This is the structure in

We start with the leader

… who needs a clear overview to manage

Aim: **Result of all completed taks** should be possible to see with a few clicks.

DEFINITION: Internal Control is something we do, not something we have.

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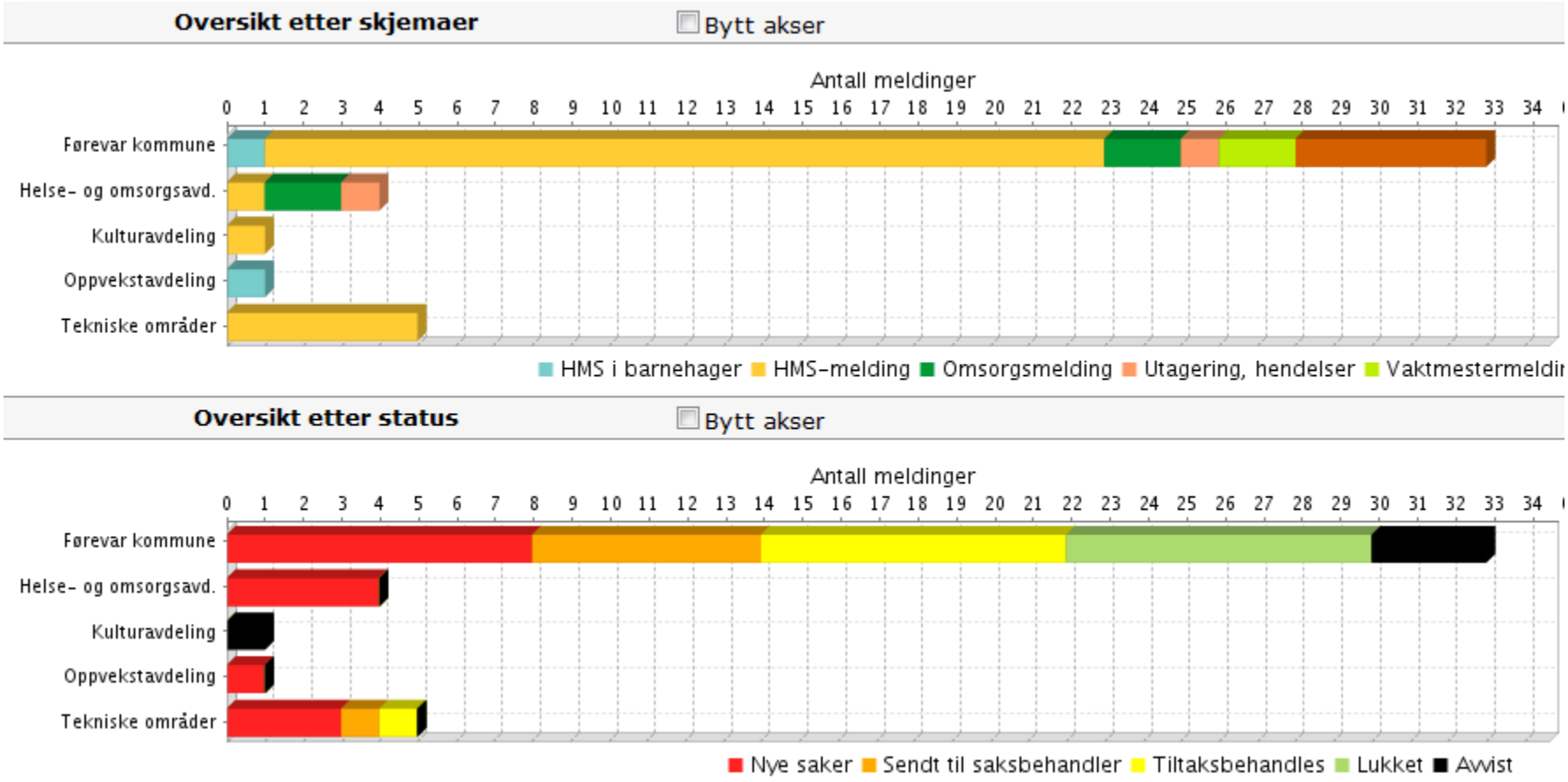
Overview – Click on graphs



Where does the data come from?

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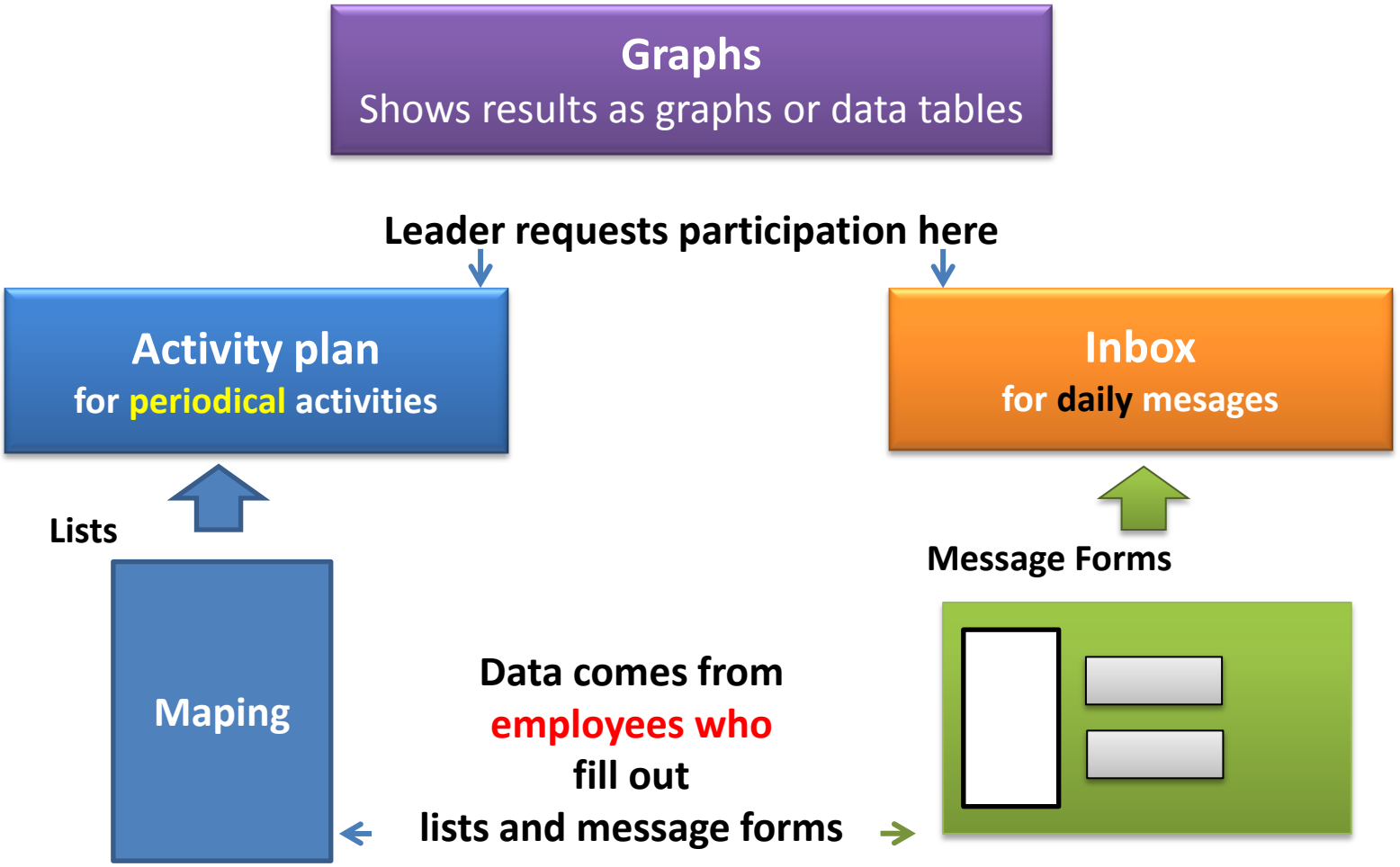
has modules with ability to register cases (messages)



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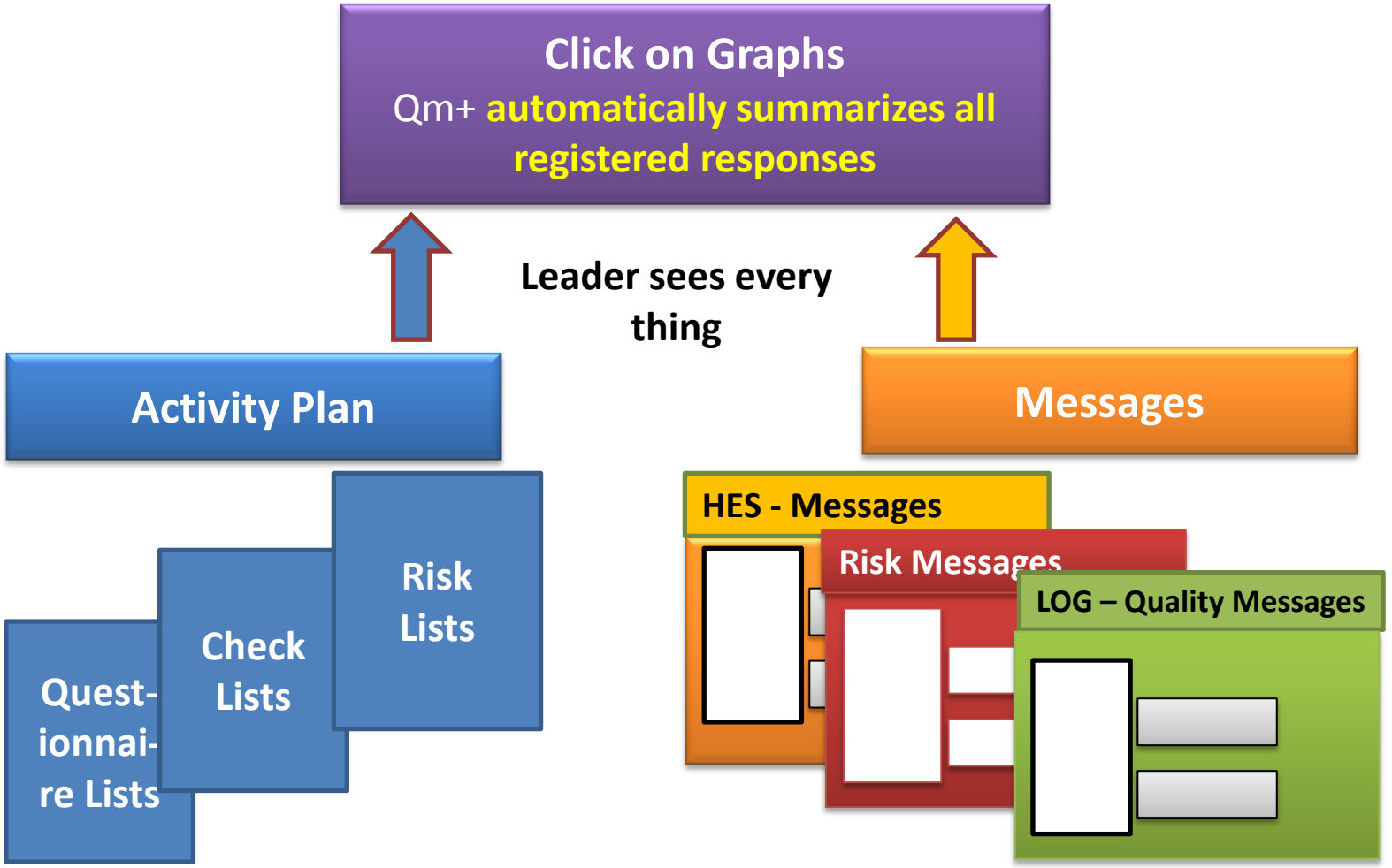
Number of Forms+ response categories are dependent on the organization



The leader decides the forms and the answer categories that result in graphs

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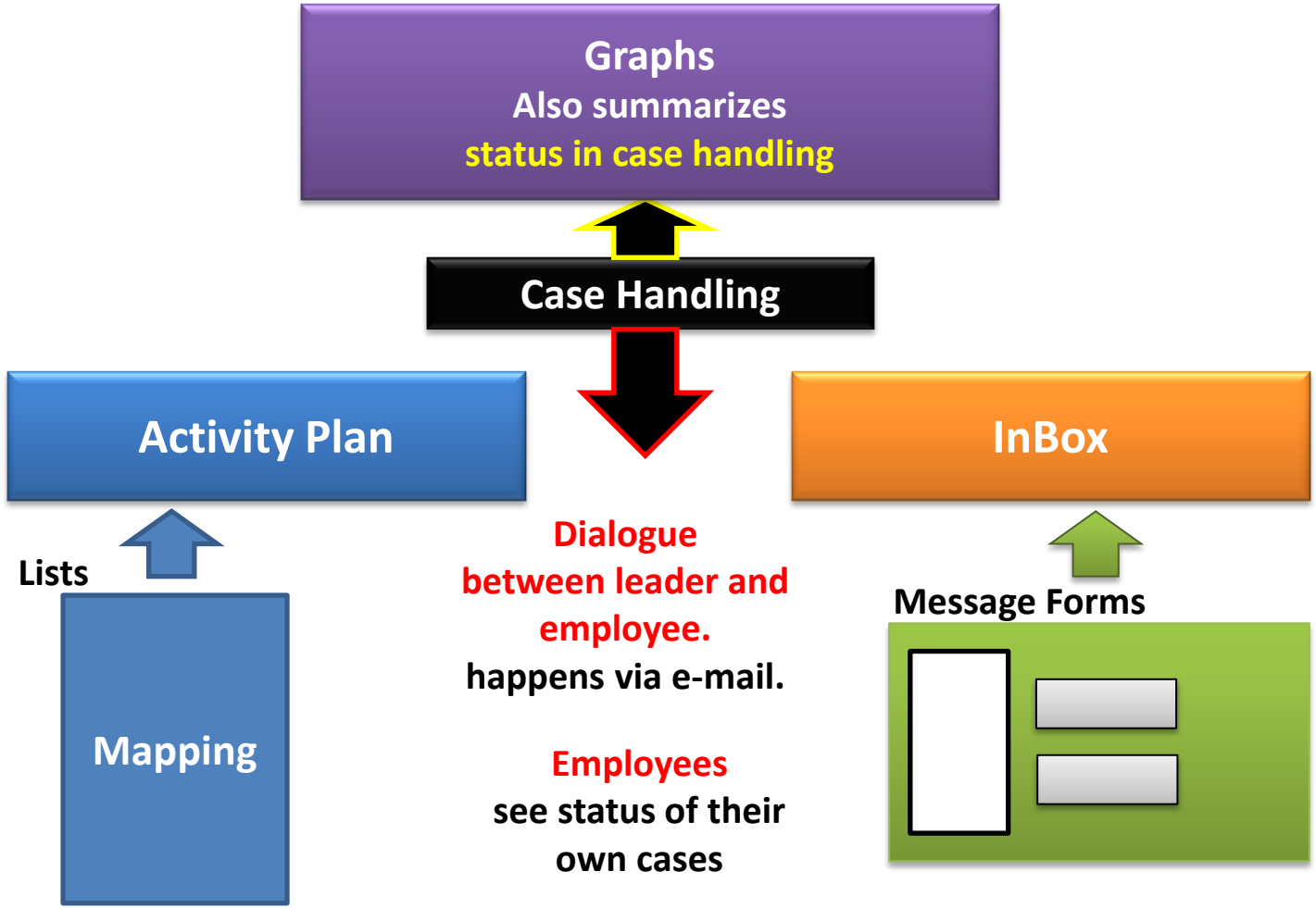
Dialogues happen seamlessly with e-mails



Trackable: E-mails are archived with the messages they are related to.

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The navigator controls all the registrations and reports.

NAVIGATOR

Departments

- **Department 1**
  - Dep 1.1
  - Dep. 1.2
  - Dep. 1.3
- **Department 2**
  - Dep. 2.1
  - Dep. 2.2

A click at an entity in the navigator, provides the results for that entity.

Selecting Group, summarizes the results for all the sections

GRAPHS

Activityplan

InBox

All forms can be customized to each department

Lists

Mapping

Message forms

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NAVIGATOR

Department
- **Department 1**
  - Dep. 1.1
  - Dep. 1.2
  - Dep. 1.3
- **Department 2**
  - Dep. 2.1
  - Dep. 2.2

Documents

Tabs
Document group
Document

Laws
Regulations
Contracts
Procedures

- Audit Warning
- Hearings
- Approvals

GRAPHS
Status of all results

Case Handling

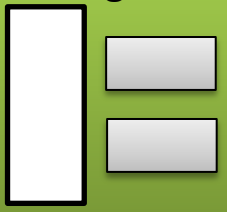
Activity Plan | **InBox**

Demands can reflect here:

Lists

Mapping

Message forms



Documents can be set up here as links

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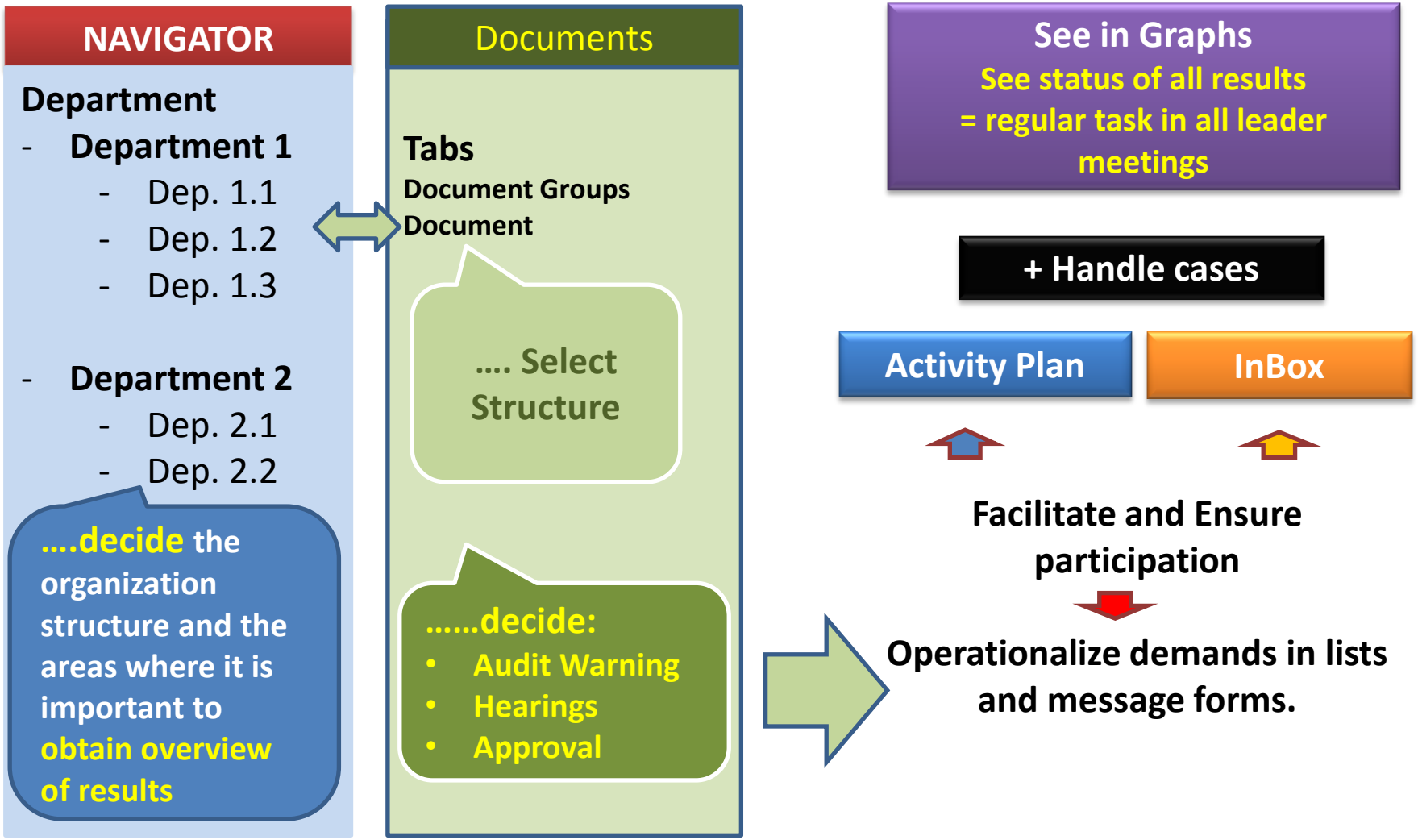
Leaders main role.....



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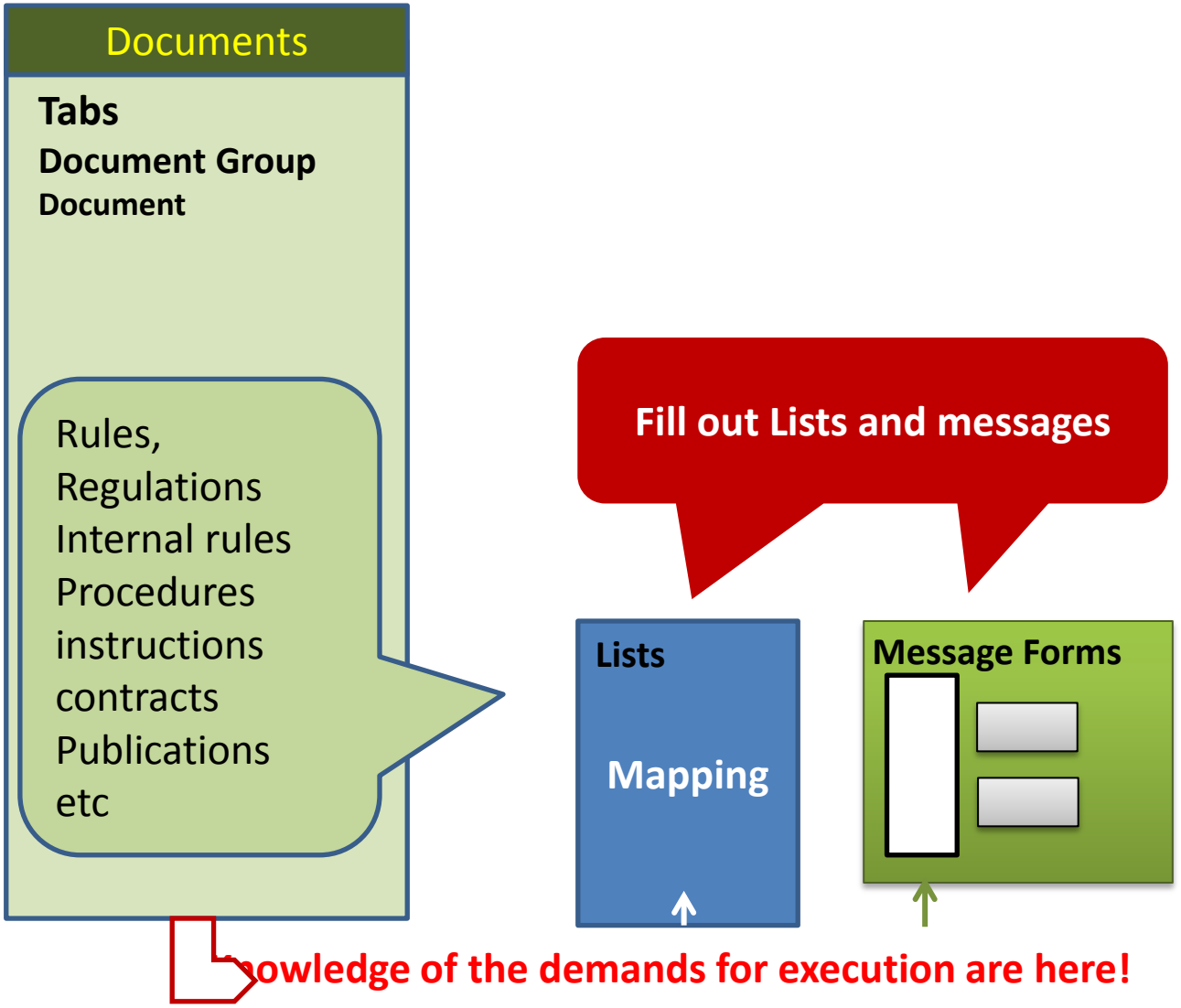
Employees main task...



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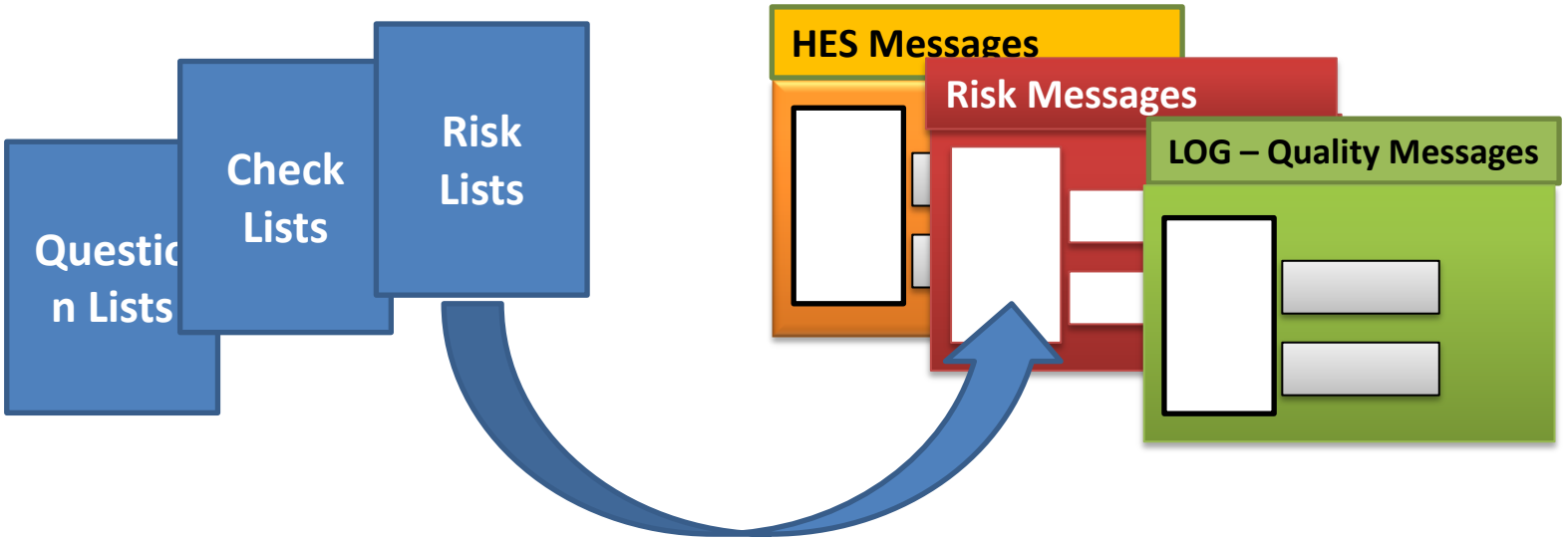
Super Administrator's main task....

Managing and edit through ADMIN:

- Categories, Questions, Text boxes, Answer categories and
- link messageforms to relevant lists etc



Super Administrator trains leaders on possibilities

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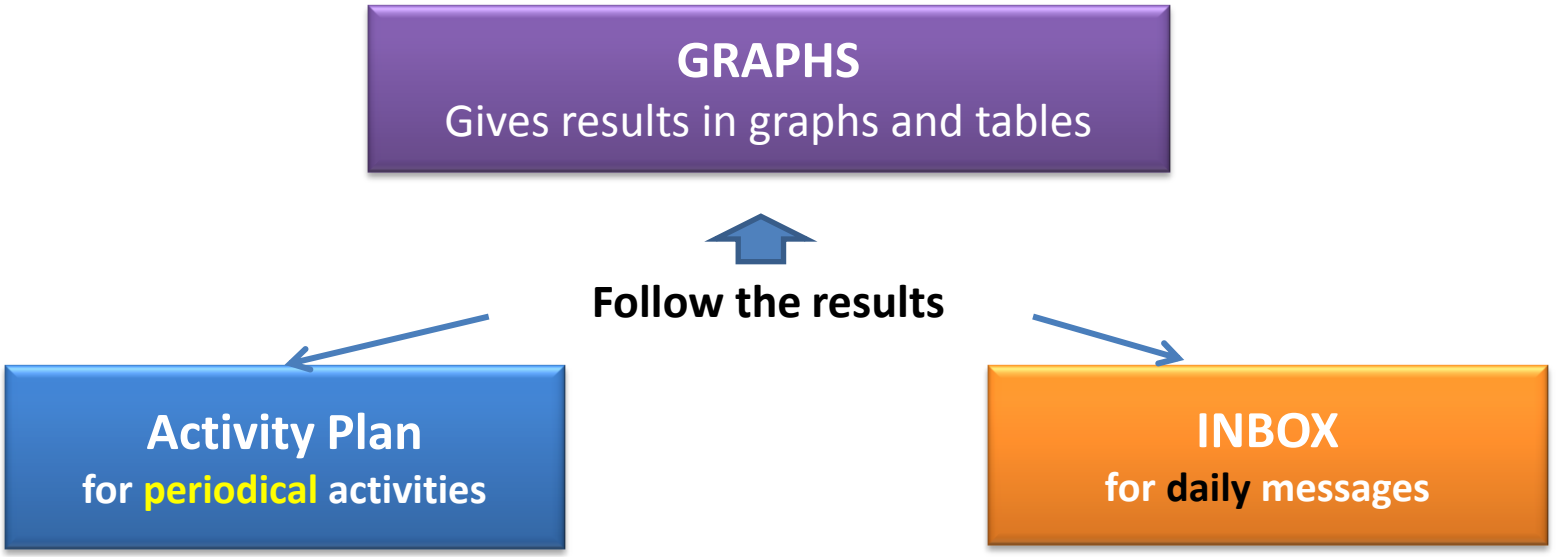
AMU and VO's main tasks:



Suggests Activity Plans

Cannot be Case Handler for messages

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