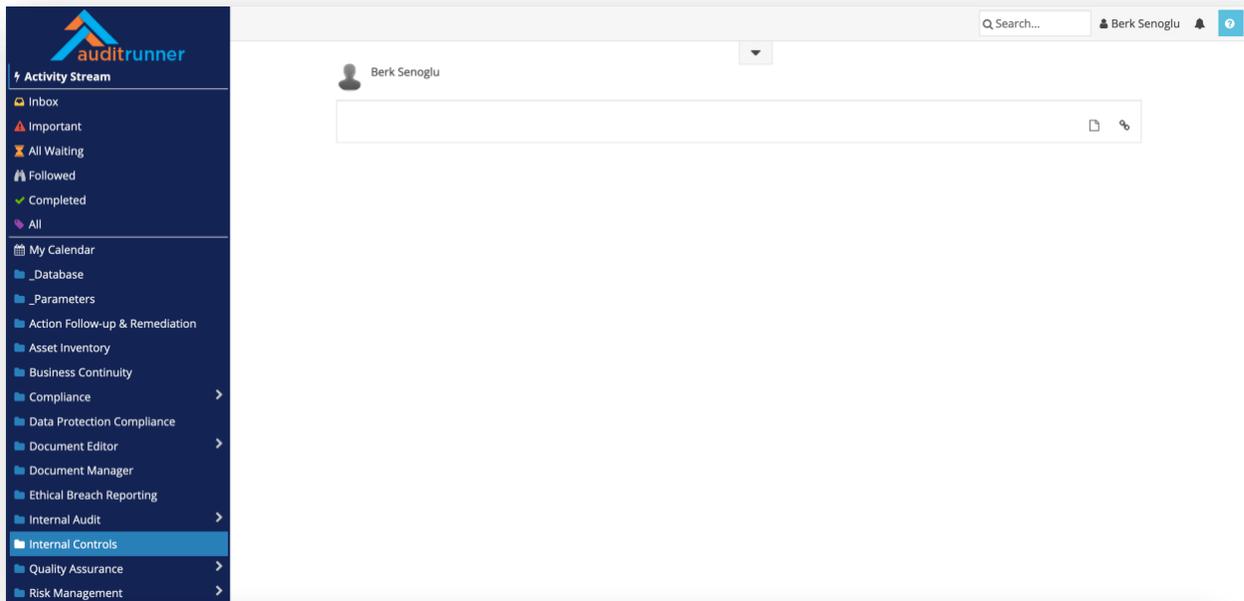


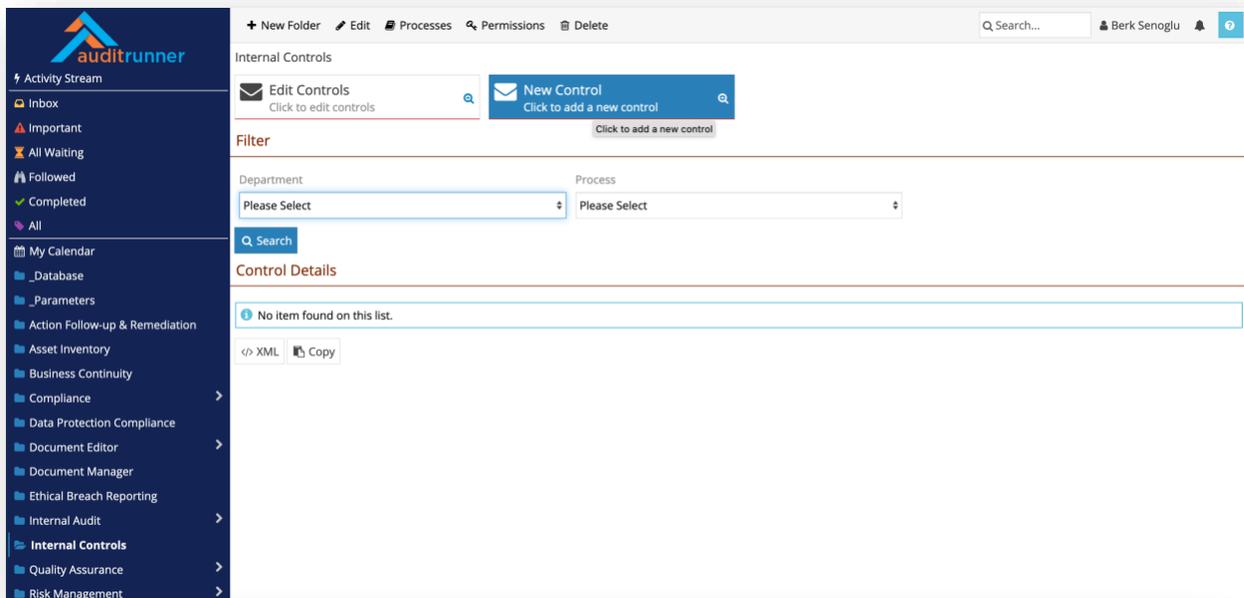
# INTERNAL CONTROLS

## NEW CONTROL

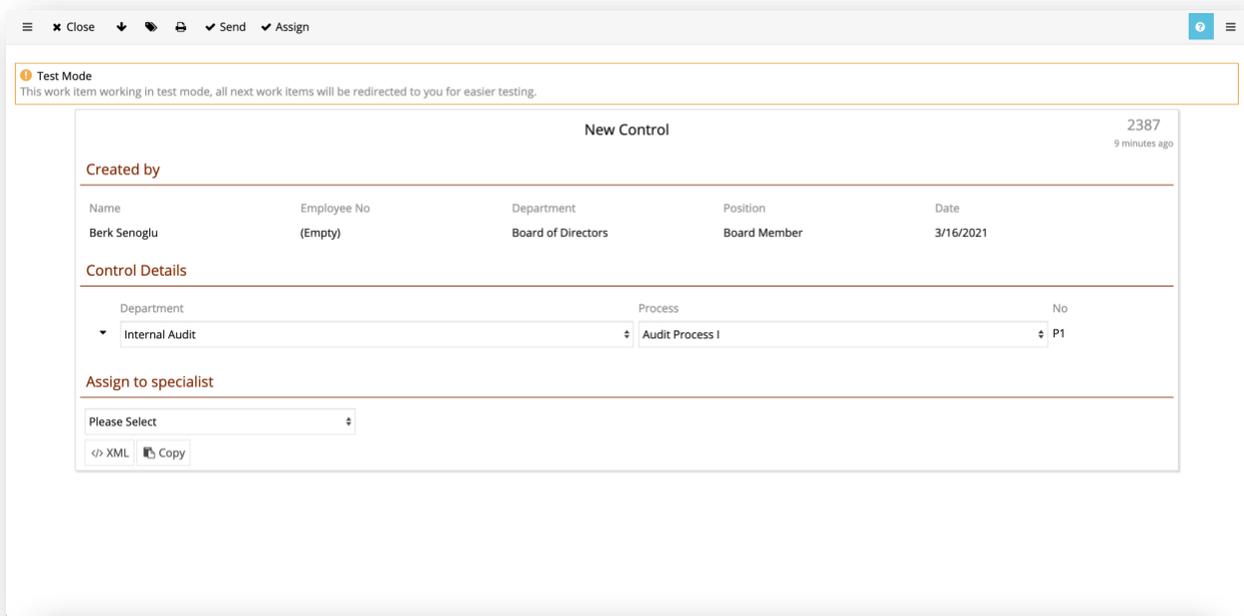
1. Click *Internal Controls* module that appears in the left-bottom side of the screen.



2. Select *New Control* activity.



### 3. Select *Department* and *Process* options.



**Test Mode**  
This work item working in test mode, all next work items will be redirected to you for easier testing.

**New Control** 2387  
9 minutes ago

**Created by**

Name	Employee No	Department	Position	Date
Berk Senoglu	(Empty)	Board of Directors	Board Member	3/16/2021

**Control Details**

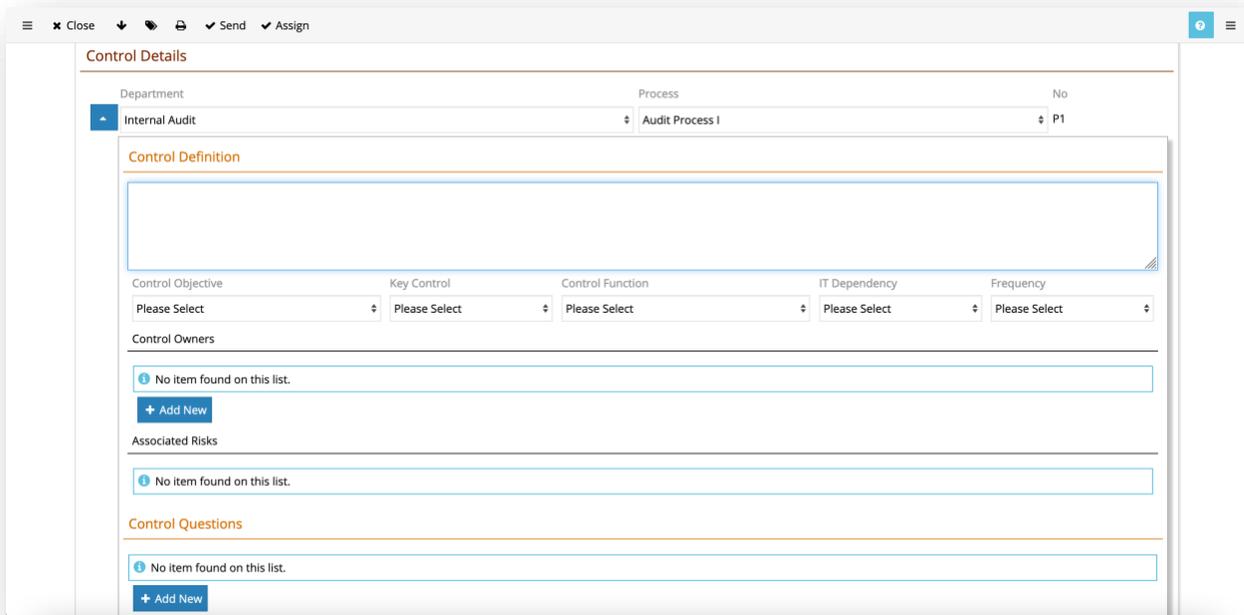
Department: Internal Audit | Process: Audit Process I | No: P1

**Assign to specialist**

Please Select

</ XML | Copy

### 4. Click the arrow next to the *Department* option to extend the relative fields.



**Control Details**

Department: Internal Audit | Process: Audit Process I | No: P1

**Control Definition**

Control Objective	Key Control	Control Function	IT Dependency	Frequency
Please Select	Please Select	Please Select	Please Select	Please Select

**Control Owners**

No item found on this list. [+ Add New](#)

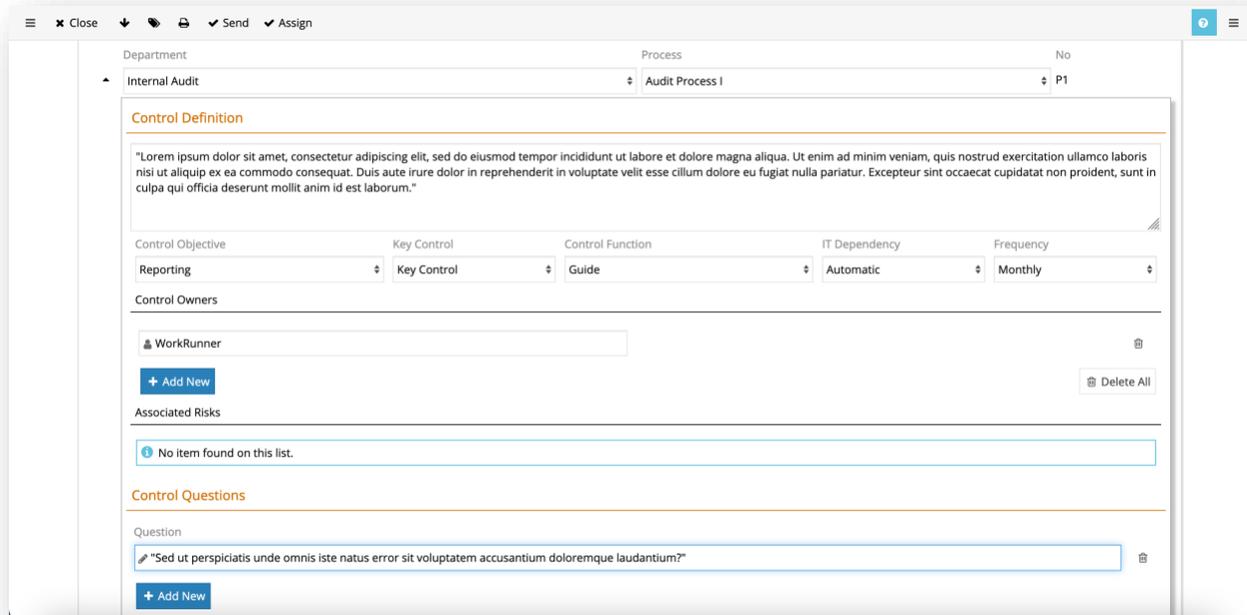
**Associated Risks**

No item found on this list.

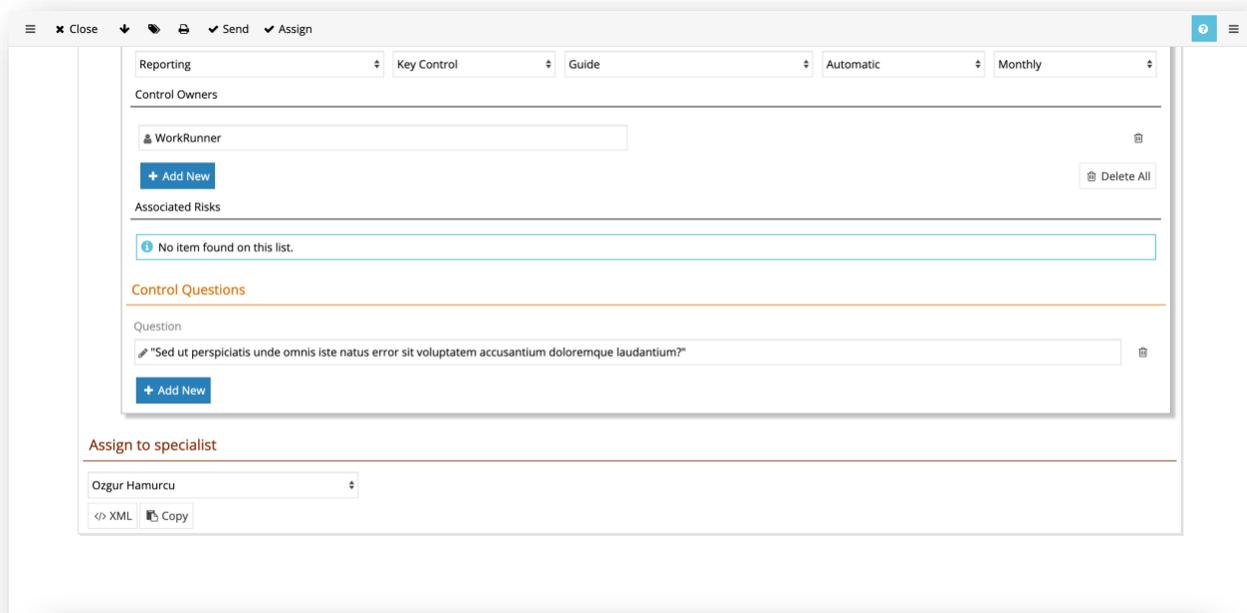
**Control Questions**

No item found on this list. [+ Add New](#)

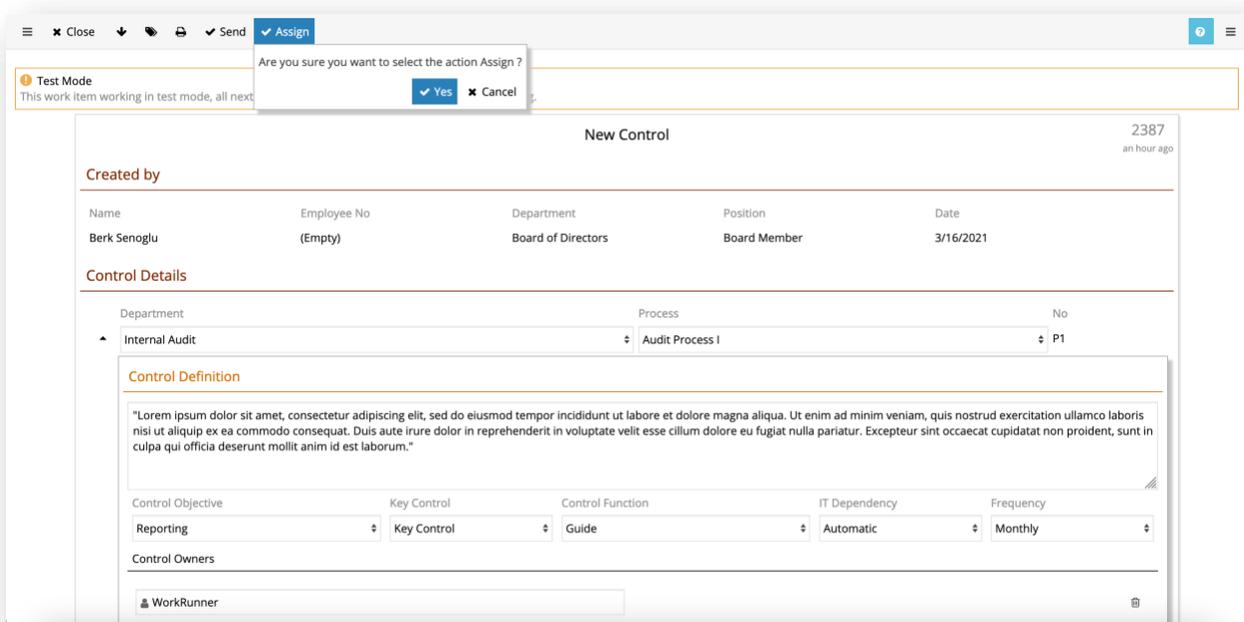
- In the *Control Details* section, fill in the *Control Definition* field. Then, select *Control Objective*, *Key Control*, *Control Function IT Dependency* and *Frequency* options. Add relative *Control Owners* by clicking *+Add New*. Add relative *Control Questions* by clicking *+Add New*.



- In the *Assign to specialist* section, add a specialist for the internal control.



7. Click *Assign* to finish the activity.



Are you sure you want to select the action Assign?

Yes Cancel

**New Control** 2387  
an hour ago

**Created by**

Name	Employee No	Department	Position	Date
Berk Senoglu	(Empty)	Board of Directors	Board Member	3/16/2021

**Control Details**

Department: Internal Audit Process: Audit Process 1 No: P1

**Control Definition**

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

Control Objective	Key Control	Control Function	IT Dependency	Frequency
Reporting	Key Control	Guide	Automatic	Monthly

**Control Owners**

WorkRunner