

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	1
Enter a value Password	J
Enter a value	J
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.

III Creatio + Q Search		a	# # ? H
Q Search app < My applications -	Circulation Pending Tasks	Pending Tasks Per Department (Circulation)	4999
Compliance Management	Hrupaib - 100%		
	Compliance Issue Pending Tasks	Pending Tasks Per Department (Compliance Issues)	
	HILIJAD - 100%		
	Incoming Correspondence Pending Tasks	Pending Tasks Per Department (Incoming Correspondence)	
A CARA	Hrujaib - 1004		
	Regulatory Inspections Pending Tasks	Pending Tasks Per Department (Regulatory Inspection)	A A
		86- 02- 0-	



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										
Reference 🔺	Subject	Keywords	Item type	Item status						
Comp-00752	Emerging Trends in Regulatory C	Regulatory Inspection	Regulatory Inspection	In Progress						
Comp-00754	Strengthening Internal Controls	Compliance Issue	Compliance Issue	Assign Compliance Tasks						
Comp-00755	The Role of Compliance Culture in	. Compliance	Compliance Issue	Compliance Tasks Appro						
Comp-00756	Leveraging Technology for Effecti	Compliance	Compliance Issue	Compliance Tasks Appro						
Comp-00757	Circulation Update: Key Policy Ch	Circulation	Circulation	Completed						
Comp-00758	Incoming Correspondence: Regul	Incoming Correspondence	Incoming Correspondence	Assigning Departments						
Comp-00774	Strengthening Internal Controls t	Circulation	Circulation	Preparation —						
Comp-00775	Strengthening External Controls t	Circulation	Circulation	Assigning Departments						
Comp-00804	CBK Test		Circulation	Compliance Tasks Appro						
Comp-00842	Creatio test sceanario	Creatio test sceanario	Circulation	Completed						
Comp-00855	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 Manager	ment 🗮				+ New	± Import	* * •
🖿 Folders 🗣 Tag \Xi Item Type 🗸	🖊 Item Status 🛛 🛱 Created on 🛛 Q Sear	rch				Σ Summa	iries 🗸 🖓
Reference 🔺	Subject	Keywords	Item type	Item status	Description	Date	Creater 🕂 🗄
Comp-00752	Emerging Trends in Regulatory C	Regulatory Inspection	Regulatory Inspection	In Progress	Challenges and Strategies	4/14/2025	4/14/2025 11:54
Comp-00754	Strengthening Internal Controls	Compliance Issue	Compliance Issue	Assign Compliance Tasks	Strengthening Internal Controls t	4/14/2025	4/14/2025 11:57
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
Comp-00756	Leveraging Technology for Effecti	Compliance	Compliance Issue	Compliance Tasks Appro	Leveraging Technology for Effecti		4/14/2025 11:59
Comp-00757	Circulation Update: Key Policy Ch	Circulation	Circulation	Completed	Key Policy Changes and Action P	4/14/2025	4/14/2025 12:02
Comp-00758	Incoming Correspondence: Regul	Incoming Correspondence	Incoming Correspondence	Assigning Departments	Incoming Correspondence: Regul	4/14/2025	4/14/2025 12:05
Comp-00774	Strengthening Internal Controls t	Circulation	Circulation	Preparation —	Strengthening Internal Controls t	4/14/2025	4/14/2025 12:26
Comp-00775	Strengthening External Controls t	Circulation	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	Circulation	Completed	Creatio test sceanario	5/6/2025	5/6/2025 2:38 P
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

2.1 Compliance Management Home Page Features:



2.1.1 Filer by Folder

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

Compliance Managemer	nt ≢			
🖿 Folders 🗣 Tag \Xi Item Type 🗸 Item :	Status 🛱 Created on 🛛 Q Search			
Q Search 🗈 Add 🗙	Reference •	Subject	Keywords	Item type
V 🖿 All	Comp-00752	Emerging Trends in Regulatory C	Regulatory Inspection	Regulatory I
Circulations	Comp-00754	Strengthening Internal Controls	Compliance Issue	Compliance
Compliance Issues	Comp-00755	The Role of Compliance Culture in	Compliance	Compliance
Regulatory Inspections	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 t	Circulation	Circulation
	Comp-00775	Strengthening External Controls t	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 ≢											
■ Folders ● Tag 〒 Item Type ✓ Item Status											
Reference 🔺	Circulation		Keywords	Item type	Item status	Description					
Comp-00752	Compliance Issue	Regulatory C	Regulatory Inspection	Regulatory Inspection	In Progress	Challenges and Strates					
Comp-00754	Incoming Correspondence	mal Controls	Compliance Issue	Compliance Issue	Assign Compliance Tasks	Strengthening Interna					
Comp-00755	Regulatory Inspection	ince Culture in	Compliance	Compliance Issue	Compliance Tasks Appro	The Role of Complianc					
Comp-00756	✓ Check all	ogy for Effecti	Compliance	Compliance Issue	Compliance Tasks Appro	Leveraging Technolog					
Comp-00757	🕭 Clear all	Key Policy Ch	Circulation	Circulation	Completed	Key Policy Changes an					
Comp-00758	Incoming Corresp	ondence: Regul	Incoming Correspondence	Incoming Correspondence	Assigning Departments '	Incoming Corresponde					
Comp-00774	Strengthening Int	ternal Controls t	Circulation	Circulation	Preparation —	Strengthening Interna					
Comp-00775	Strengthening Ex	ternal Controls t	Circulation	Circulation	Assigning Departments	Strengthening Externa					
Comp-00804	CBK Test			Circulation	Compliance Tasks Appro						
Comp-00842	Creatio test scean	ario	Creatio test sceanario	Circulation	Completed	Creatio test sceanario					
Comp-00855	Circulation Updat	e new	new circ new new	Circulation	Completed	Key Policy Changes an					

2.1.3 Filter by Status

	Click on	"Status"	to filt	er the	compliances	by	status.
--	----------	----------	---------	--------	-------------	----	---------

Compliance Managen	nent 🗮				+ New	± Impo	، rt + ··	• • ··
🖿 Folders 🗣 Tag 🗟 Item Type 🗸	Item Status 🚔 Created on 🛛 Q Sea	rch				Σ Sumn	naries 👻	г
Reference A	Assign Compliance Tasks	Keywords	Item type	Item status	Description	Date	Creater +	· : .
Comp-00752	Assigning Departments Task	Regulatory Inspection	Regulatory Inspection	In Progress	Challenges and Strategies	4/14/2025	4/14/2025	5 11:54
Comp-00754	Canceled	Compliance Issue	Compliance Issue	Assign Compliance Tasks	Strengthening Internal Controls t	4/14/2025	4/14/2025	5 11:57
Comp-00755	Completed	Compliance	Compliance Issue	Compliance Tasks Appro	The Role of Compliance Culture in	4/14/2025	4/14/2025	5 11:58
Comp-00756	Check all	Compliance	Compliance Issue	Compliance Tasks Appro	Leveraging Technology for Effecti		4/14/2025	5 11:59
Comp-00757	Clear all	Circulation	Circulation	Completed	Key Policy Changes and Action P	4/14/2025	4/14/2025	5 12:02
Comp-00758	Incoming Correspondence: Regul	Incoming Correspondence	Incoming Correspondence	Assigning Departments	Incoming Correspondence: Regul	4/14/2025	4/14/2025	5 12:05
Comp-00774	Strengthening Internal Controls t	Circulation	Circulation	Preparation —	Strengthening Internal Controls t	4/14/2025	4/14/2025	5 12:26
Comp-00775	Strengthening External Controls t	Circulation	Circulation	Assigning Departments	Strengthening External Controls t	4/14/2025	4/14/2025	5 12:27
Comp-00804	CBK Test		Circulation	Compliance Tasks Appro			4/22/2025	5 2:46
Comp-00842	Creatio test sceanario	Creatio test sceanario	Circulation	Completed	Creatio test sceanario	5/6/2025	5/6/2025	2:38 P
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

2.1.4 Filter by the date of creation

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



Compliance Manage	ment 📰											
🖿 Folders 🗣 Tag \Xi Item Type 🦑	Item Status	Created on Q Search	1									
Reference •	Subject										Item status	Description
Comp-00752	Emerging Tr	Yesterday	Select	: date	×	till	Selec	t date:	×	pection	In Progress	Challenges and St
Comp-00754	Strengtheni	Tomorrow	<		JU	UNE 2	025		>	ue	Assign Compliance Tasks	Strengthening Inte
Comp-00755	The Role of (Tomorrow	Su	Mo	Tu	We	Th	Fr	Sa	ue	Compliance Tasks Appro-	The Role of Compl
Comp-00756	Leveraging ⁻	Previous week	1	2	3	4	5	6	7	ue	Compliance Tasks Appro	Leveraging Techno
Comp-00757	Circulation (Current week	8	9	10	11	12	13	14		Completed	Key Policy Change
Comp-00758	Incoming Co	Next week	15	16	17	18	19	20	21	spondence	Assigning Departments	Incoming Corresp
Comp-00774	Strengtheni	Previous month	22	23	24	25	26	27	28		Preparation —	Strengthening Inte
Comp-00775	Strengtheni	Current month	29	30							Assigning Departments	Strengthening Ext
Comp-00804	CBK Test	Next month									Compliance Tasks Appro	
Comp-00842	Creatio test s	ceanario (Creatio test	sceana	ario			Circu	lation		Completed	Creatio test sceana
Comp-00855	Circulation U	pdate new i	new circ ne	w new				Circu	lation		Completed	Key Policy Change

ation.

2.1.5 Search Engine

You can refine your search by specifying your criteria.

Compliance Manager	ment 🛎						+ New	± Impo	• 2 rt + …			
🖿 Folders 🗣 Tag \Xi Item Type 🗸	Item Status 🝵 Created on 🛛 Q Sear	ch 🗧	Ŧ					Σ Sumn	naries 🔹 😂			
Reference 🔺	Subject	Keywords	Search by colur	nn		Item status	Description	Date	Creater + :			
Comp-00752	Emerging Trends in Regulatory C	Regulatory Inspec	All	~	ction	In Progress	Challenges and Strategies	4/14/2025	4/14/2025 11:54			
Comp-00754	Strengthening Internal Controls	Compliance Issue	Reference		9	Assign Compliance Tasks	Strengthening Internal Controls t	4/14/2025	4/14/2025 11:57			
Comp-00755	The Role of Compliance Culture in	Compliance	Subject		9	Compliance Tasks Appro	The Role of Compliance Culture in	4/14/2025	4/14/2025 11:58			
Comp-00756	Leveraging Technology for Effecti	Compliance	Keywords		9	Compliance Tasks Appro	Leveraging Technology for Effecti		4/14/2025 11:59			
Comp-00757	Circulation Update: Key Policy Ch	Circulation	Item type			Completed	Key Policy Changes and Action P	4/14/2025	4/14/2025 12:02			
Comp-00758	Incoming Correspondence: Regul	Incoming Correspo	Item status	Item status	Item status	Item status	5	pondence	Assigning Departments	Incoming Correspondence: Regul	4/14/2025	4/14/2025 12:05
Comp-00774	Strengthening Internal Controls t	Circulation	Description	r		Preparation —	Strengthening Internal Controls t	4/14/2025	4/14/2025 12:26			
Comp-00775	Strengthening External Controls t	Circulation	Created by			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 sceanar	rio	Circulation		Completed	Creatio test sceanario	5/6/2025	5/6/2025 2:38 P			
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			

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

Compliance Manager		-	+ New	± Impo	* 2 t + …
🖿 Folders 🗣 Tag 🗦 Item Type 🗸	Select field			Σ Summ	aries 🔹 🎜
Reference A	Compliance Management		Description	Date	Create + :
Comp-00752	Search		Challenges and Strategies	4/14/2025	4/14/2025 11:54
Comp-00754	COMPLIANCE MANAGEMENT FIELDS RELATED OBJECTS	ce Tasks	Strengthening Internal Controls t	4/14/2025	4/14/2025 11:57
Comp-00755	Circulation deadline	s Appro	The Role of Compliance Culture in	4/14/2025	4/14/2025 11:58
Comp-00756	Q Circulation from	s Appro	Leveraging Technology for Effecti		4/14/2025 11:59
Comp-00757	🗎 Compliance issue deadline		Key Policy Changes and Action P	4/14/2025	4/14/2025 12:02
Comp-00758	Q Correspondence from	tments "	Incoming Correspondence: Regul	4/14/2025	4/14/2025 12:05
Comp-00774	Q Created by		Strengthening Internal Controls t	4/14/2025	4/14/2025 12:26
Comp-00775	战 Created on	tments "	Strengthening External Controls t	4/14/2025	4/14/2025 12:27
Comp-00804	Date	s Appro			4/22/2025 2:46
Comp-00842			Creatio test sceanario	5/6/2025	5/6/2025 2:38 P
Comp-00855	Q Inspection type		Key Policy Changes and Action P	5/6/2025	5/6/2025 4:41 P
	Q Item status				
	Q Item type				
	Cancel Select				

2.1.7 Import Data

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



Compliance Manage	ment 🔳				
🖿 Folders 🗣 Tag \Xi Item Type	✓ Item Status	rch			
Reference A	Subject	Keywords	Item type	Item status	Description
Comp-00752	Emerging Trends in Regulatory C	Regulatory Inspection	Regulatory Inspection	In Progress	Challenges and Stra
Comp-00754	Strengthening Internal Controls	Compliance Issue	Compliance Issue	Assign Compliance Tasks	Strengthening Inter
Comp-00755	The Role of Compliance Culture in.	. Compliance	Compliance Issue	Compliance Tasks Appro	The Role of Complia
Comp-00756	Leveraging Technology for Effecti	Compliance	Compliance Issue	Compliance Tasks Appro	Leveraging Technol
Comp-00757	Circulation Update: Key Policy Ch	Circulation	Circulation	Completed	Key Policy Changes
Comp-00758	Incoming Correspondence: Regul	Incoming Correspondence	Incoming Correspondence	Assigning Departments	Incoming Correspor
Comp-00774	Strengthening Internal Controls t	Circulation	Circulation	Preparation —	Strengthening Inter
Comp-00775	Strengthening External Controls t.	Circulation	Circulation	Assigning Departments	Strengthening Exte
Comp-00804	CBK Test		Circulation	Compliance Tasks Appro	
Comp-00842	Creatio test sceanario	Creatio test sceanario	Circulation	Completed	Creatio test sceanar
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 Manager	nent ≢				+ New	± Impoi	• 2 rt ≠
🖿 Folders 🗣 Tag \Xi Item Type 🗸	Item Status 🛛 🗃 Created on 🛛 Q Sear	ch				Σ Summ	iaries 👻 😂
E Reference 🔺	Subject	Keywords	Item type	Item status	Description	Date	Creater + :
Comp-00752	Emerging Trends in Regulatory C	Regulatory Inspection	Regulatory Inspection	In Progress	Challenges and Strategies	4/14/2025	4/14/2025 11:54
Comp-00754	Strengthening Internal Controls	Compliance Issue	Compliance Issue	Assign Compliance Tasks	Strengthening Internal Controls t	4/14/2025	4/14/2025 11:57
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
Comp-00756	Leveraging Technology for Effecti	Compliance	Compliance Issue	Compliance Tasks Appro	Leveraging Technology for Effecti		4/14/2025 11:59
Comp-00757	Circulation Update: Key Policy Ch	Circulation	Circulation	Completed	Key Policy Changes and Action P	4/14/2025	4/14/2025 12:02
Comp-00758	Incoming Correspondence: Regul	Incoming Correspondence	Incoming Correspondence	Assigning Departments	Incoming Correspondence: Regul	4/14/2025	4/14/2025 12:05
: 🗹 Comp-00774	Strengthening Internal Controls t	Circulation	Circulation	Preparation —	Strengthening Internal Controls t	4/14/2025	4/14/2025 12:26
Comp-00775	Strengthening External Controls t	Circulation	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	Circulation	Completed	Creatio test sceanario	5/6/2025	5/6/2025 2:38 P
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 set	ected 🔰 🗣 Add tag 🔸 🥵 E	xport to Excel 🍵 Delete	Change request X			

Chapter 3: Compliance Management – Creation:

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



Compliance Manage	ement =				
🖿 Folders 🗣 Tag \Xi Item Type	✓ Item Status	rch			
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 Effecti	Compliance	Compliance Issue	Compliance Tasks Appro	Leveraging Tech
Comp-00757	Circulation Update: Key Policy Ch	Circulation	Circulation	Completed	Key Policy Chang
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 t	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 scea
Comp-00855	Circulation Update new	new circ new new	Circulation	Completed	Key Policy Chang

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					Send for	Approval B Save Cancel A
Preparation Initial Approval	Assigning Departmen	In Progress	Response Verification	Assign Compliance Ta	Compliance Tasks Co Complia	nce Tasks Ap Completed
Compliance details	GENERAL INFORMATION					
Reference * Comp-00909	🔼 Activity + 😂 🗄 Q					
Item type	Subject	Due	Owner	Priority	Status	Result 🔹 🕂 🗄
Subject				No data		
Description						
Date						
Keywords						
Item status Preparation						

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



- Comp-00909					Send for Ap	Attachments 🛓 Owner Informatio
reparation Initial App	roval Assigning Departmen	In Progress	Response Verification	Assign Compliance Ta	Compliance Tasks Co Compliance	Tasks Ap., Completed
Compliance details	GENERAL INFORMATION					
leference * comp-00909	Activity + C i Q					
em type	Subject	Due	Owner	Priority	Status	Result • + :
Circulation				No data		
Compliance Issue						
Incoming Correspondence						
Regulatory Inspection						
leywords						
em status						
reparation						

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).



← Comp-00909					
Preparation Initial Approva	Assigning Departmen	In Progress	Response Verification	Assign Compliance Ta	Compliance Tasks Co
Compliance details	GENERAL INFORMATION				
Reference * Comp-00909	🔼 Activity + 2 🗄 Q				
Item type	Subject	Due	Owner	Priority	Ste
Subject				No data	
Description					
Date					
Keywords.					
item status Preparation					

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.

Add tag					🔒 🌆 Feed	8 Attachments 2 Owner Information
reparation Initial App	oroval Assigning Departmen	In Progress	Response Verification	Assign Compliance Ta	Compliance Tasks Co Compl	iance Tasks Ap Completed
ompliance details	GENERAL INFORMATION					
eference * omp-00909	🔼 Activity + 🤤 🗄 Q					
em type	Subject	Due	Owner	Priority	Status	Result • + :
Circulation				No data		
Compliance Issue						
Incoming Correspondence						
Regulatory Inspection						
eywords						
em status						
reparetori.						

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.



Add tag					3	👣 Feed
Preparation Initial Ap	Assigning Departmen	In Progress	Response Verification	Assign Compliance Ta	Compliance Tasks Co	Com
Compliance details	GENERAL INFORMATION					Att
Reference * Comp+00910	🔼 Activity + 2 i Q					
tem type	Subject	Due	Owner	Priority	+ :	
Subject			No data			
Description						
Date						
Keywords						
tem status Preparation						

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

← Comp-00910 ♦ Add tag						Send for Approval	e Cancel A
Preparation Initial Approval	Assigning Departmen	In Progress	Response Verification	Assign Compliance Ta	Compliance Tasks Co	Compliance Tasks Ap	Completed
Compliance details	GENERAL INFORMATION					Feed	×
Reference * Comp-00910	🖪 Activity + 😂 🗄 Q						
Item type	Subject	Due	Owner	Priority	+ :		No.
Subject			No data				
Description						50	quiet:
Date							
Keywords							
Item status Preparation							

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 [i] to 6/11/2025 [i]									
Change made on 👻	Change made by	Record	Column	Old value					
6/11/2025, 12:09:52 PM	Supervisor	Comp-01410	File Location	DCD					
Ø11/2025, 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 > Show more						



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.

← Comp-00909						Send for Approval	© B Save Cancel Annual Cancel
Preparation Initial Appro	oval Assigning Departmen	In Progress	Response Verification	Assign Compliance Ta	Compliance Tasks Co	Compliance Tasks Ap.	. Completed
Compliance details	GENERAL INFORMATION						
Reference * Comp-00909	🔼 Activity + 2 🗄 Q						
item type	Subject	Due	Owner	Priority	Stat	us	Result 🔺 🕂 🗄
Subject				No data			
Description							
Date							
Keywords							
Item status Preparation							



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.

← Comp-01404							Send for Approval	Save Cancel A
Preparation Initial Approva	I Assigning Depart	men In Progress	Response Verifica	ition Assign Com	pliance Ta Com	pliance Tasks Co	Compliance Tasks Ap	Completed
Item Type * Circulation	Activity 2 : Q	Due	Ow	mer	Priority	+ :	r	_
bubject * documentation test Description documentation test	🔼 Approvals list 2 Q	Search	No data				1	Bar here
Keywords documentation test	Approver	Approval purpose	Created on	Set on	Set by	1	c	or use
Date* (c/11/2025			No data				ځ	Upload
Method V + :								
Method Notes								
File Location								

- > 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.

← Comp-00774 ● Add tag					A ()	Feed Attachments	B Save Cancel
Preparation Initial Approva	Assigning Departments Ta	isks In Progress	Response Verification	Assign Compliance T.,	Compliance Tasks Co.,	Compliance Tasks Ap.,	Completed
Compliance details	GENERAL INFORMATION					Feed	×
Reference * Comp-00774	🗛 Activity + 2 : Q						
Item type Circulation	Subject •	Due	Owner	Priority	+ :	Post a message	
Subject Strengthening Internal Controls to Enhance Circulation and Reduce Risk			No data				2
Description Strengthening Internal Controls to Enhance Circulation and Reduce						50	quiet!
Date 4/14/2025							
Keywords Circulation							
ltem status Initial Approval							
Circulation details							
Circulation from Our company	Insufficient perm	nissions to edit record in obje	ct "Compliance Management". X				



🖿 Folders 🗣 Tag \Xi Ite	em Type 🖌 Item Status 📸 Created on 🛛 Q Search			
Reference	Subject	Keywords	Item type	Item sta
Comp-00804	CBK Test		Circulation	Compli
Comp-00758	Incoming Correspondence: Regulatory Notice from ABK – Action Required	Incoming Correspondence	Incoming Correspondence	Assigni
Comp-00775	Strengthening External Controls to Enhance Circulation and Reduce Risk	Circulation	Circulation	Assigni
Comp-00752	Emerging Trends in Regulatory Compliance	Regulatory Inspection	Regulatory Inspection	In Prog
Comp-00754	Strengthening Internal Controls	Compliance Issue	Compliance Issue	Assign
Comp-00756	Leveraging Technology for Effective Compliance Monitoring and Reporting	Compliance	Compliance Issue	Complia
Comp-00911	Circulation test comp	Circulation test comp	Circulation	Respon
Comp-00842	Creatio test sceanario	Creatio test sceanario	Circulation	Comple
Comp-00757	Circulation Update: Key Policy Changes and Action Points	Circulation	Circulation	Comple
Comp-00755	The Role of Compliance Culture in Driving Organizational Integrity	Compliance	Compliance Issue	Compli
Comp-00855	Circulation Update new	new circ new new	Circulation	Comple
Comp-00774	Strengthening Internal Controls to Enhance Circulation and Reduce Risk	Circulation	Circulation	Initial A
	fi 1 selected 📔 🕈 Add tag 🔸	🛱 Export to Excel 🏾 🍵 Delete	Change request X	

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.

III Creatio 🕨	Q Search			
Q Search app	Compliance Ma	anagement	+ Nev	v 🛓 Import 🔹
Compliance Manage	► Folders Se Tag 😤 Ite	m Type ✓ Item Status 🝵 Created on 🛛 Q Search		∑ Summaries →
Compliance	Reference	Subject	Keywords	Item type
Management	Comp-00804	CBK Test		Circulation
F Tasks	Comp-00758	Incoming Correspondence: Regulatory Notice from ABK - Action Required	Incoming Correspondence	Incoming Corresponde
	Comp-00775	Strengthening External Controls to Enhance Circulation and Reduce Risk	Circulation	Circulation
	Comp-00752	Emerging Trends in Regulatory Compliance	Regulatory Inspection	Regulatory Inspection
	Comp-00754	Strengthening Internal Controls	Compliance Issue	Compliance Issue
	Comp-00756	Leveraging Technology for Effective Compliance Monitoring and Reporting	Compliance	Compliance Issue
	Comp-00911	Circulation test comp	Circulation test comp	Circulation
	Comp-00842	Creatio test sceanario	Creatio test sceanario	Circulation
	Comp-00757	Circulation Update: Key Policy Changes and Action Points	Circulation	Circulation
	Comp-00755	The Role of Compliance Culture in Driving Organizational Integrity	Compliance	Compliance Issue
	Comp-00855	Circulation Update new	new circ new new	Circulation
	: Comp-00774	Strengthening Internal Controls to Enhance Circulation and Reduce Risk	Circulation	Circulation

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.

Comp-00911						Feed () Attachments	Save Close
reparation Initial App	roval Assigning Departments T	asks In Progress	Response Verification	Assign Compliance T	Compliance Tasks Co	Compliance Tasks Ap.,	Completed
compliance details	GENERAL INFORMATION					Feed	×
eference * omp-00911	🗛 Activity + 2 : Q					Post a message	
em type irculation	Subject A	Due	Owner	Priority	+ :		
ubject irculation test comp			No data			00	30
escription irculation test comp						So qu	let!
ate /4/2025							
eywords irculation test comp							
em status itial Approval							
irculation details							
rculation from ur company							
irculation deadline /4/2025							







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.

← Comp-00911 ♦ Add tag				۵	🇤 Feed 👔 Attach	B Save	Close
Preparation Initial Approval	Assigning Departments Tasks In Prog	ress Response V	erification Assign Complian	ce T Compliance Tasks Co.	Compliance Tasl	xs Ap Comr	pleted
Compliance details	GENERAL INFORMATION					Owner info	ormation X
Item type Circulation Subject	Approval purpose Your Approval is needed on <div>Circulation ✓ APPROVED</div>	test comp from Farah Al	Rushaidan				aid Farah Al Rushaidan
Description Circulation test comp Date	Positive ✓1 Activity + ☎ : Q	Nega × 0)		Pending 2 -		
6/4/2025 Keywords Circulation test comp	Subject Assign Departments Tasks	Due 6/4/2025 1:31 PM	Owner Nervin El Sayyed	Priority Medium	si + : Not start		
Item status Assigning Departments Tasks							
Circulation details Circulation from Our company							
Circulation deadline 6/4/2025							
Assign Departments T	asks				Connections	Save	Cancel
etails	Subject* Assign Departments Tasks						
iority • edium	Start • 6/4/2025 1:11 PM			Due* 6/4/2025 1:31 PM			

Details	Subject * Assign Departments Tasks				
Priority • Medium	Start * 6/4/2025 1:11 PM		Due* 6/4	/2025 1:31 PM	
Category * To do	Status • Completed Participants		Result		
Location	Participant 🔺	Role	Invite response	Compliance Manage	+ :
Show in calendar	1 Nervin El Sayyed	Owner		Comp-00911	
Executors	+ New				
Owner Nervin El Sayyed	Type details for this task				
Role					
Reporter Nervin El Sayyed					
Peminders					
Remind owner					
Remind reporter					



4.1.4 In Progress Step:

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

← Comp-00752 ♥ Add tag						📭 Feed 🛛 🔋 Attachment	Close
Preparation Initial Approval	I Assigning Departmen In Prog	Response	e Verification Assign Con	npliance Ta C	ompliance Tasks Co	Compliance Tasks Ap	Completed
Compliance details	GENERAL INFORMATION					Feed	×
Reference * Comp-00752	Approvals					Post a message	
Item type Regulatory Inspection	Positive ✓1	Negative × 0	0		Pending		
Subject Emerging Trends in Regulatory Compliance	🔨 Activity + 2 🗄 Q					Q	<u>Z</u>
Description Challenges and Strategies	Subject	Due	Owner	Priority	+ :	S	o quiet!
Date 4/14/2025	1 Review the needed regulatory ins.	4/14/2025 12:10 PM	Mohammad Edris	Medium			
Keywords Regulatory Inspection	2 Add the needed attachments 3 Assign Departments Tasks	4/14/2025 12:08 PM 4/14/2025 12:27 PM	Farah Al Rushaidan Nervin El Sayyed	Medium			
ltem status In Progress							
Regulatory inspection details							
Inspection type External Audit							



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

III Creatio 🕨 🕂	Q Search		ai 📫 📫 💡 📵
Q Search app < My applications -	← Comp-01404 ♥ Add teg		Save Close A
Compliance Management	Preparation Initial Approx	al Assigning Departme. In Progress Persponse Verification Assign Compliance Tasks Co.	Compliance Tasks Ap Completed
Tasks	Reference * Comp-01404 Item Type * Circulation	CENERAL INFORMATION Approvals Approval purpose	Feed x Post a message
	Subject * documentation test		
	Description documentation test	Positive Negative Pending ✓1 ×0 ⊈-	- Contraction of the contraction
	Keywords documentation test Date * 6/11/2025	Activity + 2 : Q □ Subject + Status Due Owner + :	So quiet!
		: D Finalize Verification Not started 6/11/2025 11:34 AM	
	Compliance Methods 2	2 Assign Departments Tasks Completed 6/11/2025 1133 AM Hrujaib Approvals list C Q Search	
	Method Notes	Approver Approval purpose Created on Set on Set by I CBK Approvers Your Approval is need 6/11/2025 11:06 AM 6/11/2025 11:33 AM Hrughtb	
	File Location		

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.

 ← Comp-01404 ● Add tag 						Siew Change Log	ave Close 🔒
Preparation Initial Approval	Assigning Departme. In Progress	: Response V	erification 🔰 Assign Compliance	Tasks Compliant	ce Tasks Completio	n Compliance Tasks A C	Completed
Reference * Comp-01404	GENERAL INFORMATION					Feed	×
Item Type* Circulation	Approvals Approval purpose					Post a message	
Subject * documentation test	Your Approval is needed on Comp-0140 ✓ APPROVED	4 from Frushaidan					
Description documentation test	Positive	Negativ × 0	e		Pending	est.	S
Keywords documentation test	Activity 2 : Q					So quiet!	
Date* 6/11/2025	Subject ¥	Status	Due	Owner	+ :		
	Complete control tasks on Comp	Not started	6/11/2025 11:20 AM	Hrujaib			
Compliance Methods 2	2 Assign Compliance Tasks 3 Finalize Verification	Not started	6/11/2025 11:40 AM	Hrujajb			
No data	Assign Departments Tasks	Completed	6/11/2025 11:33 AM	Hrujaib			
Method Notes	Approvals list 2 Q Search						
	Approver Approval pur	pose Created on	Set on	Set by	1		
File Location	CBK Approvers Your Approv	al is need 6/11/2025 11:0	6 AM 6/11/2025 11:13 AM	Hrujaib			

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.

← Comp-01404 ♥ Add tsg						View C
Preparation Initial Approval	Assigning Departm In Progress	Response Verif	ication X Assign Compliance	Compliance Tas	ks Completion	Complia
Reference * Comp-01404	GENERAL INFORMATION					Fee
Item Type * Circulation	Activity + 2 : Q	Due	Owner	Status	+ :	F
Subject* documentation test	1 task1	6/11/2025 11:29 AM	Akout	Not started		
Description documentation test	2 Finalize Verification	6/11/2025 11:34 AM	Hrujaib	Completed		
Keywords documentation test	3 Complete control tasks on Comp	6/11/2025 11:20 AM	Hrujaib	Completed		
Date * 6/11/2025	Assign Departments Tasks Assign Compliance Tasks	6/11/2025 11:33 AM 6/11/2025 11:40 AM	Hrujaib Aahmad	Completed		
Compliance Methods	Approvals list 2 Q Search					
	Approver Approval purp	created on	Set on	Set by	1	
No data		No data				
File Location						

4.1.8 Compliance Tasks Approval Step:

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

← Comp-01404 ● Add tog					View Change Log	Save Close 🔒
Preparation Initial Appro	val 🔰 Assigning Departme 🔪 In Progre	ss 🔰 Response	Verification X Assign Co	mpliance T > Compliance Tasks	Co Compliance Tasks Approval	Completed
Reference * Comp-01404 Item Type *	CENERAL INFORMATION				Feed	×
Circulation Subject * documentation test	Subject ¥	Due 6/11/2025 11:29 AM	Owner Akout	Status + Completed	:	2
Description documentation test Keywords documentation test	2 Finalize Verification 3 Complete control tasks on Comp	6/11/2025 11:34 AM 6/11/2025 11:20 AM	Hrujaib Hrujaib	Completed	500	juliet!
Date * 6/11/2025	Assign Compliance Tasks Assign Compliance Tasks	6/11/2025 11:33 AM	Aahmad	Completed		
Compliance Methods 2	Approvals list 2 Q Search Approver Approval purp	oose Created on No data	Set on	Set by	i	
No data Method Notes						
File Location						



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'.

Add tag					5 % F
Preparation Initial Approval	Assigning Departmen > In Progr	ess Respo	nse Verification 💙 Assign Com	pliance Ta 🔪 Complianc	ce Tasks Co 🔰
Compliance details	GENERAL INFORMATION				
Reference * Comp-00855	Approvals				
tem type Circulation	Positive		Negative		
Subject Circulation Update new	Activity + C : O				
Description Key Policy Changes and Action Points	Subject	Due	Owner	Priority	Status
Date /6/2025	1 Complete Control Task	5/6/2025 5:13 PM	Mohammad Ghareeb	Medium	Comp
eywords new circ new new	2 Confirm Task "testl" status change 3 Assign Departments Tasks	5/6/2025 5:10 PM	ABK EMP1 Nervin El Sayyed	Medium	Comp
tem status Completed	4 Test2	5/6/2025 4:55 PM	Nervin El Sayyed	Medium	Comp
	5 Assign Compliance Tasks	5/6/2025 5:13 PM	Ahmad Al Ahmad	Medium	Comp
Circulation details	6 testl	5/6/2025 4:43 PM	ABK EMP1	Medium	Comp
irculation deadline					



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.







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

III Creatio 🕨 +	Q Search			
My applications 🗸	Tasks			
Q Search app	Eolders # Date		electracks O Only my tasks 🕒 -	Tag O Search
Compliance Management	Department	Owner	Item Type 👻	Task Description
	1 Compliance	Compliance Emp2	Regulatory Inspection	Complete Necessary Components
F Tasks	2 Marketing	Department2 User	Regulatory Inspection	Complete Necessary Components
	3 Compliance	Compliance Emp4	Incoming Correspondence	Complete Necessary Components
	4 Development	Eldo Vargus	Compliance Issue	Complete Necessary Components
	5 Marketing	Department2 User	Compliance Issue	Complete Necessary Components
	6 Sales	Department 1 User	Circulation	Dept 1 Task
	7	Sally Chamaa	Circulation	Complete Necessary Components
	8 Compliance	Compliance Empl	Circulation	Complete Necessary Components
	9 Sales	Department 1 User	Circulation	Modify HR Policy
	10 Sales	Department 1 User	Circulation	Please provide necessary actions
	11 Marketing	Department2 User	Circulation	Please provide evidences
	12	Sally Chamaa	Circulation	Complete Necessary Components
	13	Supervisor	Circulation	Complete Necessary Components

5.1 Tasks Home page Features:

5.1.1 Filer by Folder

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

III Creatio 🕨 +	Q Search				: 🕴 🛛 🕻	> 🏀
My applications - Q Search app	Tasks ■ Folders	w canceled tasks 🛛 Only my	rtasks 🗣 🗸 Tag 📿 Search		Download Reports + New Summaries - Summaries -	• 2
Compliance Management	Q Search Add X	Department	Owner	Item Type 🖌	Task Description	+ :
Tasks	All Compliance Items	1 Compliance 2 Marketing	Compliance Emp2 Department2 User	Regulatory Inspection	Complete Necessary Components Complete Necessary Components	
1000	Calls	3 Compliance	Compliance Emp4	Incoming Correspondence	Complete Necessary Components	
	Compliance issues Tasks	4 Development	Eldo Vargus	Compliance Issue	Complete Necessary Components	Cor
	Emails	5 Marketing	Department2 User	Compliance Issue	Complete Necessary Components	
	Incomplete Compliance Tasks	6 Sales	Department 1 User	Circulation	Dept 1 Task	Cor
	Tasks	7	Sally Chamaa	Circulation	Complete Necessary Components	
		8 Compliance	Compliance Empl	Circulation	Complete Necessary Components	Cor
		9 Sales	Department 1 User	Circulation	Modify HR Policy	Cor
		10 Sales	Department 1 User	Circulation	Please provide necessary actions	Cor
		11 Marketing	Department2 User	Circulation	Please provide evidences	Cor
		12	Sally Chamaa	Circulation	Complete Necessary Components	Cor
		13	Supervisor	Circulation	Complete Necessary Components	Cor



5.1.2 Filter by Date

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

Tas	sks										🗟 Downloa	ad Reports
E Fo	olders 👼	Date 💄 👻 Employee	O Show c	ancele	d tasks	0	Only n	ny task	s 🗣	Tag Q Search		Σ Sum
1	Depart Comp	Yesterday	Select (date	×	till	Selec	t date	×	Task Description	Result	From
2	Marke	Today Tomorrow	<		М	IAY 20	24		>	Complete Necessary Components		
3	Comp		Su	Mo	Tu	We	Th	Fr	Sa	Complete Necessary Components		Ahli B
4	Develo	Previous week				1	2	3	4	Complete Necessary Components	Completed	
5	Marke	Current week	5	6	7	8	9	10	11	Complete Necessary Components		
6	Sales	Next week	12	13	14	15	16	17	18	Dept 1 Task	Completed	
7		Previous month	19	20	21	22	23	24	25	Complete Necessary Components		
8	Comp	Current month	26	27	28	29	30	31		Complete Necessary Components	Completed	
9	Sales	Next month								Modify HR Policy	Completed	
10	Sales	Departmen	t 1 User		Cir	culati	on			Please provide necessary actions	Completed	
n	Marketin	Departmen	t2 User		Cir	culati	on			Please provide evidences	Completed	
12		Sally Chama		าลล		Circulation			Complete Necessary Components	Completed		
13		Supervisor			Cir	culati	on			Complete Necessary Components	Completed	

5.1.3 Filter by Employee

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

III Creatio 🕨 +	Q Search						🔺 🛛 💠 🌑
My applications - Q Search app	Tasks		0 (here and here in the second here in the second here in the second here is a second here in the second here is a second here	O octoored a	D - T	🖶 Download Re	o 🧭
Compliance Management	Q Search	Administrator	U show canceled tasks		• • rag		Σ Summaries 👻 🤰
F Tasks	6 Item - 00142	Compliance Empl	je npleted	5/12/2024	Compliance	Compliance Empl	Circulation
	7 Item - 00145	Compliance Emp2	npleted	5/13/2024	Compliance	Compliance Emp1	Circulation
	9 Item - 00109	✓ Check all	paration	4/17/2024	Compliance	Compliance Emp2	Regulatory Inspection
	10 Item - 00140	€ Clear all	paration	5/2/2024	Compliance	Compliance Manager	Circulation
	11 Item - 00145	Regulatory In	Completed	5/13/2024	Sales	Department 1 User	Circulation
	12 Item - 00142 13 Item - 00146	Circulation Demol	Completed	5/12/2024	Sales	Department 1 User	Circulation
	14 Item - 00140	Test Flow	Preparation	5/2/2024	Sales	Department 1 User	Circulation
	15 Item - 00084	test	Completed	4/17/2024	Marketing	Department2 User	Compliance Issue
	16 Item - 00129	CMA Inspection	Approval	4/18/2024	Marketing	Department2 User	Regulatory Inspection
	17 Item - 00142	Circulation Demol	Completed	5/12/2024	Marketing	Department2 User	Circulation

5.1.4 Filter by the Canceled Tasks

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



III Creatio 🕨 +	Q Search		
My applications 🔹	Tasks		
Q Search app	🖿 Folders 🛛 🛗 Date 💄	🕶 Employee 🛛 Show canceled tasks 🗌 Only my tasks 🗣	▪ Tag Q Search
Compliance Management	Department	Owner Item Type 👻	Task Description Result
Hanagement	26 Sales	John Best	Contact customer, specify need, bud Cance
F Tasks	27 Sales	John Best	Presentation Await
	28 Sales	Peter Moore	Visit: Ted Heinrichs, Estron
	29 Sales	John Best	Discuss additional ways to solve case
	30 Sales	John Best	Customer search Inform
	31 Sales	John Best	Meeting with client Await
	32 Administration	William Walker	Analyze the case
	33 Sales	John Best	Contact customer, specify need, bud Back
	34 Sales	Peter Moore	Call customer Call la

5.1.5 Filter by Only My Tasks

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

Tasks				🗟 Download Repo	rts + New	* 2
🖿 Folders 🛗 Date 💄	Employee Show canceled	d tasks 🛛 Only my tasks 🛛 🗣	▼ Tag Q Search		Σ Summaries 👻	, 2
Department	Owner •	Item Type	Task Description	Result	From	+ :
1	Sally Chamaa	Circulation	Complete Necessary Components			Central
2	Sally Chamaa	Circulation	Complete Necessary Components	Completed		Central
3	Sally Chamaa	Circulation	Complete Necessary Components			Central
4	Sally Chamaa	Circulation	Complete Necessary Components	Completed		Central
5	Sally Chamaa	Circulation	Complete Necessary Components			Central

5.1.6 Search Engine

You can refine your search by specifying your criteria.



Fo	olders 🗂 Date 🚊 -	Employee Show cancel	ed tasks 🛛 Only my tasks 🗣 🔹	Tag Q Search 7		2
	Department	Owner 🔺	Item Type	Task Description	Search by column	
1	Administration	Caleb Jones		Call customer	All	
2	Administration	Caleb Jones		Call customer	Ref	
3	Administration	Caleb Jones		Call customer	Issue Description	
4	Compliance	Compliance Emp1	Circulation	Complete Necessary Compor	Stage	
5	Compliance	Compliance Emp1	Circulation	Complete Necessary Compor	Department	
6	Compliance	Compliance Emp1	Circulation	Complete Necessary Compor	Owner	
7	Compliance	Compliance Emp1	Circulation	Complete Necessary Compor	Item Type	
8	Compliance	Compliance Emp2	Regulatory Inspection	Complete Necessary Compor	Task Description	
9	Compliance	Compliance Emp4	Incoming Correspondence	Complete Necessary Compor	Result	
10	Compliance	Compliance Manager	Circulation	Complete Necessary Compor	From	
11	Sales	Department 1 User	Circulation	create new one	Regulator	
12	Sales	Department 1 User	Circulation	Please provide necessary actions	Completed	
13	Sales	Department 1 User	Circulation	Modify HR Policy	Completed	

5.1.7 Add columns

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

Tasks	Download Reports + New
■ Folders ■ Date	Σ Summaries 👻
Activity Department Search	Result From +
Administration ACTIVITY FIELDS RELATED OBJECTS	_
2 Administration Q Account	Meeting scheduled
4 Compliance	s Completed N
5 Compliance T Bcc	sc
6 Compliance T Body	s Completed K
7 Compliance Q Call direction	s Completed C
8 Compliance Q Case	s
9 Compliance Q Category	s Ahli Bank
10 Compliance	ss
11 Sales Cancel	Select Completed C
12 Sales	Completed
13 Sales Department 1 User Circulation Modify HR Policy	Completed

5.1.8 New Tasks

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



III Creatio 🕨 +						
My applications	Tasks	, ▼ Employee 🌔	Show canceled tasks 🛛 On	lymytasks ∳ ⊤ Tag Q Se		
Compliance Management	Department	Owner 🔺	New record	ت × ت	n	Result
	1 Administration	Caleb Jones	C. Line			
📕 Tasks	2 Administration	Caleb Jones	Subject *			Meetir
	3 Administration	Caleb Jones	Start • 5/23/2024 1:43 PM	Due * 5/23/2024 1:43 PM		No ans
	4 Compliance	Compliance	Category *		essary Components	Compl
	5 Compliance	Compliance	Status •		essary Components	
	6 Compliance	Compliance	Not started		cessary Components	Compl
	7 Compliance	Compliance	Owner Sally Chamaa		essary Components	Compl
	8 Compliance	Compliance			essary Components	
	9 Compliance	Compliance		Cancel Save	essary Components	
	10 Compliance	Compliance Ma	anager Circulation	Complete N	ecessary Components	
	11 Sales	Department 1 U	User Circulation	create new	one	Compl
	12 Sales	Department 1	Jser Circulation	Please prov	ide necessary actions	Compl
	13 Sales	Department 1 U	User Circulation	Modify HR P	Policy	Compl

5.1.9 Reports

Download reports by clicking on the "Print Reports" button.

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			1	Compliance	Compliance Emp2	Regulatory Inspection	Complete Necessary Components					
	Tasks		2	Marketing	Department2 User	Regulatory Inspection	Complete Necessary Components					
			3	Compliance	Compliance Emp4	Incoming Correspondence	Complete Necessary Components		4	hli Bank		
			4	Development	Eldo Vargus	Compliance Issue	Complete Necessary Components	Completed				
			5	Marketing	Department2 User	Compliance Issue	Complete Necessary Components					
			6	Sales	Department 1 User	Circulation	Dept 1 Task	Completed			C	Centra
			7		Sally Chamaa	Circulation	Complete Necessary Components				C	Centra
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			9	Sales	Department 1 User	Circulation	Modify HR Policy	Completed			h	∕linistr
			10	Sales	Department 1 User	Circulation	Please provide necessary actions	Completed			٢	(uwait
			n	Marketing	Department2 User	Circulation	Please provide evidences	Completed			P	(uwait
			12		Sally Chamaa	Circulation	Complete Necessary Components	Completed			C	Centra
			13		Supervisor	Circulation	Complete Necessary Components	Completed			C	Centra



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Chapter 6: Compliance Management – Dashboard

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

Circulation Pending Tasks	Pending Tasks Per Department (Circulation) 1.2 1 0.8 - 0.6 - 0.4 - 0.2 - 0 - 0 - 0 - 0 - 0 - 0 - 0 - 0 - 0 -
Compliance Issue Pending Tasks	Pending Tasks Per Department (Compliance Issues) 1- 1- 08- 06- 04- 02- 0 0
Incoming Correspondence Pending Ta:	sks Pending Tasks Per Department (Incoming Correspondence)
Regulatory Inspections Pending Tasks	Pending Tasks Per Department (Regulatory Inspection)