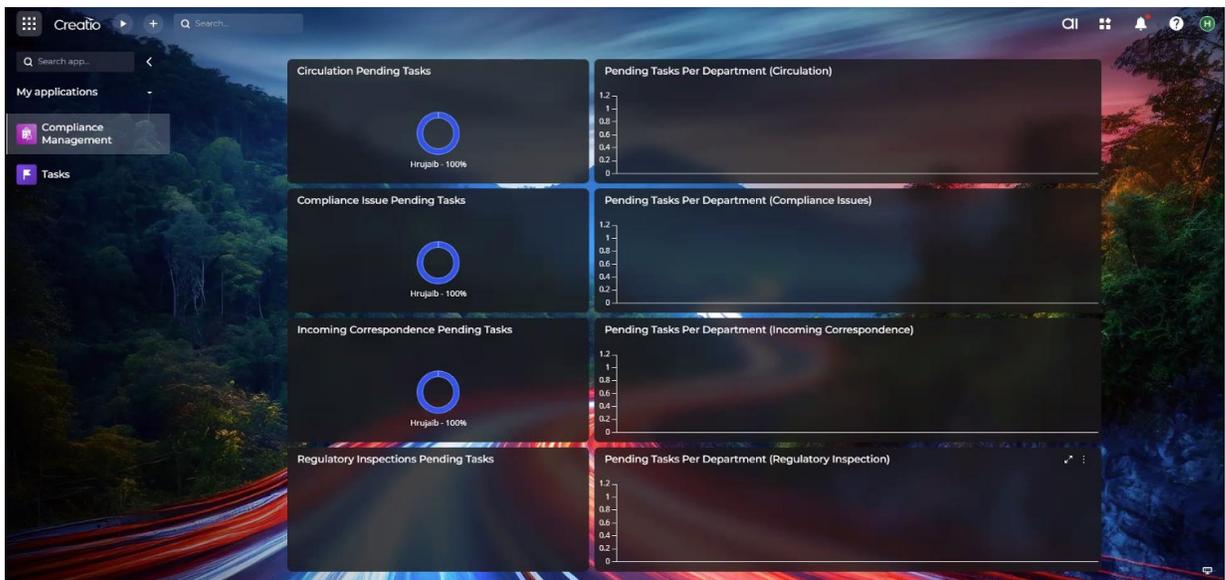
Username  
  
Enter a value

Password  
  
Enter a value

**LOG IN**

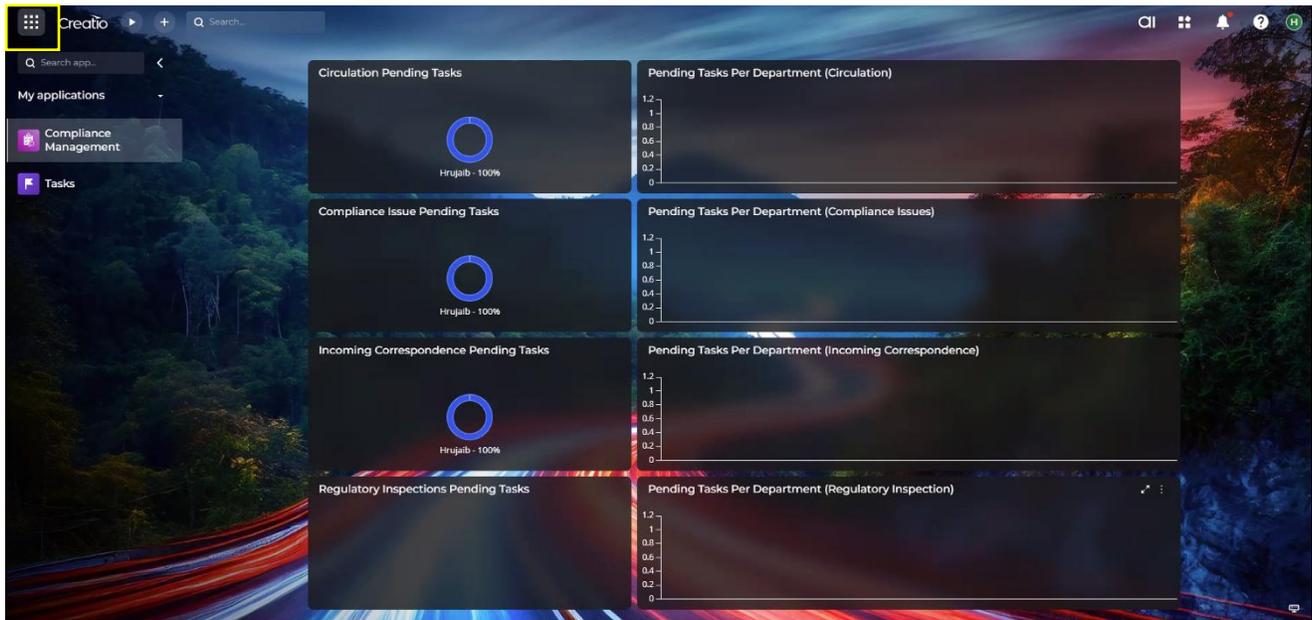
Version 8.1.2.3842

2. On the Desktop Page, you will find a summary of all metadata related to the compliance management system.



## Chapter 2 : Compliance Management – Features

1. In the top left corner of the page, click the navigation panel to go to "My Applications," where you will find the "Compliance Management" and "Tasks" sections.



2. Click on the "Compliance Management" section on the left side, and the main page will open

directly.

**Compliance Management**

Folders  
  Tag  
  Item Type  
  Item Status  
  Created on  
  Search

Reference	Subject	Keywords	Item type	Item status
<a href="#">Comp-00752</a>	Emerging Trends in Regulatory C...	Regulatory Inspection	Regulatory Inspection	In Progress
<a href="#">Comp-00754</a>	Strengthening Internal Controls	Compliance Issue	Compliance Issue	<a href="#">Assign Compliance Tasks</a>
<a href="#">Comp-00755</a>	The Role of Compliance Culture in...	Compliance	Compliance Issue	<a href="#">Compliance Tasks Appro</a>
<a href="#">Comp-00756</a>	Leveraging Technology for Effecti...	Compliance	Compliance Issue	<a href="#">Compliance Tasks Appro</a>
<a href="#">Comp-00757</a>	Circulation Update: Key Policy Ch...	Circulation	Circulation	Completed
<a href="#">Comp-00758</a>	Incoming Correspondence: Regul...	Incoming Correspondence	Incoming Correspondence	<a href="#">Assigning Departments</a>
<a href="#">Comp-00774</a>	Strengthening Internal Controls T...	Circulation	Circulation	Preparation
<a href="#">Comp-00775</a>	Strengthening External Controls T...	Circulation	Circulation	<a href="#">Assigning Departments</a>
<a href="#">Comp-00804</a>	CBK Test		Circulation	<a href="#">Compliance Tasks Appro</a>
<a href="#">Comp-00842</a>	Creatio test scenario	Creatio test scenario	Circulation	Completed
<a href="#">Comp-00855</a>	Circulation Update new	new circ new new	Circulation	Completed

3. On the main page, you will find all created compliances along with their metadata.

**Compliance Management**

Folders  
  Tag  
  Item Type  
  Item Status  
  Created on  
  Search

[+ New](#)  
[Import](#)  
...

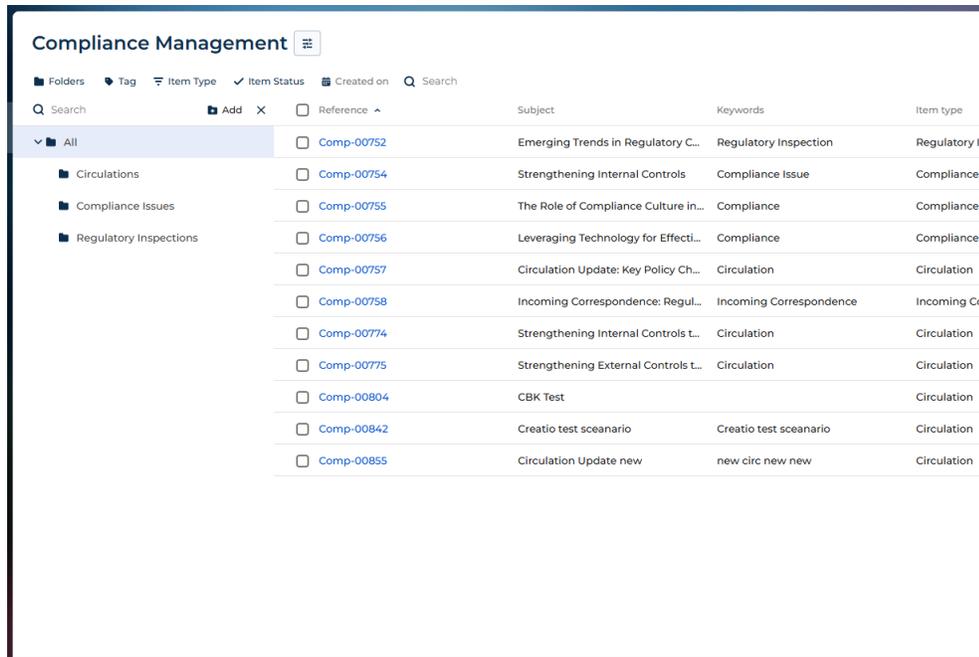
Summaries  
...

Reference	Subject	Keywords	Item type	Item status	Description	Date	Created
<a href="#">Comp-00752</a>	Emerging Trends in Regulatory C...	Regulatory Inspection	Regulatory Inspection	In Progress	Challenges and Strategies	4/14/2025	4/14/2025 11:54
<a href="#">Comp-00754</a>	Strengthening Internal Controls	Compliance Issue	Compliance Issue	<a href="#">Assign Compliance Tasks</a>	Strengthening Internal Controls T...	4/14/2025	4/14/2025 11:57
<a href="#">Comp-00755</a>	The Role of Compliance Culture in...	Compliance	Compliance Issue	<a href="#">Compliance Tasks Appro</a>	The Role of Compliance Culture in...	4/14/2025	4/14/2025 11:58
<a href="#">Comp-00756</a>	Leveraging Technology for Effecti...	Compliance	Compliance Issue	<a href="#">Compliance Tasks Appro</a>	Leveraging Technology for Effecti...		4/14/2025 11:59
<a href="#">Comp-00757</a>	Circulation Update: Key Policy Ch...	Circulation	Circulation	Completed	Key Policy Changes and Action P...	4/14/2025	4/14/2025 12:02
<a href="#">Comp-00758</a>	Incoming Correspondence: Regul...	Incoming Correspondence	Incoming Correspondence	<a href="#">Assigning Departments</a>	Incoming Correspondence: Regul...	4/14/2025	4/14/2025 12:05
<a href="#">Comp-00774</a>	Strengthening Internal Controls T...	Circulation	Circulation	Preparation	Strengthening Internal Controls T...	4/14/2025	4/14/2025 12:26
<a href="#">Comp-00775</a>	Strengthening External Controls t...	Circulation	Circulation	<a href="#">Assigning Departments</a>	Strengthening External Controls t...	4/14/2025	4/14/2025 12:27
<a href="#">Comp-00804</a>	CBK Test		Circulation	<a href="#">Compliance Tasks Appro</a>			4/22/2025 2:46
<a href="#">Comp-00842</a>	Creatio test scenario	Creatio test scenario	Circulation	Completed	Creatio test scenario	5/6/2025	5/6/2025 2:38 P
<a href="#">Comp-00855</a>	Circulation Update new	new circ new new	Circulation	Completed	Key Policy Changes and Action P...	5/6/2025	5/6/2025 4:41 P

## 2.1 Compliance Management Home Page Features:

### 2.1.1 Filer by Folder

Click on "Folders" to filter the compliances by type.



The screenshot shows the 'Compliance Management' interface. On the left, there is a navigation menu with 'All' selected and expanded to show sub-folders: 'Circulations', 'Compliance Issues', and 'Regulatory Inspections'. The main area displays a table of compliance items with columns for 'Reference', 'Subject', 'Keywords', and 'Item type'.

Reference	Subject	Keywords	Item type
Comp-00752	Emerging Trends in Regulatory C...	Regulatory Inspection	Regulatory I
Comp-00754	Strengthening Internal Controls	Compliance Issue	Compliance
Comp-00755	The Role of Compliance Culture in...	Compliance	Compliance
Comp-00756	Leveraging Technology for Effecti...	Compliance	Compliance
Comp-00757	Circulation Update: Key Policy Ch...	Circulation	Circulation
Comp-00758	Incoming Correspondence: Regul...	Incoming Correspondence	Incoming Co
Comp-00774	Strengthening Internal Controls L...	Circulation	Circulation
Comp-00775	Strengthening External Controls L...	Circulation	Circulation
Comp-00804	CBK Test		Circulation
Comp-00842	Creatio test sceanario	Creatio test sceanario	Circulation
Comp-00855	Circulation Update new	new circ new new	Circulation

### 2.1.2 Filter by Item Type

Click on "Item Type" to filter the compliances by type.

**Compliance Management**

Filters: Folders, Tag, Item Type, Item Status, Created on, Search

Reference	Keywords	Item type	Item status	Description
Comp-00752	Regulatory C...	Regulatory Inspection	In Progress	Challenges and Strate...
Comp-00754	nal Controls	Compliance Issue	Assign Compliance Task...	Strengthening Interna...
Comp-00755	nce Culture in...	Compliance Issue	Compliance Tasks Appro...	The Role of Complianc...
Comp-00756	ogy for EffectL...	Compliance	Compliance Tasks Appro...	Leveraging Technolog...
Comp-00757	Key Policy Ch...	Circulation	Completed	Key Policy Changes an...
Comp-00758	Incoming Correspondence: Regu...	Incoming Correspondence	Assigning Departments	Incoming Correspon...
Comp-00774	Strengthening Internal Controls T...	Circulation	Preparation	Strengthening Interna...
Comp-00775	Strengthening External Controls T...	Circulation	Assigning Departments	Strengthening Extern...
Comp-00804	CBK Test	Circulation	Compliance Tasks Appro...	
Comp-00842	Creatio test sceanario	Creatio test sceanario	Completed	Creatio test sceanario
Comp-00855	Circulation Update new	new circ new new	Completed	Key Policy Changes an...

### 2.1.3 Filter by Status

Click on "Status" to filter the compliances by status.

**Compliance Management**

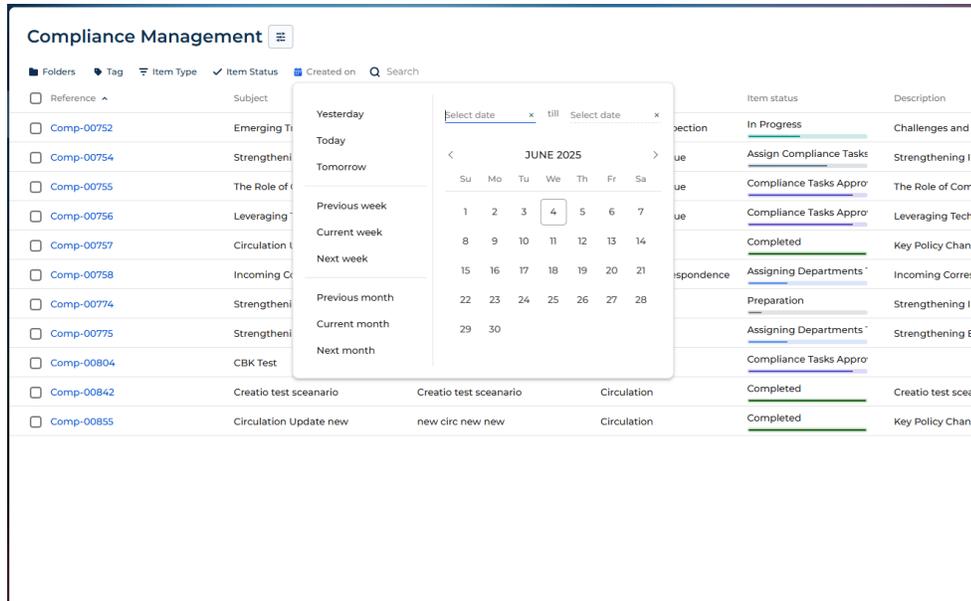
Filters: Folders, Tag, Item Type, Item Status, Created on, Search

Buttons: + New, Import, Summaries

Reference	Keywords	Item type	Item status	Description	Date	Created
Comp-00752	Regulatory Inspection	Regulatory Inspection	In Progress	Challenges and Strategies	4/14/2025	4/14/2025 11:54
Comp-00754	Compliance Issue	Compliance Issue	Assign Compliance Tasks	Strengthening Internal Controls T...	4/14/2025	4/14/2025 11:57
Comp-00755	Compliance	Compliance Issue	Compliance Tasks Appro...	The Role of Compliance Culture in...	4/14/2025	4/14/2025 11:58
Comp-00756	Compliance	Compliance Issue	Compliance Tasks Appro...	Leveraging Technology for Effect...	4/14/2025	4/14/2025 11:59
Comp-00757	Circulation	Circulation	Completed	Key Policy Changes and Action P...	4/14/2025	4/14/2025 12:02
Comp-00758	Incoming Correspondence: Regu...	Incoming Correspondence	Assigning Departments	Incoming Correspondence: Regu...	4/14/2025	4/14/2025 12:05
Comp-00774	Strengthening Internal Controls T...	Circulation	Preparation	Strengthening Internal Controls T...	4/14/2025	4/14/2025 12:28
Comp-00775	Strengthening External Controls t...	Circulation	Assigning Departments	Strengthening External Controls T...	4/14/2025	4/14/2025 12:27
Comp-00804	CBK Test	Circulation	Compliance Tasks Appro...		4/22/2025	2:46
Comp-00842	Creatio test sceanario	Creatio test sceanario	Completed	Creatio test sceanario	5/6/2025	5/6/2025 2:38 P
Comp-00855	Circulation Update new	new circ new new	Completed	Key Policy Changes and Action P...	5/6/2025	5/6/2025 4:41 P

### 2.1.4 Filter by the date of creation

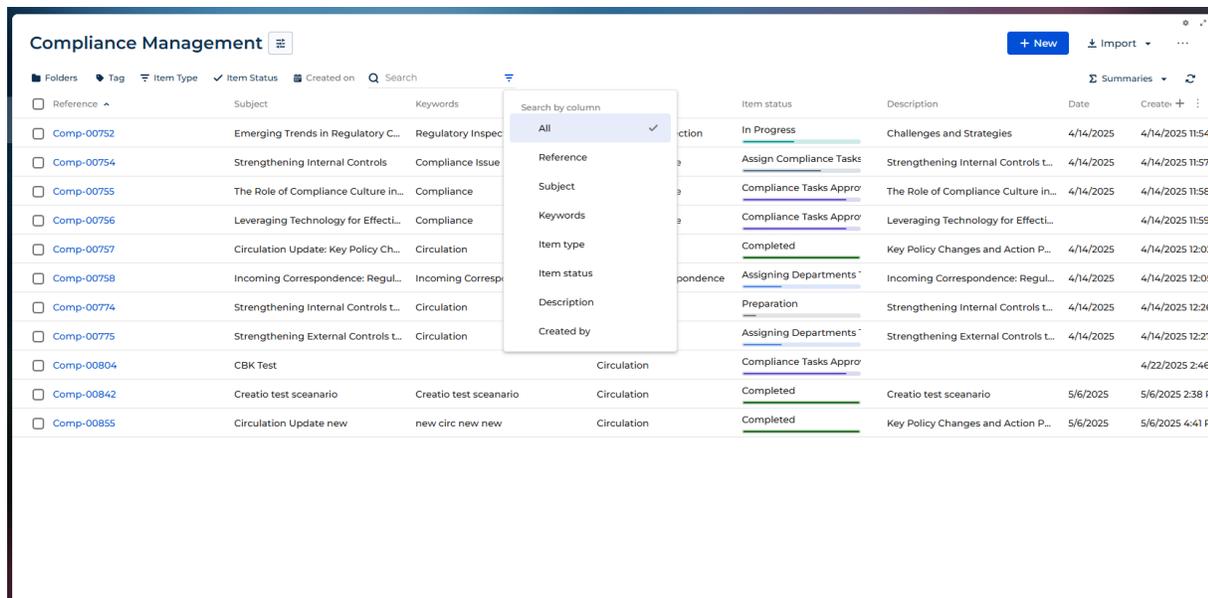
Click on "Created On" to filter the compliances by the date of cre



ation.

## 2.1.5 Search Engine

You can refine your search by specifying your criteria.



## 2.1.6 Add columns

Click the "+" button on the right side to add the columns you want to display on your main page.

### Compliance Management

Folders Tag Item Type Item Status Created on Search

Reference	Subject	Keywords	Item type	Item status	Description
Comp-00752	Emerging Trends in Regulatory C...	Regulatory Inspection	Regulatory Inspection	In Progress	Challenges and
Comp-00754	Strengthening Internal Controls	Compliance Issue	Compliance Issue	Assign Compliance Tasks	Strengthening Ir
Comp-00755	The Role of Compliance Culture in...	Compliance	Compliance Issue	Compliance Tasks Appro	The Role of Com
Comp-00756	Leveraging Technology for Effect...	Compliance	Compliance Issue	Compliance Tasks Appro	Leveraging Tech
Comp-00757	Circulation Update: Key Policy Ch...	Circulation	Circulation	Completed	Key Policy Chan
Comp-00758	Incoming Correspondence: Regul...	Incoming Correspondence	Incoming Correspondence	Assigning Departments	Incoming Corres
Comp-00774	Strengthening Internal Controls t...	Circulation	Circulation	Preparation	Strengthening Ir
Comp-00775	Strengthening External Controls L...	Circulation	Circulation	Assigning Departments	Strengthening E
Comp-00804	CBK Test		Circulation	Compliance Tasks Appro	
Comp-00842	Creatio test sceanario	Creatio test sceanario	Circulation	Completed	Creatio test sce
Comp-00855	Circulation Update new	new circ new new	Circulation	Completed	Key Policy Chan

### Compliance Management

+ New Import

Folders Tag Item Type Item Status Created on Search

#### Select field

Compliance Management

Search

[COMPLIANCE MANAGEMENT FIELDS](#)
[RELATED OBJECTS](#)

- Circulation deadline
- Circulation from
- Compliance issue deadline
- Correspondence from
- Created by
- Created on
- Date
- Description
- Id
- Inspection type
- Item status
- Item type

Description	Date	Created
Challenges and Strategies	4/14/2025	4/14/2025 11:54
Assign Compliance Tasks	4/14/2025	4/14/2025 11:57
Compliance Tasks Appro	4/14/2025	4/14/2025 11:58
Compliance Tasks Appro	4/14/2025	4/14/2025 11:59
Key Policy Changes and Action P...	4/14/2025	4/14/2025 12:02
Incoming Correspondence: Regul...	4/14/2025	4/14/2025 12:05
Strengthening Internal Controls L...	4/14/2025	4/14/2025 12:26
Strengthening External Controls L...	4/14/2025	4/14/2025 12:27
Compliance Tasks Appro	4/22/2025	4/22/2025 2:46
Creatio test sceanario	5/6/2025	5/6/2025 2:38 P
Key Policy Changes and Action P...	5/6/2025	5/6/2025 4:41 P

## 2.1.7 Import Data

You can import data by clicking the "Import" button on the right side.

**Compliance Management**

Folders  
  Tag  
  Item Type  
  Item Status  
  Created on  
  Search

Reference	Subject	Keywords	Item type	Item status	Description
<input type="checkbox"/> Comp-00752	Emerging Trends in Regulatory C...	Regulatory Inspection	Regulatory Inspection	In Progress	Challenges and Stra
<input type="checkbox"/> Comp-00754	Strengthening Internal Controls	Compliance Issue	Compliance Issue	Assign Compliance Task	Strengthening Inter
<input type="checkbox"/> Comp-00755	The Role of Compliance Culture in...	Compliance	Compliance Issue	Compliance Tasks Appro	The Role of Complia
<input type="checkbox"/> Comp-00756	Leveraging Technology for Effecti...	Compliance	Compliance Issue	Compliance Tasks Appro	Leveraging Technol
<input type="checkbox"/> Comp-00757	Circulation Update: Key Policy Ch...	Circulation	Circulation	Completed	Key Policy Changes
<input type="checkbox"/> Comp-00758	Incoming Correspondence: Regul...	Incoming Correspondence	Incoming Correspondence	Assigning Departments	Incoming Correspoi
<input type="checkbox"/> Comp-00774	Strengthening Internal Controls t...	Circulation	Circulation	Preparation	Strengthening Inter
<input type="checkbox"/> Comp-00775	Strengthening External Controls t...	Circulation	Circulation	Assigning Departments	Strengthening Exte
<input type="checkbox"/> Comp-00804	CBK Test		Circulation	Compliance Tasks Appro	
<input type="checkbox"/> Comp-00842	Creatio test sceanario	Creatio test sceanario	Circulation	Completed	Creatio test sceanar
<input type="checkbox"/> Comp-00855	Circulation Update new	new circ new new	Circulation	Completed	Key Policy Changes

## 2.1.8 Reports

To generate a report of the created compliances, select the desired entries and click the 'Export to Excel' button.

**Compliance Management**

Folders  
  Tag  
  Item Type  
  Item Status  
  Created on  
  Search

Reference	Subject	Keywords	Item type	Item status	Description	Date	Created
<input checked="" type="checkbox"/> Comp-00752	Emerging Trends in Regulatory C...	Regulatory Inspection	Regulatory Inspection	In Progress	Challenges and Strategies	4/14/2025	4/14/2025 11:54
<input type="checkbox"/> Comp-00754	Strengthening Internal Controls	Compliance Issue	Compliance Issue	Assign Compliance Task	Strengthening Internal Controls t...	4/14/2025	4/14/2025 11:57
<input checked="" type="checkbox"/> Comp-00755	The Role of Compliance Culture in...	Compliance	Compliance Issue	Compliance Tasks Appro	The Role of Compliance Culture in...	4/14/2025	4/14/2025 11:58
<input type="checkbox"/> Comp-00756	Leveraging Technology for Effecti...	Compliance	Compliance Issue	Compliance Tasks Appro	Leveraging Technology for Effecti...	4/14/2025	4/14/2025 11:59
<input type="checkbox"/> Comp-00757	Circulation Update: Key Policy Ch...	Circulation	Circulation	Completed	Key Policy Changes and Action P...	4/14/2025	4/14/2025 12:02
<input type="checkbox"/> Comp-00758	Incoming Correspondence: Regul...	Incoming Correspondence	Incoming Correspondence	Assigning Departments	Incoming Correspondence: Regul...	4/14/2025	4/14/2025 12:05
<input checked="" type="checkbox"/> Comp-00774	Strengthening Internal Controls t...	Circulation	Circulation	Preparation	Strengthening Internal Controls t...	4/14/2025	4/14/2025 12:26
<input type="checkbox"/> Comp-00775	Strengthening External Controls t...	Circulation	Circulation	Assigning Departments	Strengthening External Controls t...	4/14/2025	4/14/2025 12:27
<input type="checkbox"/> Comp-00804	CBK Test		Circulation	Compliance Tasks Appro		4/22/2025	4/22/2025 2:46
<input type="checkbox"/> Comp-00842	Creatio test sceanario	Creatio test sceanario	Circulation	Completed	Creatio test sceanario	5/6/2025	5/6/2025 2:38 P
<input type="checkbox"/> Comp-00855	Circulation Update new	new circ new new	Circulation	Completed	Key Policy Changes and Action P...	5/6/2025	5/6/2025 4:41 P

3 selected   Add tag   Export to Excel   Delete   Change request

## Chapter 3: Compliance Management – Creation:

1. To create a new compliance, click on the "New" button located on the right side.

**Compliance Management**

Folders 
  Tag 
  Item Type 
  Item Status 
  Created on 
  Search

Reference	Subject	Keywords	Item type	Item status	Description
<input type="checkbox"/> Comp-00752	Emerging Trends in Regulatory C...	Regulatory Inspection	Regulatory Inspection	In Progress	Challenges and
<input type="checkbox"/> Comp-00754	Strengthening Internal Controls	Compliance Issue	Compliance Issue	Assign Compliance Tasks	Strengthening Ir
<input type="checkbox"/> Comp-00755	The Role of Compliance Culture in...	Compliance	Compliance Issue	Compliance Tasks Appro	The Role of Com
<input type="checkbox"/> Comp-00756	Leveraging Technology for Effect...	Compliance	Compliance Issue	Compliance Tasks Appro	Leveraging Tech
<input type="checkbox"/> Comp-00757	Circulation Update: Key Policy Ch...	Circulation	Circulation	Completed	Key Policy Chan
<input type="checkbox"/> Comp-00758	Incoming Correspondence: Regul...	Incoming Correspondence	Incoming Correspondence	Assigning Departments	Incoming Corres
<input type="checkbox"/> Comp-00774	Strengthening Internal Controls t...	Circulation	Circulation	Preparation	Strengthening Ir
<input type="checkbox"/> Comp-00775	Strengthening External Controls L...	Circulation	Circulation	Assigning Departments	Strengthening E
<input type="checkbox"/> Comp-00804	CBK Test		Circulation	Compliance Tasks Appro	
<input type="checkbox"/> Comp-00842	Creatio test sceanario	Creatio test sceanario	Circulation	Completed	Creatio test scea
<input type="checkbox"/> Comp-00855	Circulation Update new	new circ new new	Circulation	Completed	Key Policy Chan

1. A new page will open, and a reference number will be generated automatically. You can then start filling in the metadata for this compliance.

**Comp-00909**

Preparation 
  Initial Approval 
  Assigning Departmen... 
  In Progress 
  Response Verification 
  Assign Compliance Ta... 
  Compliance Tasks Co... 
  Compliance Tasks Ap... 
  Completed

**Compliance details**

Reference \*  
Comp-00909

Item type

Subject

Description

Date

Keywords

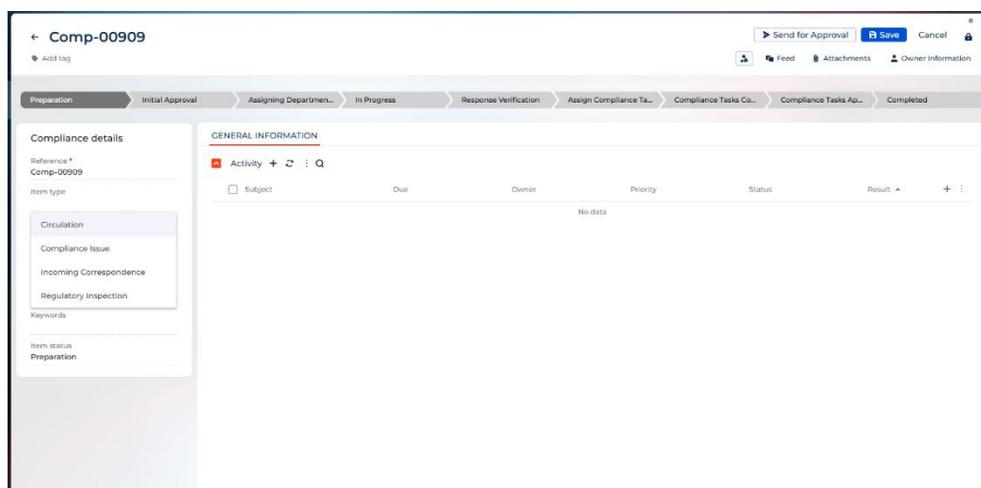
Item status  
Preparation

**GENERAL INFORMATION**

Activity + ↻ 🔍

Subject	Due	Owner	Priority	Status	Result	
No data						

2. Click on "Item Type" and select the desired type. A new section with the related metadata for each type will appear below.



### 3.1 Compliance Management Item Types:

#### 3.3.1 Item Type: Circulation

When you select the "Circulation" item type, the related metadata will be displayed below, including:

- Circulation From
- Circulation Deadline
- Section

#### 3.3.2 Item Type: Compliance Issue

When you select the "Compliance Issue" item type, the related metadata will be displayed below, including:

- Compliance Issue Deadline

#### 3.3.3 Item Type: Incoming Correspondence

When you select the "Compliance Issue" item type, the related metadata will be displayed below, including:

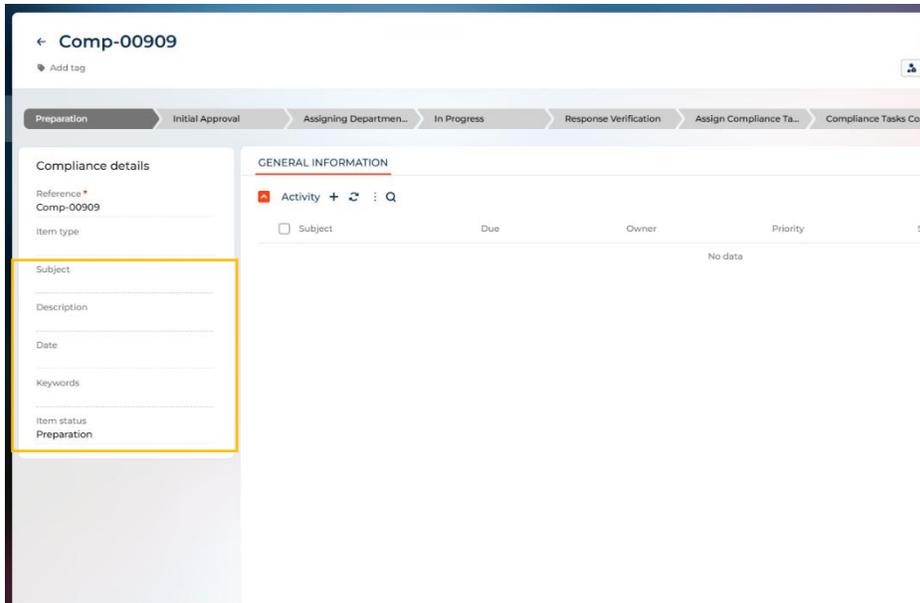
- Correspondence From
- Correspondence Deadline
- Active Location

#### 3.3.4 Item Type: Regulatory Inspection

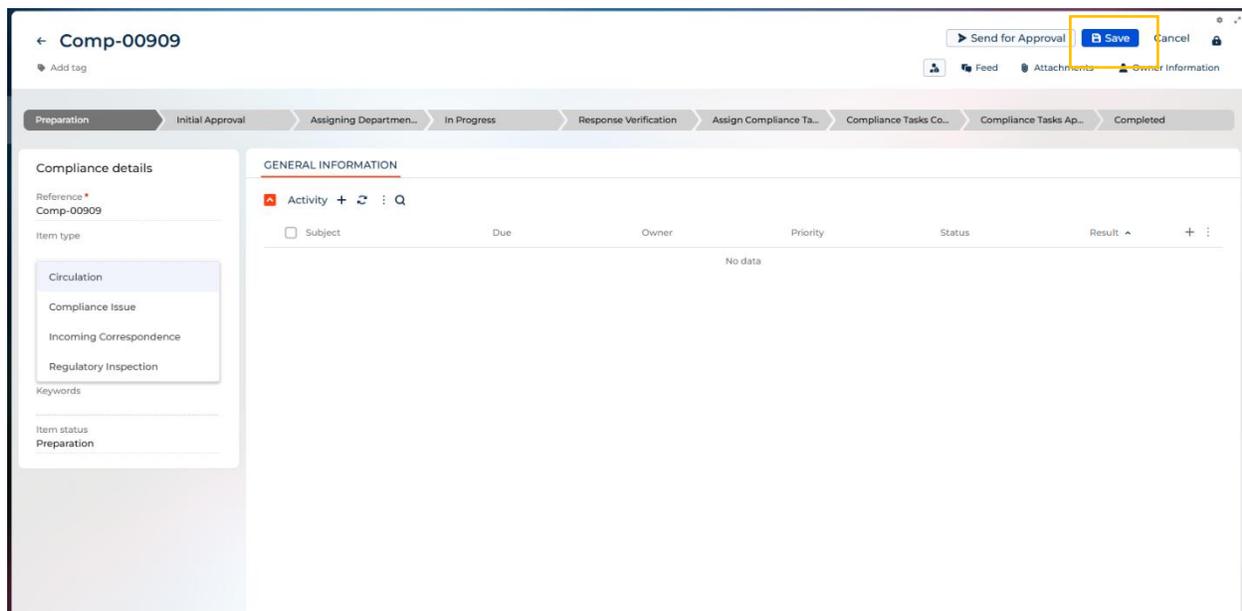
When you select the "Compliance Issue" item type, the related metadata will be displayed below, including:

- Inspection Type
- Regulatory Deadline

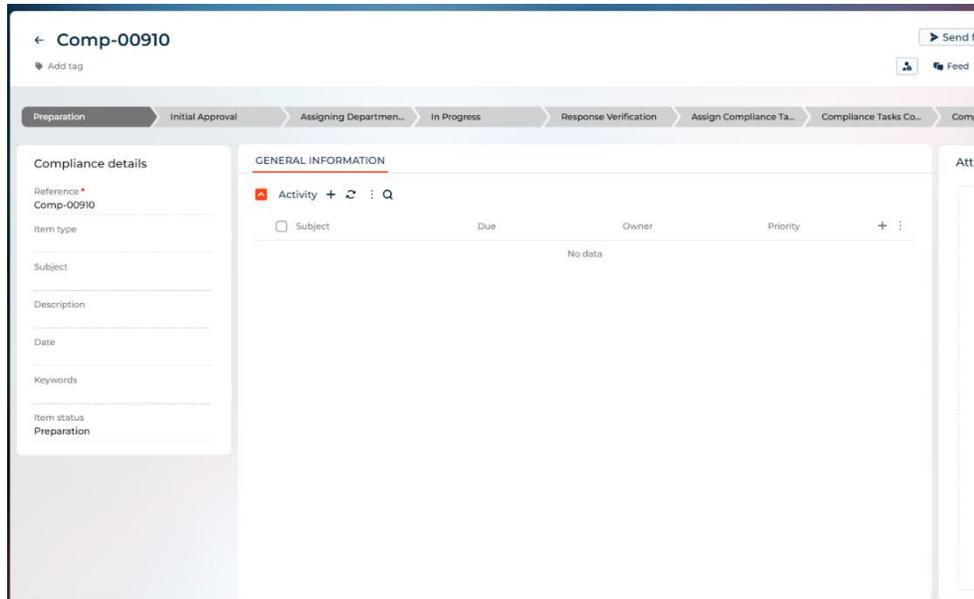
3. After selecting the item type, proceed to complete the mandatory fields applicable to all categories (Subject/Description and Date).



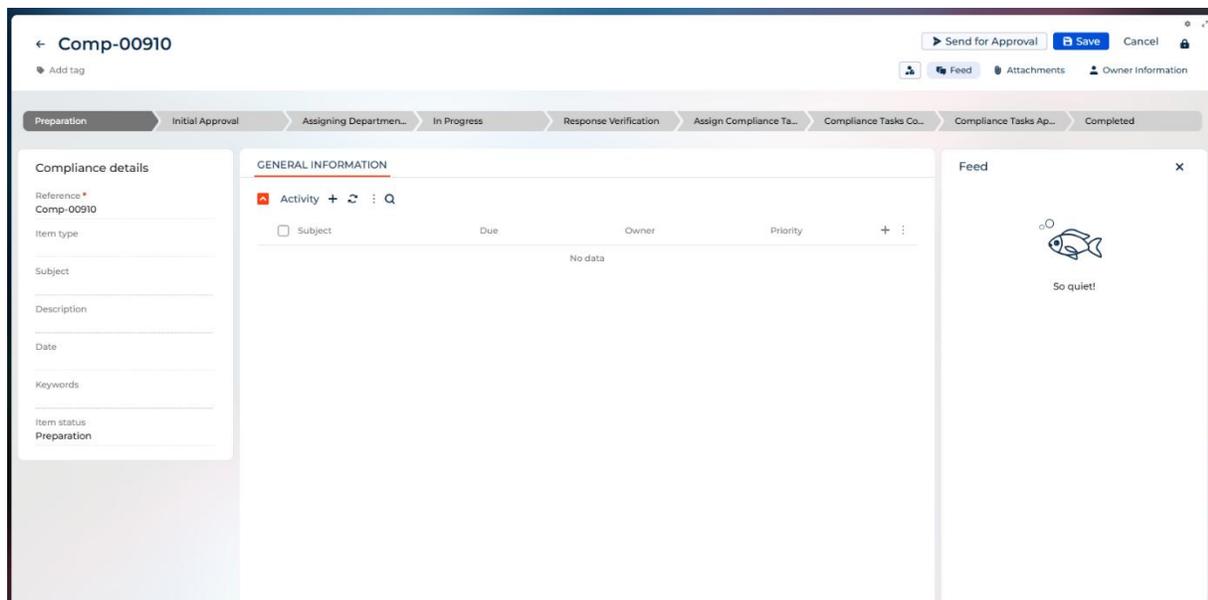
4. After filling in all the metadata, click the "Save" button in the top right corner to open the newly created compliance. When the compliance is saved, an activity will be displayed in the "Activity" area.



4. Add any attachments by clicking the "Attachments" button. You can either upload the files or drag and drop them in the top right corner.



5. Post any feed or message by clicking the “Feed” button in the top right corner.



### 3.2 View Change Log:

Users at the Head Unit, AGM, and GM levels can track any updates related to the created record in the View Change Log.

Comp-01410 change log

[CLOSE](#)

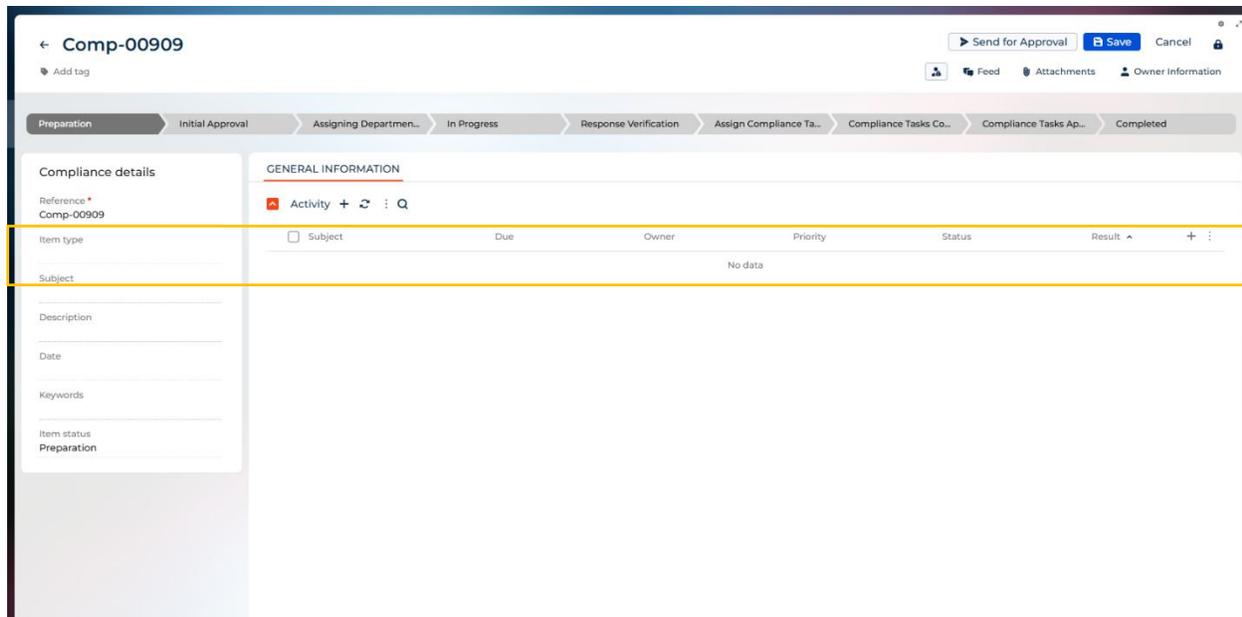
6/11/2025 to 6/11/2025

Change made on	Change made by	Record	Column	Old value
6/11/2025, 12:08:52 PM	Supervisor	Comp-01410	File Location	DCD
6/11/2025, 12:09:01 PM	Supervisor	Comp-01410	Circulation Deadline Circulation From File Location	
6/11/2025, 12:08:20 PM	Supervisor	Comp-01410	Keywords	<div>123</div>
6/11/2025, 12:08:12 PM	Supervisor	Comp-01410	Date Description Item Status <a href="#">Show more</a>	

## Chapter 4: Compliance Management – Case:

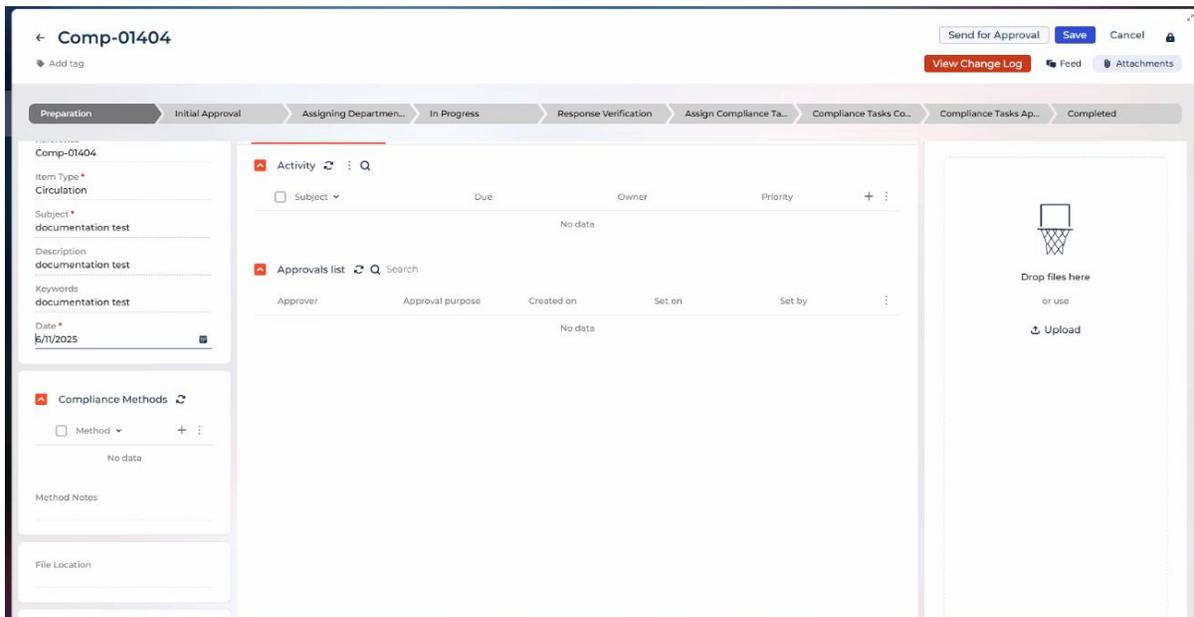
### 4.1 Compliance Management Case Steps:

1. At the top of the Compliance Management page, you will find a bar displaying the “Status” of the created compliance.

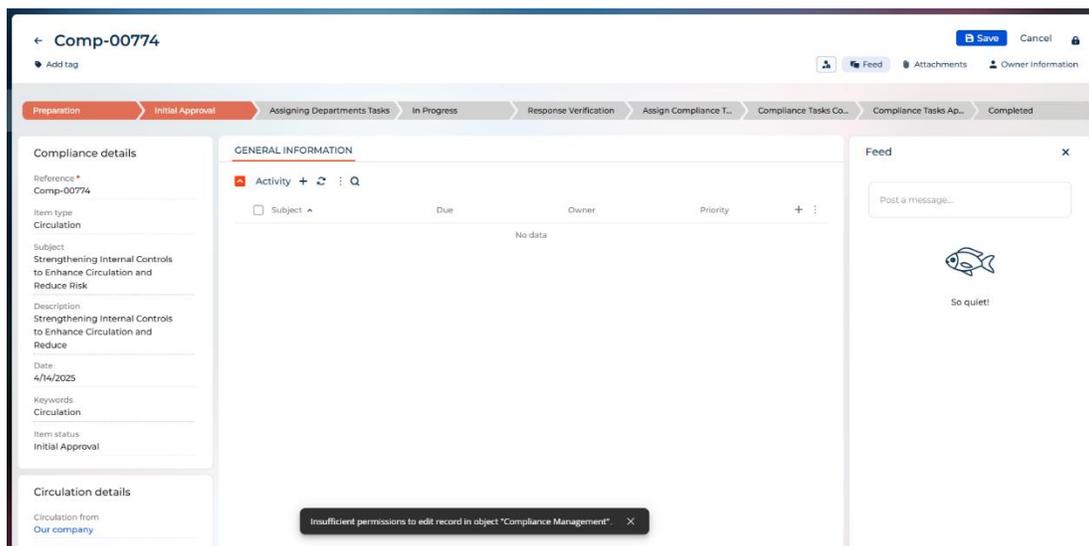


### 4.1.1 Preparation Step:

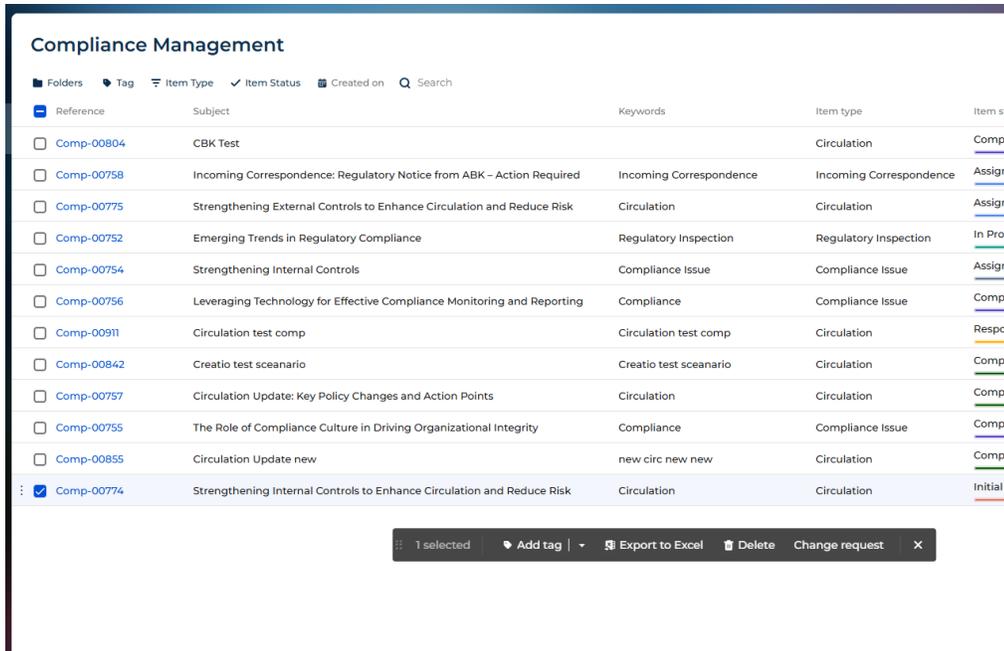
- I. Preparation Step: In this initial phase, the Compliance Officer must upload the required documents and attachments, and add any necessary comments related to the compliance. Once completed, the user should click the 'Send for Approval' button located at the top right corner of the page.



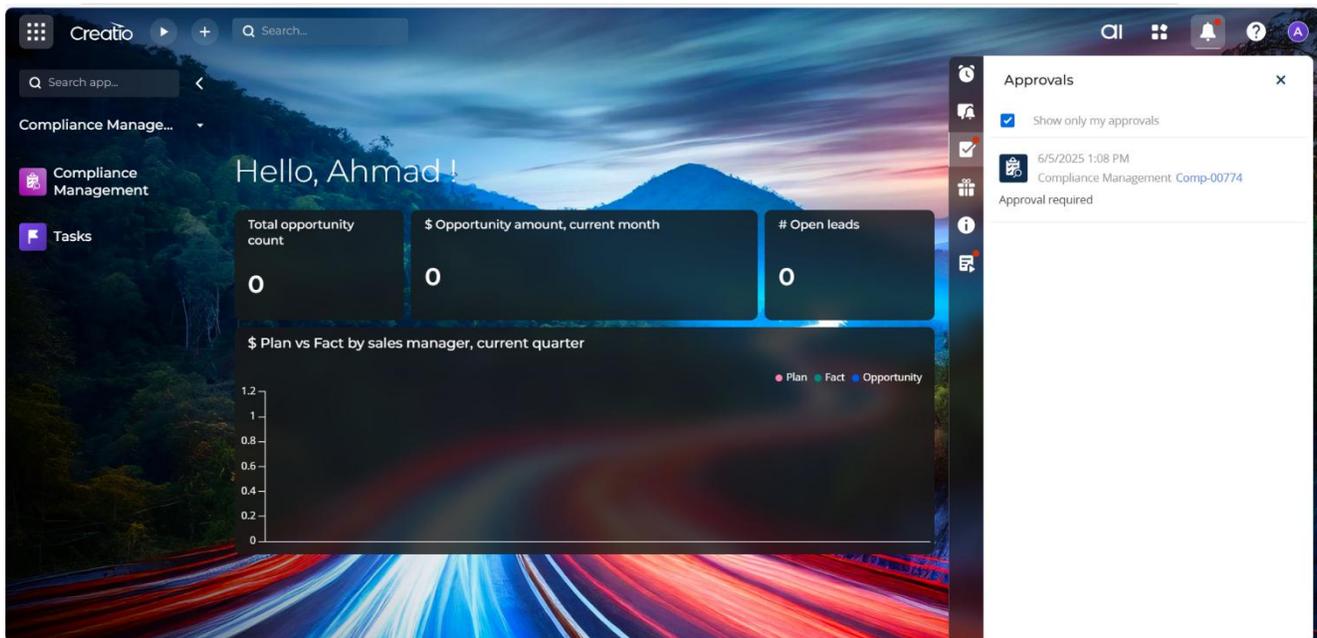
- **Note:** The user is unable to proceed to another step until they finalize the task in the activity area.
- **Note:** After finalizing the compliance information and submitting the record for approval, Compliance Officer users are no longer permitted to make any modifications to the record.



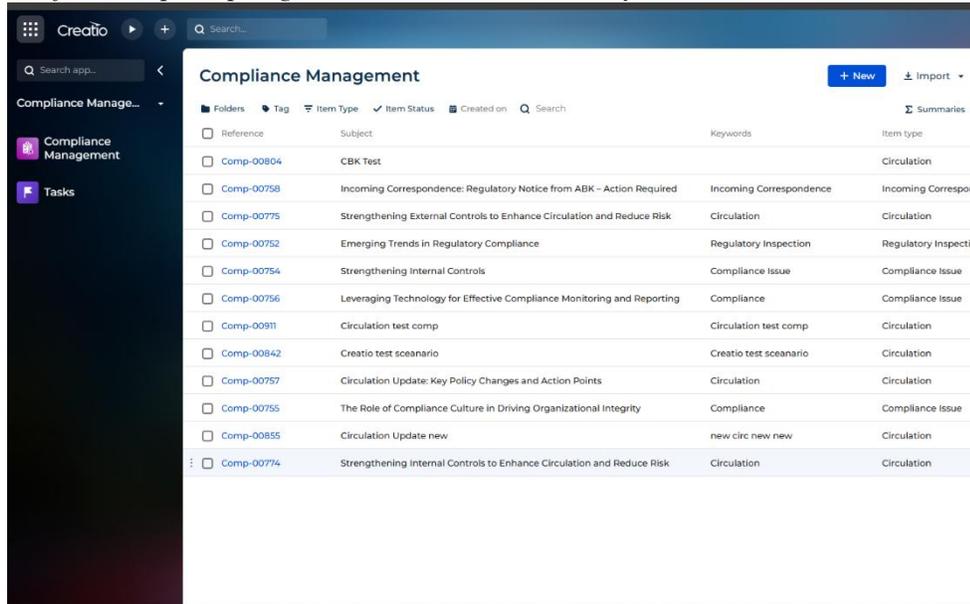
*To edit a record, the user must select the desired compliance entry and click the 'Change Request' button.*



*Users at the Head Unit, AGM, and GM levels will receive an approval request to confirm the proposed edits to the record.*

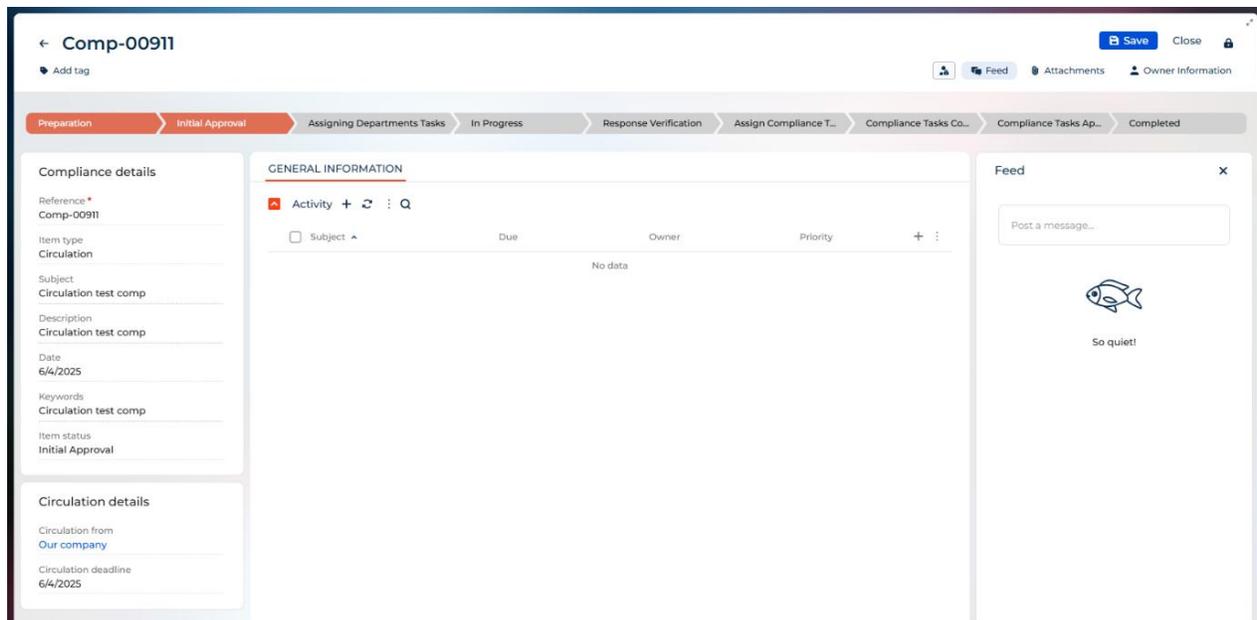


After the request is approved, Compliance Officer users will receive a notification prompting them to take the necessary actions.



#### 4.1.2 Initial Approval Step:

In this initial approval phase, Compliance Officer users are restricted from making any modifications to the created record. Compliance Manager users will receive a notification prompting them to review and approve the record.



Creatio

Search app...

Compliance Management

Tasks

### Compliance Management

+ New Import

Reference Tag Item Type Item Status Created on Search

Reference	Subject	Keywords	Item type	
Comp-00752	Emerging Trends in Regulatory Compliance	Regulatory Inspection	Regulatory Inspection	In Pr
Comp-00754	Strengthening Internal Controls	Compliance Issue	Compliance Issue	Ass
Comp-00755	The Role of Compliance Culture in Driving Organizational Integrity	Compliance	Compliance Issue	Com
Comp-00756	Leveraging Technology for Effective Compliance Monitoring and Reporting	Compliance	Compliance Issue	Com
Comp-00757	Circulation Update: Key Policy Changes and Action Points	Circulation	Circulation	Com
Comp-00758	Incoming Correspondence: Regulatory Notice from ABK - Action Required	Incoming Correspondence	Incoming Correspondence	Ass
Comp-00774	Strengthening Internal Controls to Enhance Circulation and Reduce Risk	Circulation	Circulation	Prep
Comp-00775	Strengthening External Controls to Enhance Circulation and Reduce Risk	Circulation	Circulation	Ass
Comp-00804	CBK Test		Circulation	Com
Comp-00842	Creatio test scenario	Creatio test scenario	Circulation	Com
Comp-00855	Circulation Update new	new circ new new	Circulation	Com
Comp-00911	Circulation test comp	Circulation test comp	Circulation	Initi

← Comp-00911

Save Close

Add tag Feed Attachments Owner Information

Preparation Initial Approval Assigning Departments Tasks In Progress Response Verification Assign Compliance T... Compliance Tasks Co... Compliance Tasks Ap... Completed

#### Compliance details

Reference\*  
Comp-00911

Item type  
Circulation

Subject  
Circulation test comp

Description  
Circulation test comp

Date  
6/4/2025

Keywords  
Circulation test comp

Item status  
Initial Approval

#### Circulation details

Circulation from  
Our company

Circulation deadline  
6/4/2025

#### GENERAL INFORMATION

##### Approvals

Approval purpose  
Your Approval is needed on <div>Circulation test comp</div> from Farah Al Rushaidan

Positive  Negative  Pending  
 ✓ 0 ✗ 0 0 1

Activity + ↺ 🔍

Subject	Due	Owner	Priority	SI
No data				

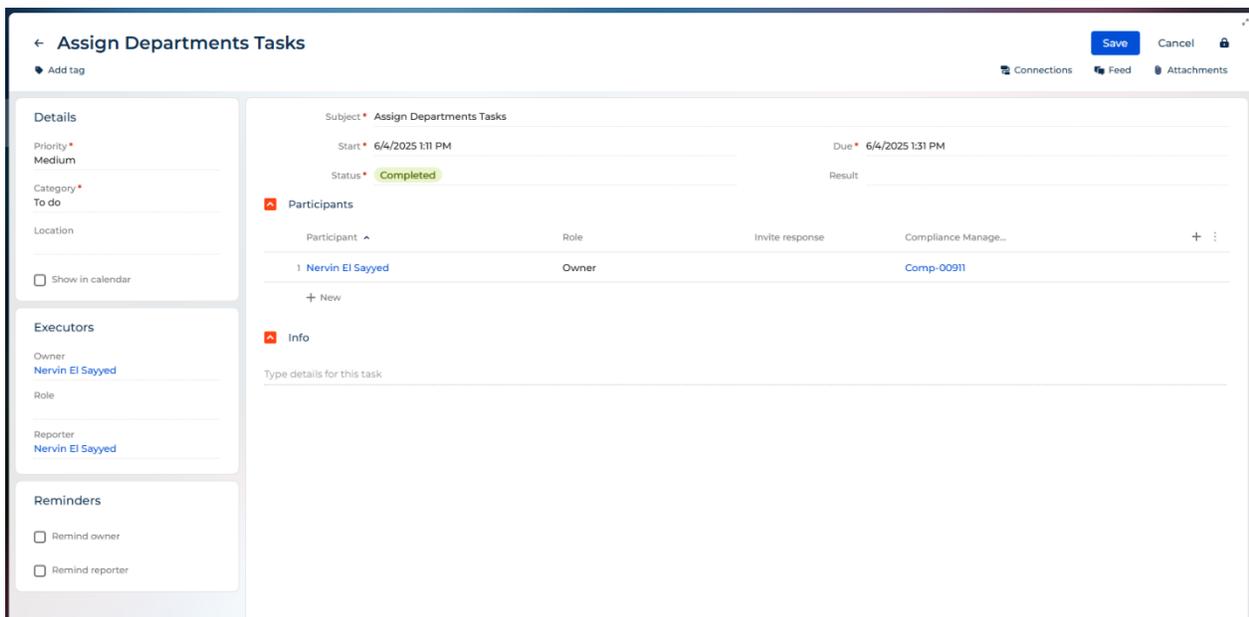
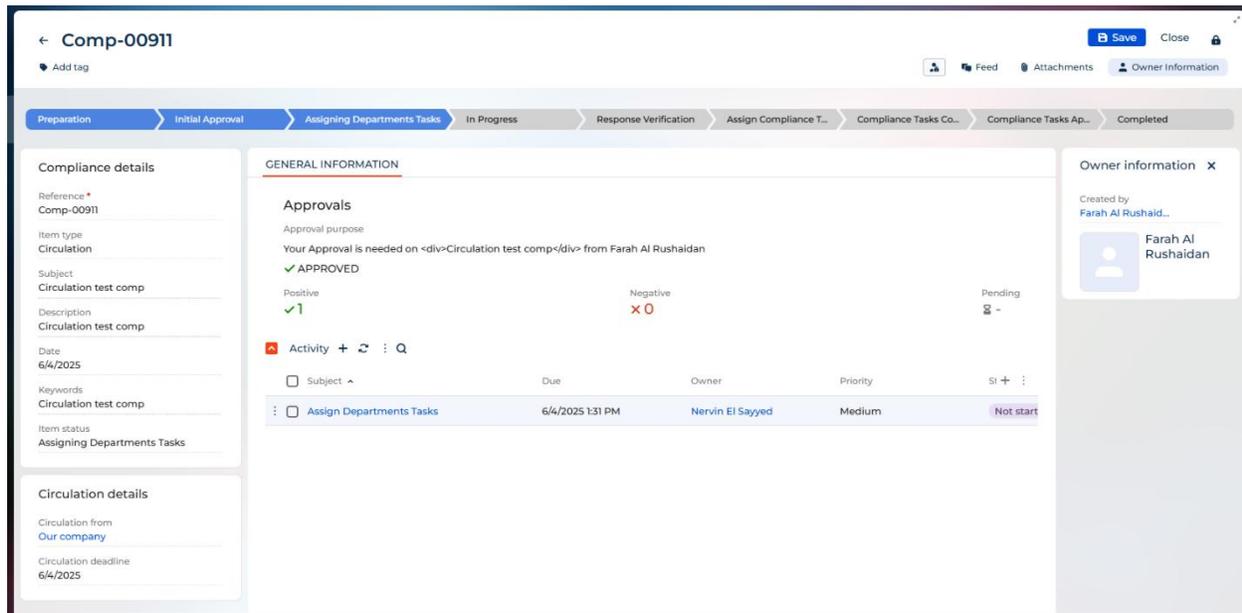
#### Owner information

Created by  
Farah Al Rushaid...

Farah Al Rushaidan

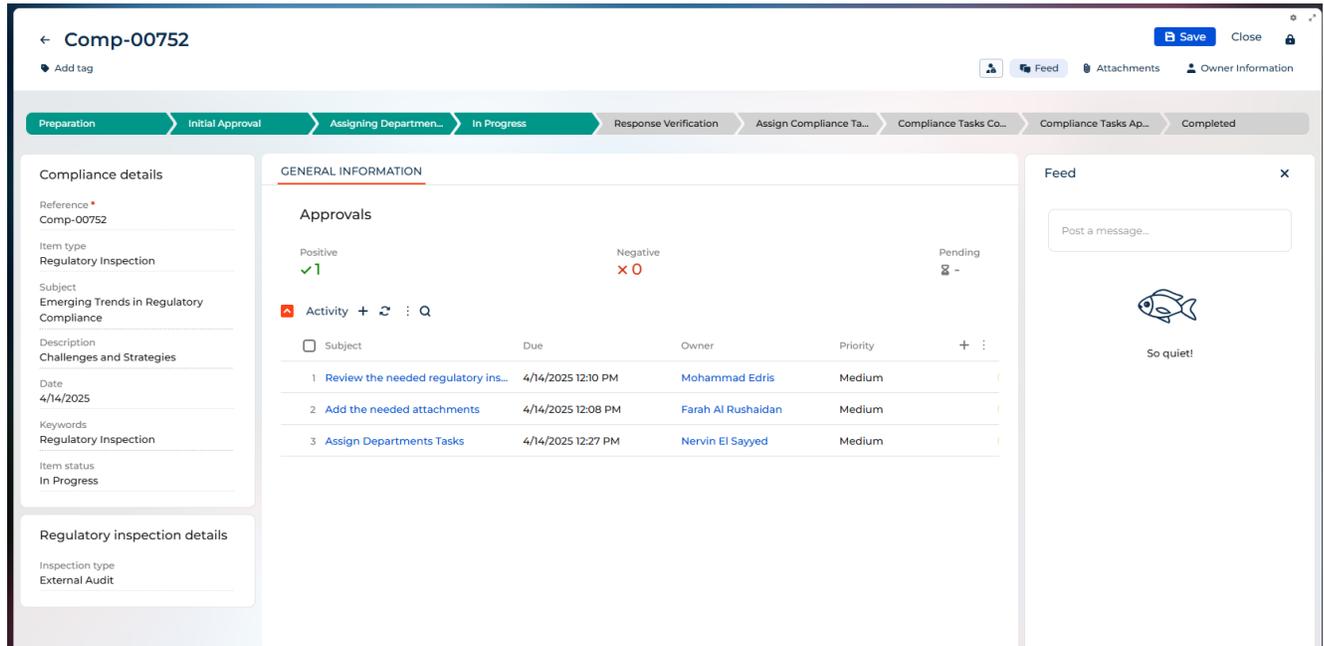
### 4.1.3 Assigning Department Tasks Step:

After the record is approved, the process will automatically advance to the 'Assigning Department Tasks' stage. A system-generated task will appear in the Activity tab, prompting Compliance Manager users to assign tasks to the appropriate users and complete their activity.



#### 4.1.4 In Progress Step:

While awaiting tasks approval, the process will remain in the 'In Progress' stage.

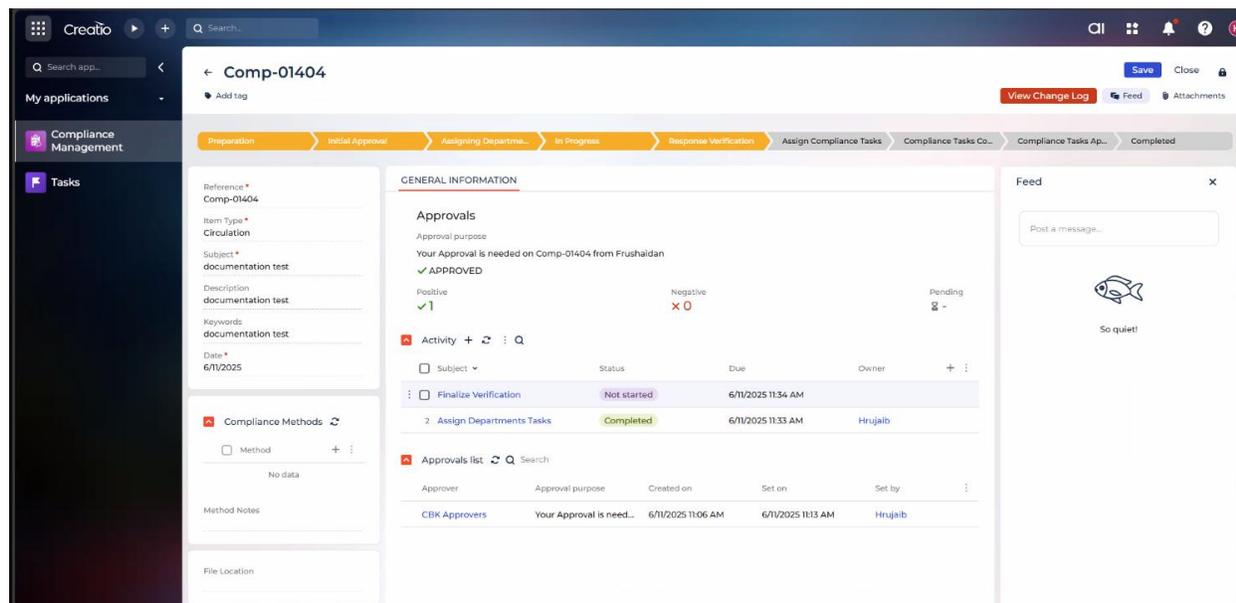


The screenshot displays the 'In Progress' step of a compliance process for item 'Comp-00752'. The progress bar at the top shows the current stage, with previous stages like 'Preparation' and 'Initial Approval' completed. The left sidebar provides 'Compliance details' and 'Regulatory inspection details'. The main area shows 'GENERAL INFORMATION' with 'Approvals' (1 Positive, 0 Negative, 0 Pending) and an 'Activity' table. The right sidebar contains a 'Feed' section.

Subject	Due	Owner	Priority
1 Review the needed regulatory ins...	4/14/2025 12:10 PM	Mohammad Edris	Medium
2 Add the needed attachments	4/14/2025 12:08 PM	Farah Al Rushaidan	Medium
3 Assign Departments Tasks	4/14/2025 12:27 PM	Nervin El Sayyed	Medium

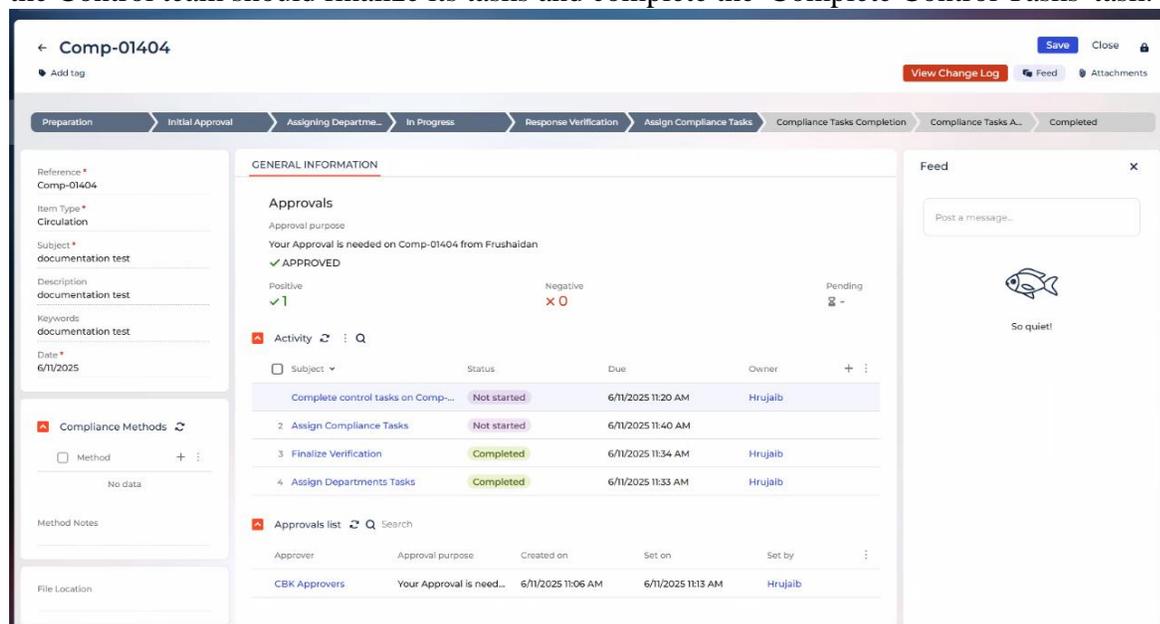
#### 4.1.5 Response Verification Step:

Once all tasks created during the 'Assigning Department Tasks' stage are completed, the process will automatically advance to the 'Response Verification' stage, and an automatic task titled 'Finalize Verification' will be received



#### 4.1.6 Assign Compliance Tasks Step:

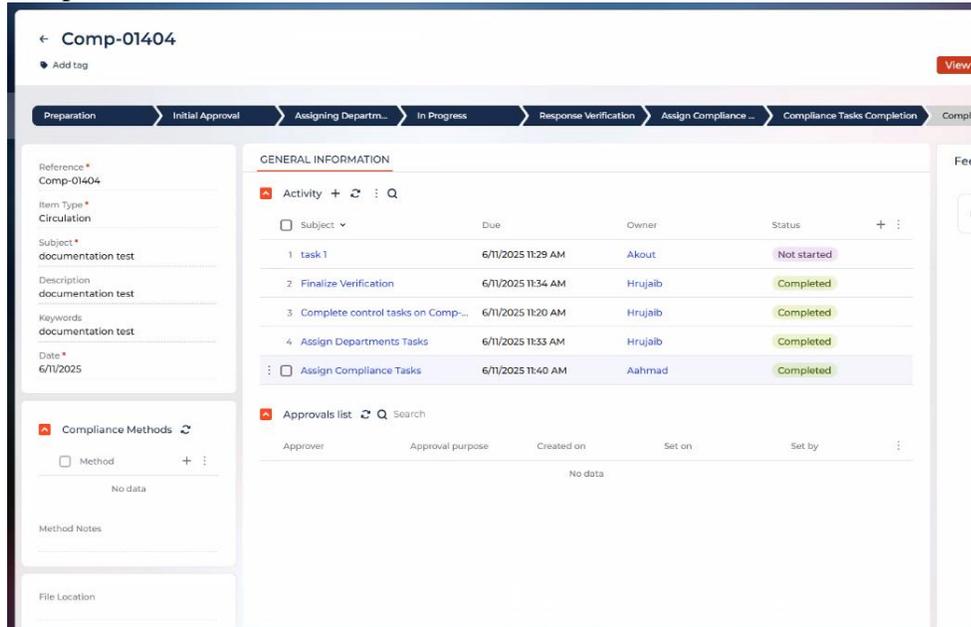
After the task is completed, the stage will advance to 'Assign Compliance Tasks,' and two automatic tasks will appear in the Activity tab. In this stage, users at the Head Unit, AGM, and GM levels should assign activities to relevant users and complete the 'Assign Compliance Tasks' task. At the same time, the Control team should finalize its tasks and complete the 'Complete Control Tasks' task.



#### 4.1.7 Compliance Tasks Completion Step:

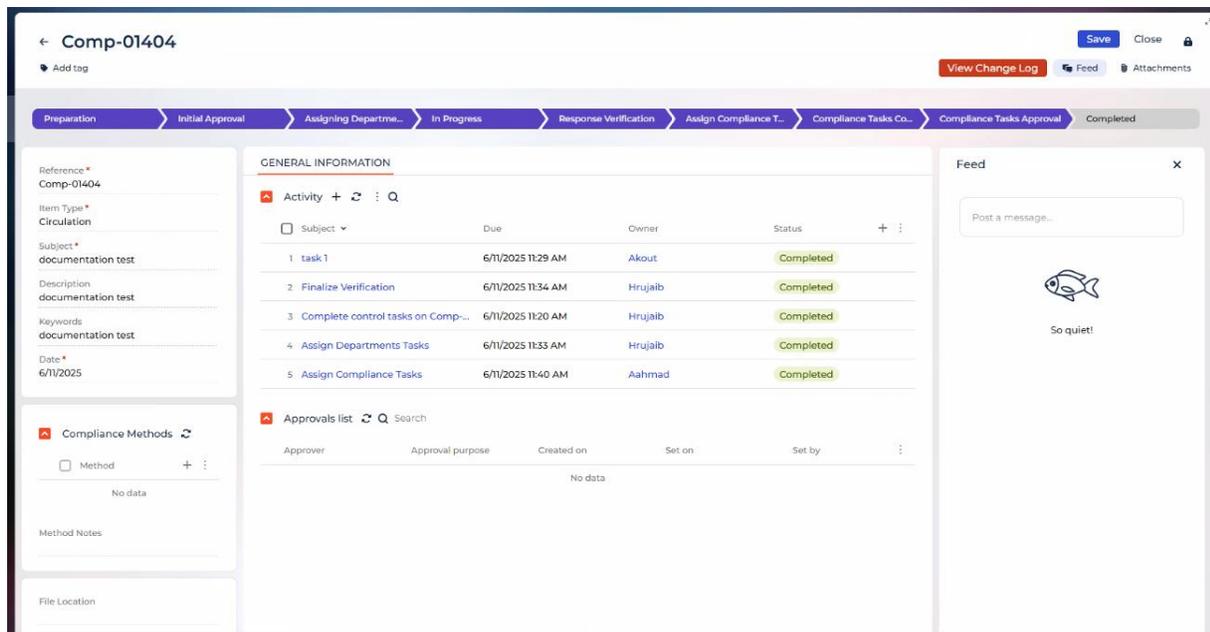
After the automatic tasks are completed, the process will advance to the 'Compliance Tasks

Completion' stage, where it will wait until all tasks are marked as completed.



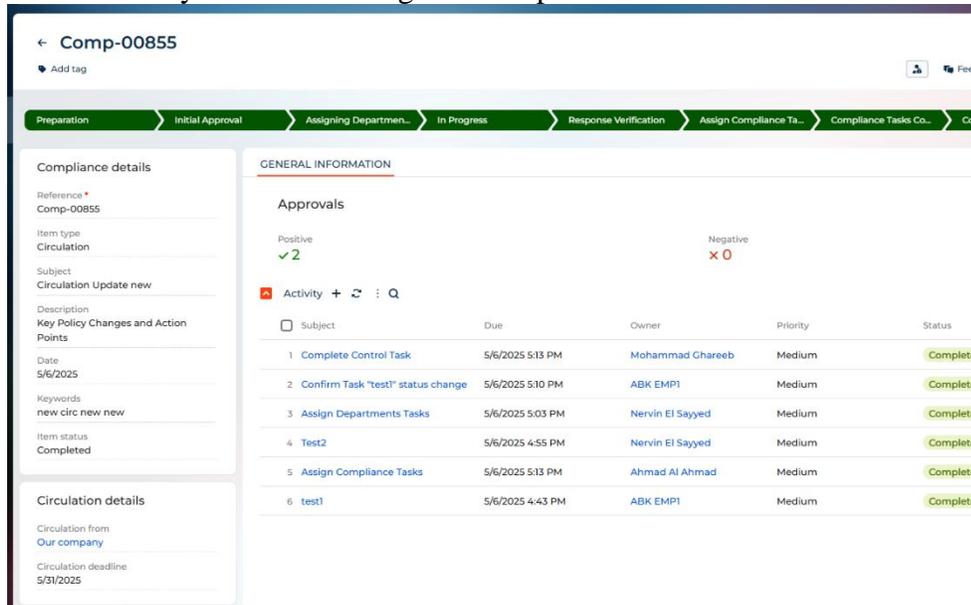
#### 4.1.8 Compliance Tasks Approval Step:

Once all tasks are completed, the process will automatically advance to the 'Compliance Tasks Approval' stage.



#### 4.1.9 Completed Step:

Once all tasks are completed, users at the Head Unit, AGM, or GM level must manually advance the stage to 'Completed'.



The screenshot displays the 'Comp-00855' task page. At the top, a progress bar shows stages: Preparation, Initial Approval, Assigning Department..., In Progress, Response Verification, Assign Compliance Ta..., Compliance Tasks Co..., and Completed. The 'Completed' stage is highlighted in green.

**Compliance details:**

- Reference #: Comp-00855
- Item type: Circulation
- Subject: Circulation Update new
- Description: Key Policy Changes and Action Points
- Date: 5/6/2025
- Keywords: new circ new new
- Item status: Completed

**Circulation details:**

- Circulation from: Our company
- Circulation deadline: 5/31/2025

**GENERAL INFORMATION**

**Approvals:**

Positive: ✓ 2      Negative: ✗ 0

Activity: +    🔍    ⌵

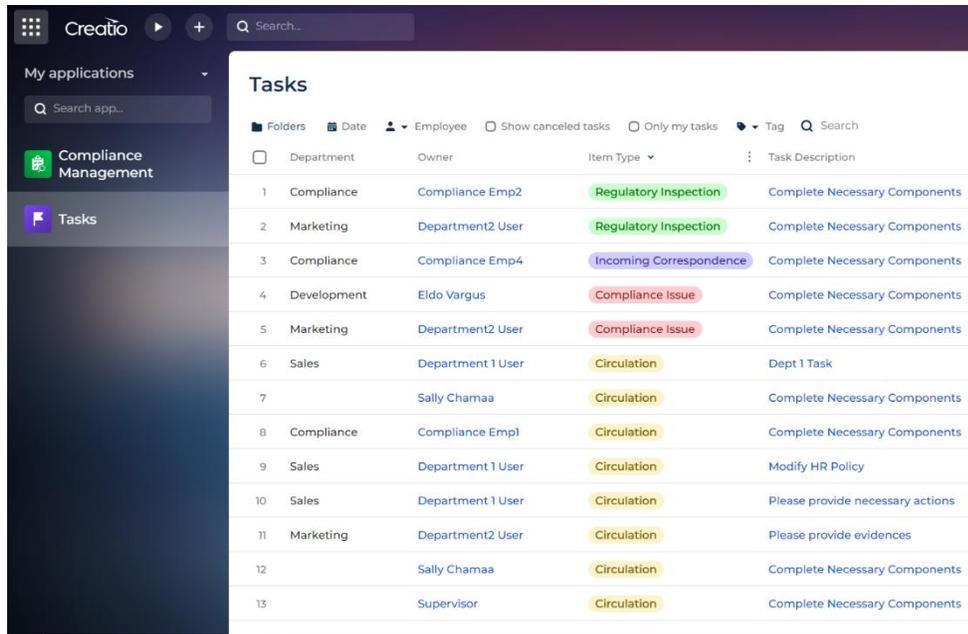
Subject	Due	Owner	Priority	Status
1 Complete Control Task	5/6/2025 5:13 PM	Mohammad Ghareeb	Medium	Completed
2 Confirm Task "test1" status change	5/6/2025 5:10 PM	ABK EMP1	Medium	Completed
3 Assign Departments Tasks	5/6/2025 5:03 PM	Nervin El Sayyed	Medium	Completed
4 Test2	5/6/2025 4:55 PM	Nervin El Sayyed	Medium	Completed
5 Assign Compliance Tasks	5/6/2025 5:13 PM	Ahmad Al Ahmad	Medium	Completed
6 test1	5/6/2025 4:43 PM	ABK EMP1	Medium	Completed

## Chapter 5: Compliance Management – Task

1. In the top left corner of the page, click the navigation panel to go to "My Applications," where you will find the "Compliance Management" and "Tasks" sections.



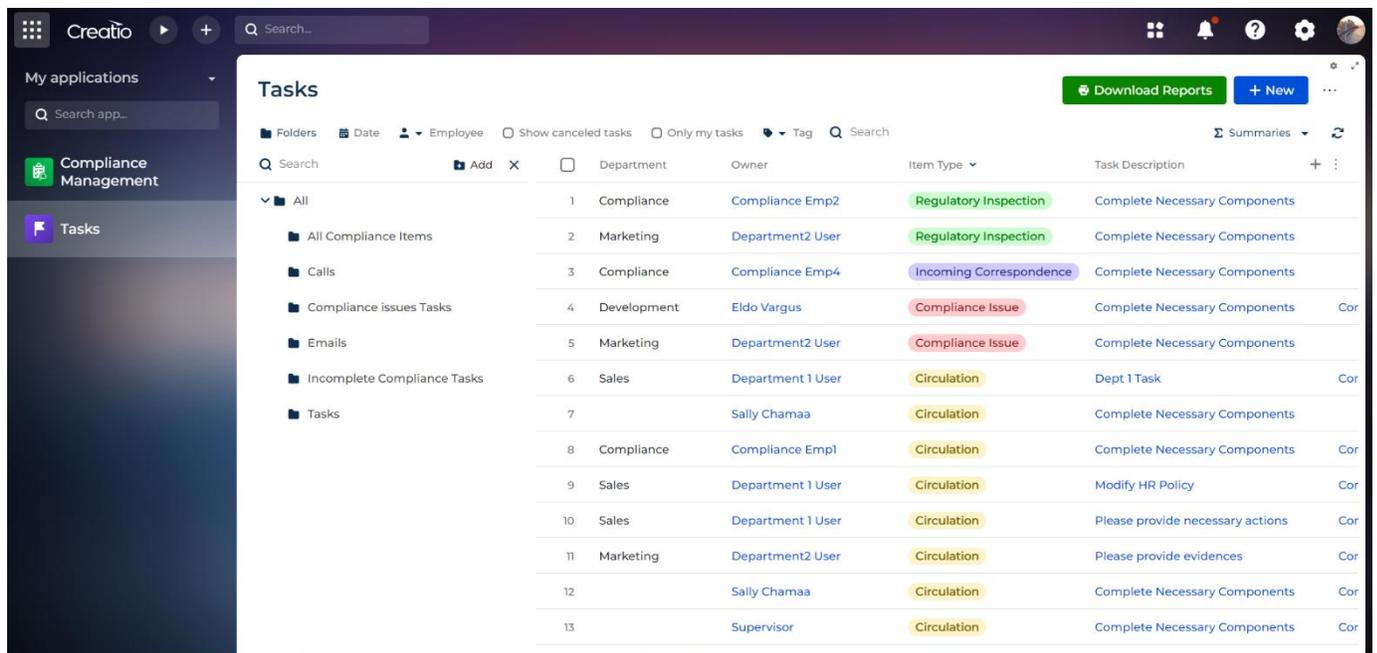
- Click on the "Task" section on the left side, and the main page will open directly.



## 5.1 Tasks Home page Features:

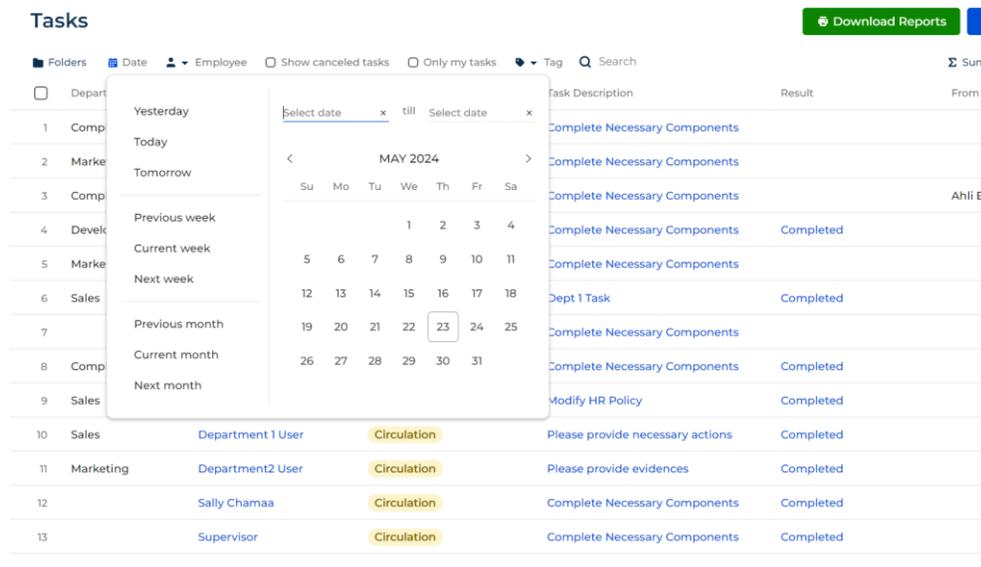
### 5.1.1 Filter by Folder

Click on "Folders" to filter the tasks by type.



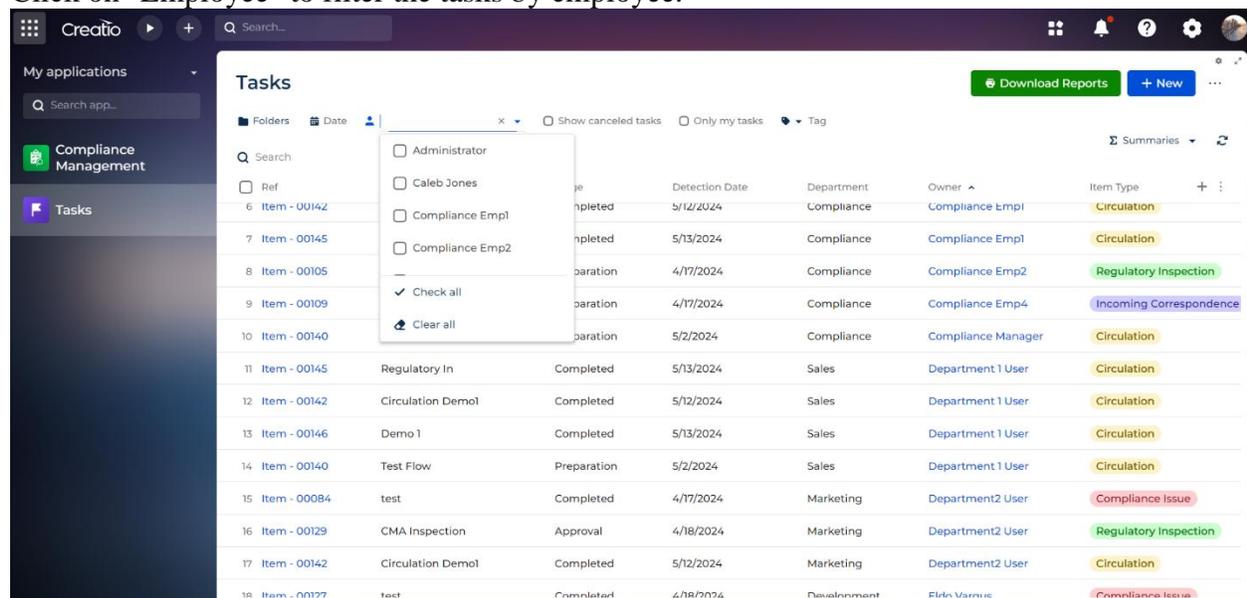
### 5.1.2 Filter by Date

Click on "Date" to filter the tasks by date.



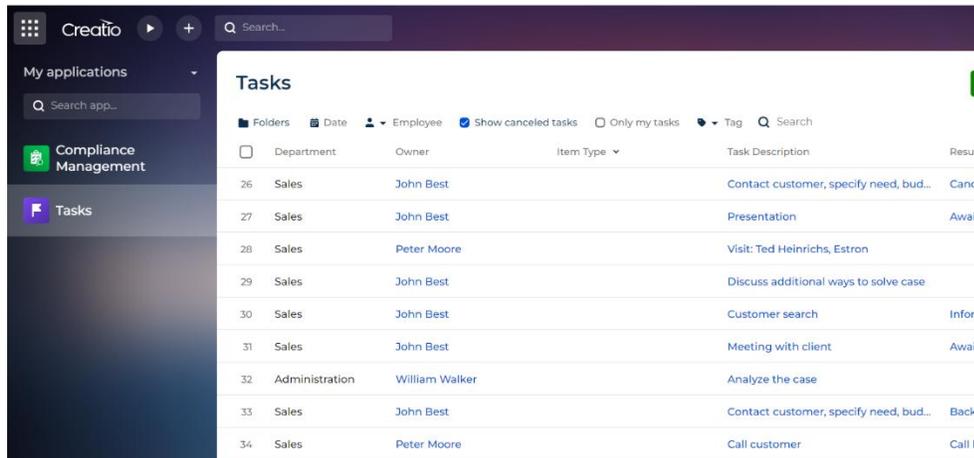
### 5.1.3 Filter by Employee

Click on "Employee" to filter the tasks by employee.



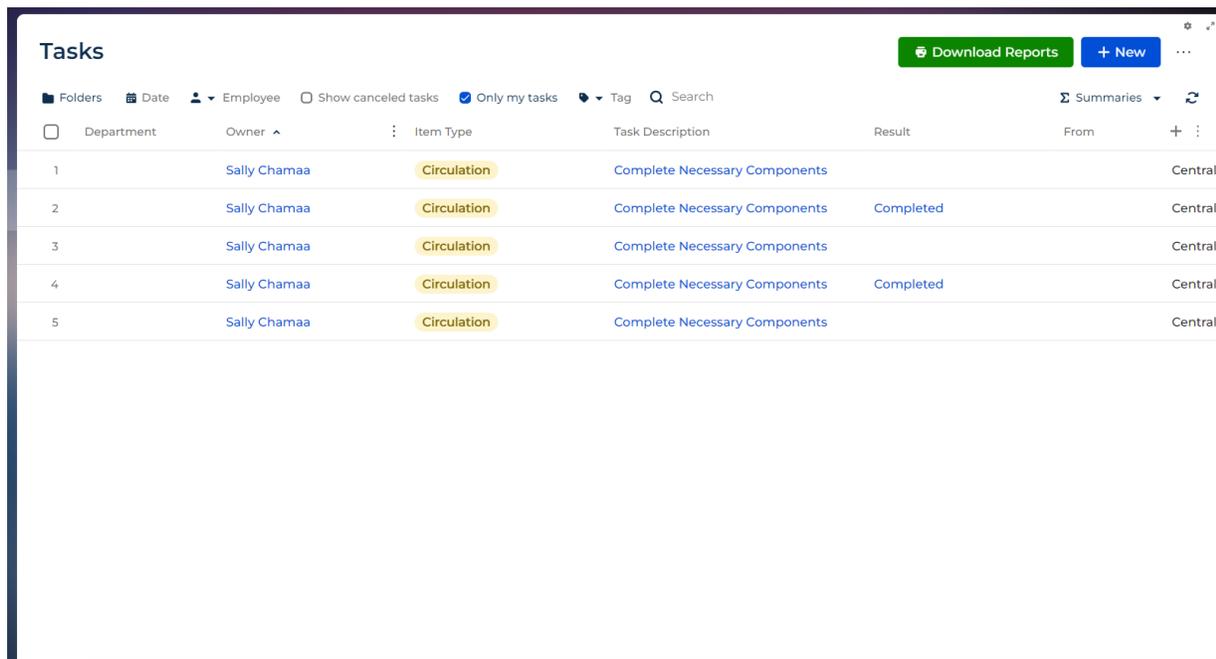
### 5.1.4 Filter by the Canceled Tasks

Click on "Show Canceled Tasks" to display only the canceled tasks



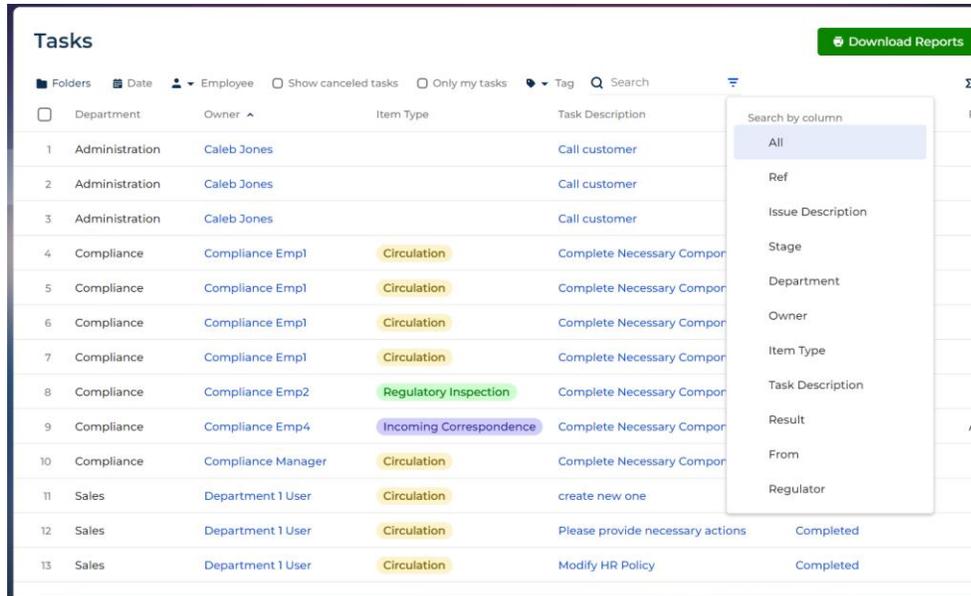
### 5.1.5 Filter by Only My Tasks

Click on "Only My Tasks" to display tasks related only to the current user.



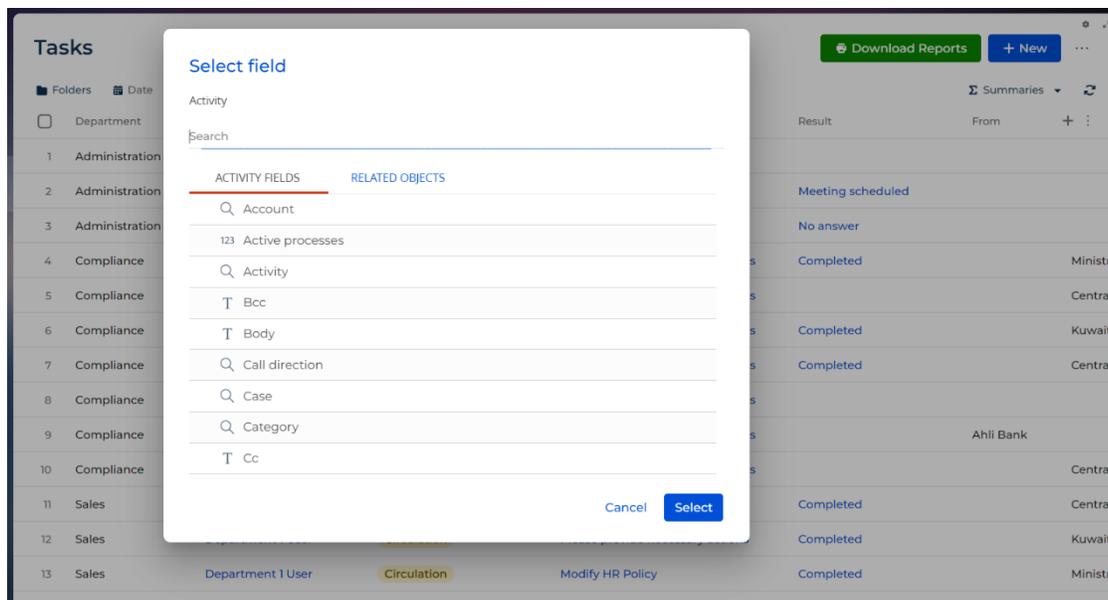
### 5.1.6 Search Engine

You can refine your search by specifying your criteria.



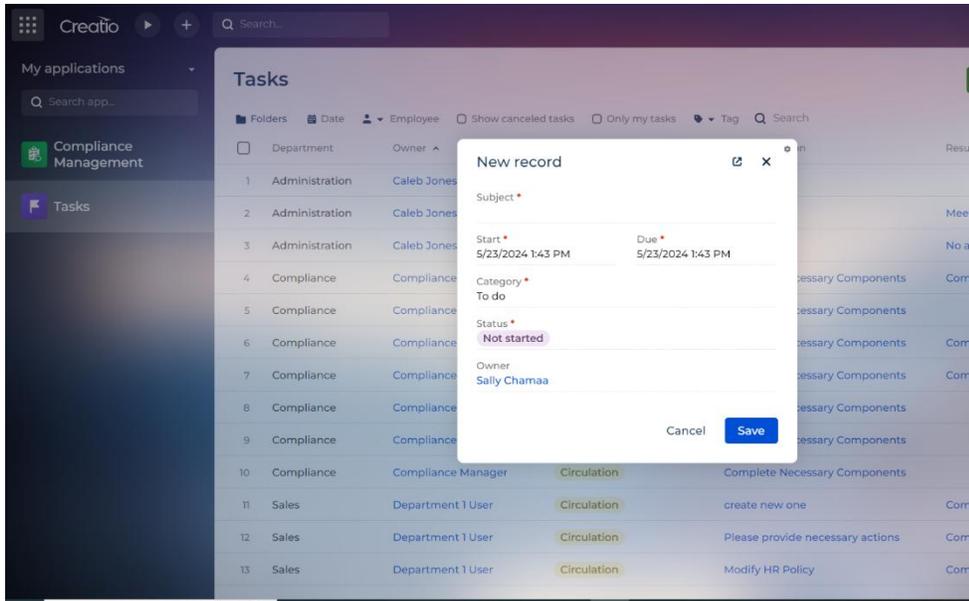
### 5.1.7 Add columns

Click the "+" button on the right side to add the columns you want to display on your main page.



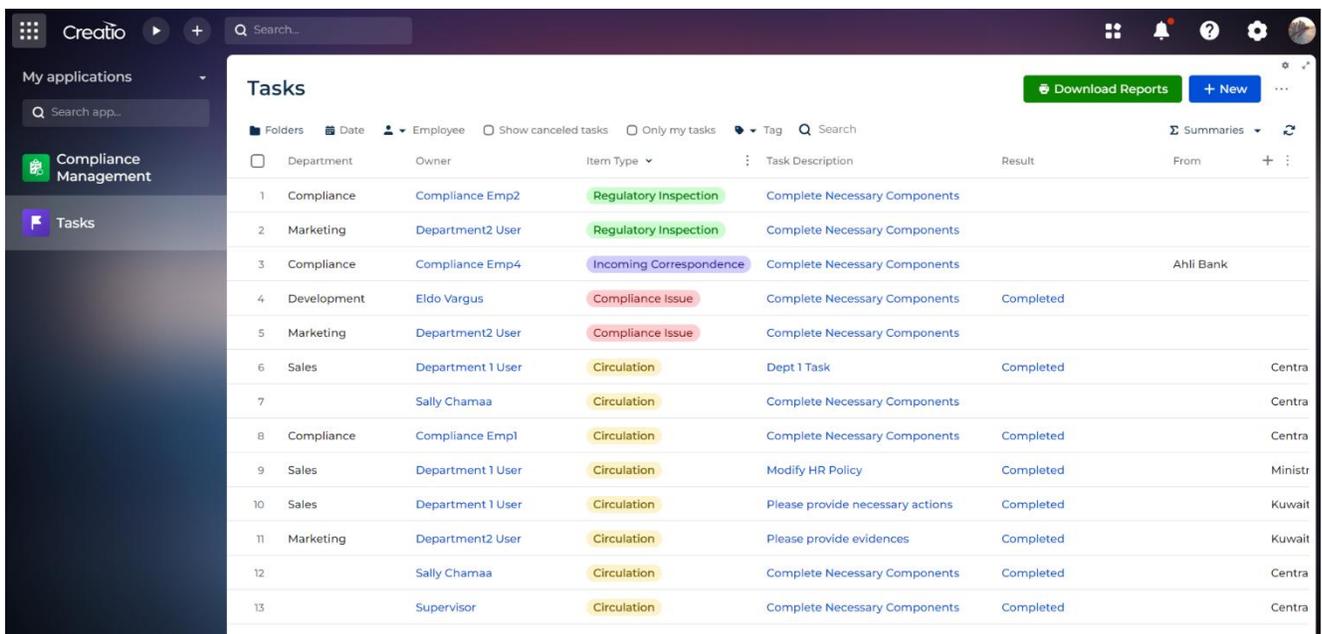
### 5.1.8 New Tasks

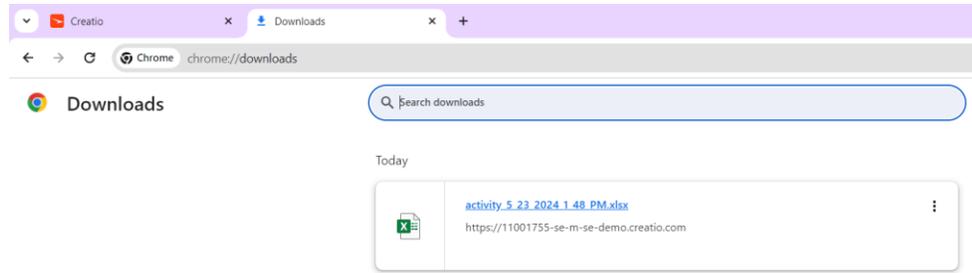
Add new tasks by clicking on the "New" button.



### 5.1.9 Reports

Download reports by clicking on the “Print Reports” button.





## Chapter 6: Compliance Management – Dashboard

1. Navigate to the Desktop page to access all dashboards related to Compliance Management.

