

INTERNAL CONTROLS

NEW CONTROL

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

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auditrunner				-		
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All Waiting						
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Parameters						
Action Follow-up & Remediation						
Asset Inventory						
Business Continuity						
Compliance	>					
Data Protection Compliance						
Document Editor	>					
Document Manager						
Ethical Breach Reporting						
Internal Audit	>					
Internal Controls						
Quality Assurance	>					
Risk Management	>					

2. Select New Control activity.

	+ New Folder 🖋 Edit 🛢 Processes	♣ Permissions) Delete	Q Search	🛔 Berk Senoglu	A 0
auditrunner	nternal Controls					
Activity Stream	Edit Controls	New Co	ontrol			
Inbox	Click to edit controls	Click to a	add a new control			
A Important	Filter		Click to add a new control			
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Quality Assurance						
Risk Management						



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

		New Control									
Created by											
Name	Employee No	Department	Position	Date							
Berk Senoglu	(Empty)	Board of Directors	Board Member	3/16/2021							
Control Details											
Department		Proce	255		No						
 Internal Audit 		\$ Audi	t Process I	\$	P1						
Assign to specialist											
Please Select	¢										
🚸 XML 🗈 Copy											

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

Department				Process	Process			No			
Internal Audit			Audit Process I					\$ P1			
Control Definition	ontrol 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											
(1) No item found on this list.											
Control Questions											
 No item found on this list. 											



5. 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.

Department			Process					No			
Internal Audit				\$	Audit Process I			\$ P	1		
Control Definition											
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Control Objective		Key Control		Control Funct	on	IT Dependency		Frequency	,		
Reporting	\$	Key Control	¢	Guide		Automatic	¢	Monthly	¢		
WorkRunner Add New Associated Risks									窗 回 Delete All		
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Control Questions											
Question											
"Sed ut perspiciatis unde o	mnis iste natus en	ror sit voluptatem acc	usantium d	loloremque lau	antium?"				ê		

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

	₽ Key Control	\$ Guide	Automatic	# Monthly
Control Owners				
🚢 WorkRunner				Û
+ Add New				節 Delete A
Associated Risks				
1 No item found on the second seco	is list.			
Control Questions				
Question				
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+ Add New				
ssign to specialist				
zgur Hamurcu	Ŷ			
> XML Copy				



7. Click *Assign* to finish the activity.

est Mode work item w	orking in test mode, all next	✓ Yes X Cancel									
Cre	ated by			N	ew Control					238 an hour	7 ago
Nar	ne	Employee No	Depa	artment		Position		Date			-
Ber	k Senoglu	(Empty)	Boar	d of Direct	irs	Board Member		3/16/202	1		
	Control Definition										
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	Control Objective		Key Control	Contro	l Function		IT Dependency		Frequency		
	Reporting	\$	Key Control	\$ Guide		\$	Automatic	¢	Monthly	¢	
	Control Owners										