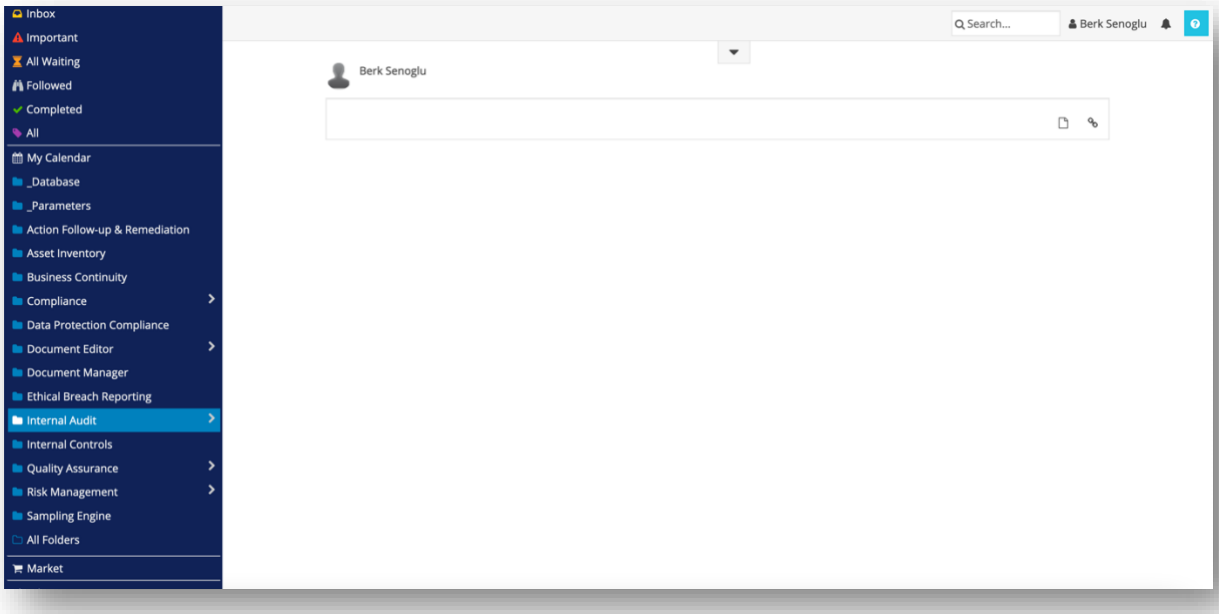
INTERNAL AUDIT ACTIVITY

Related Product Video:

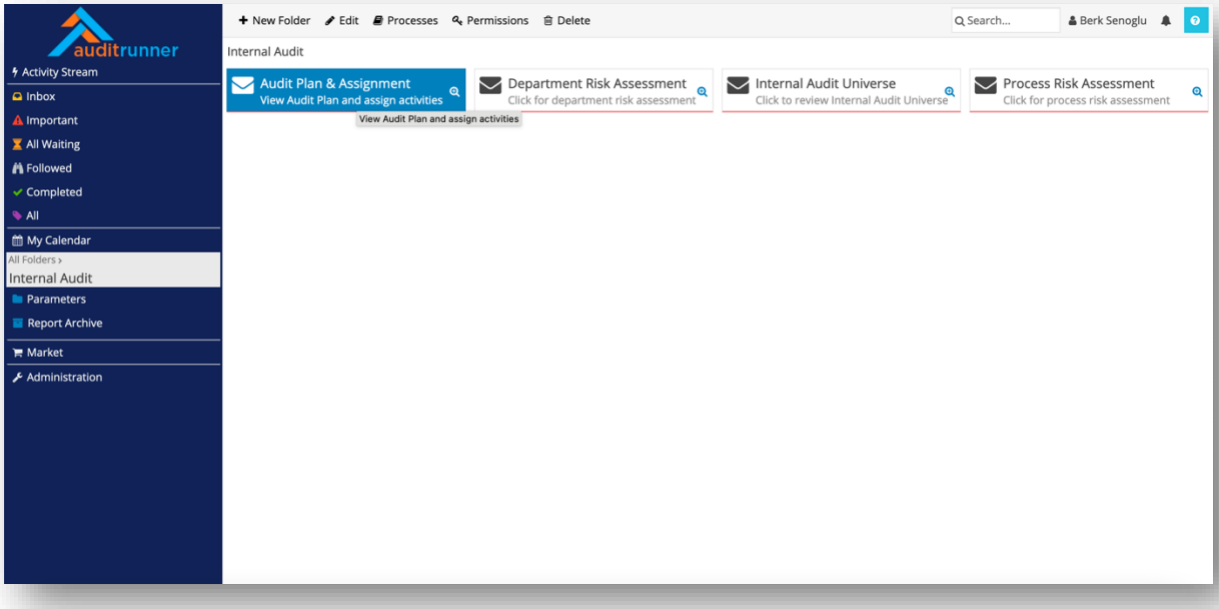
https://www.youtube.com/watch?v=ybQ6fLOD7VA

START A NEW INTERNAL AUDIT ACTIVITY

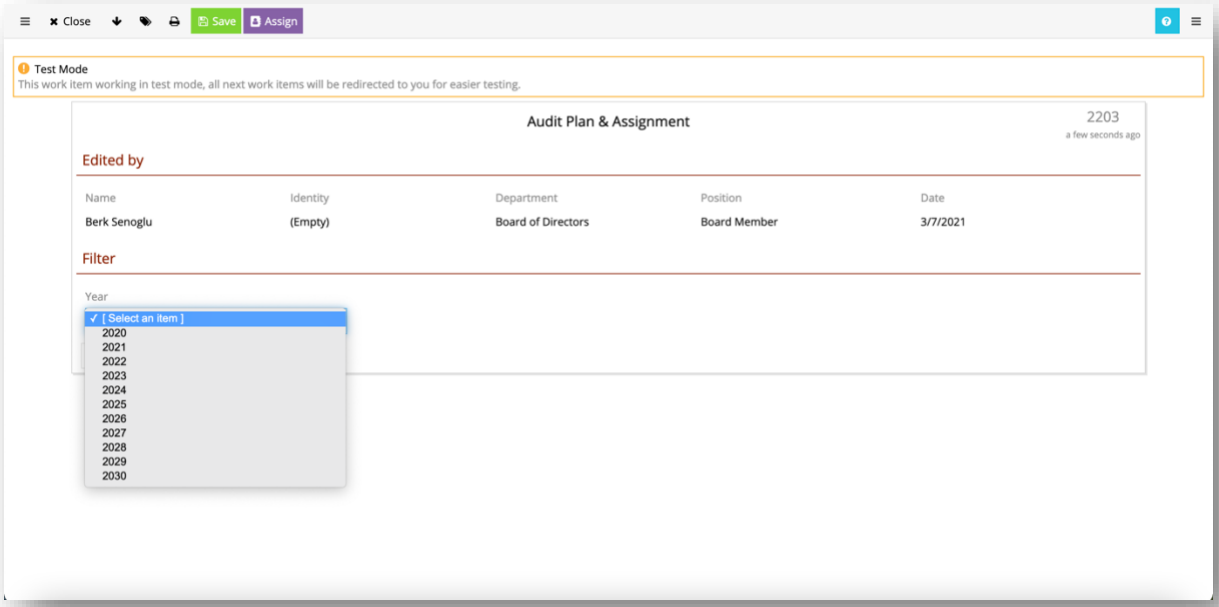
1. Click *Internal Audit* module that appears in the left-bottom side of the screen.



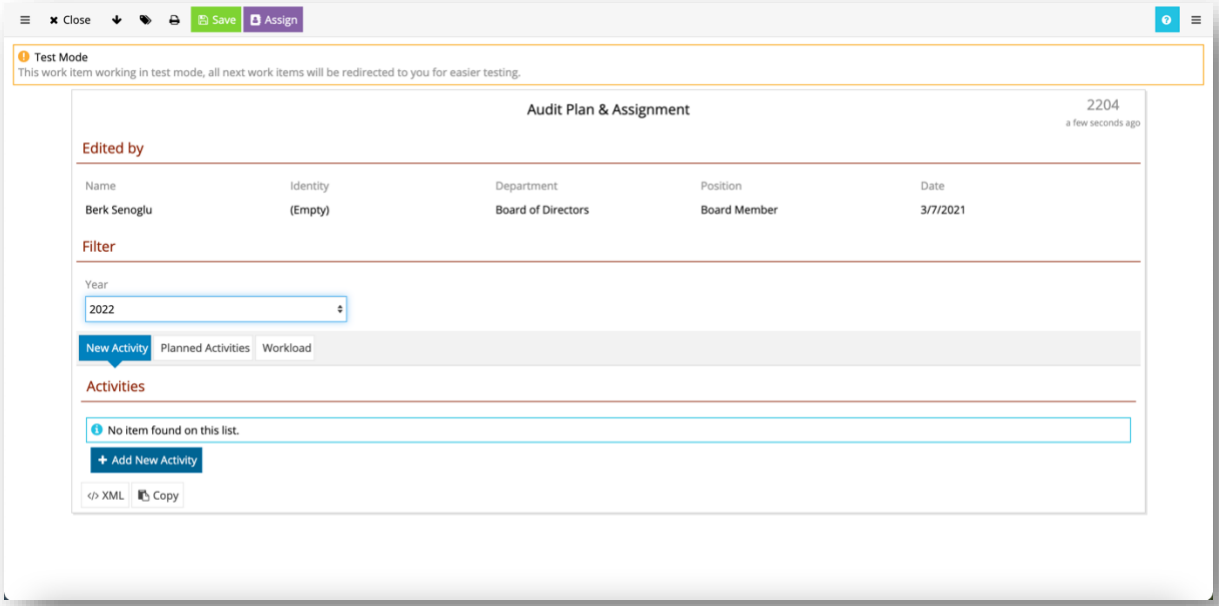
2. Select the *Audit Plan & Assignment* activity.



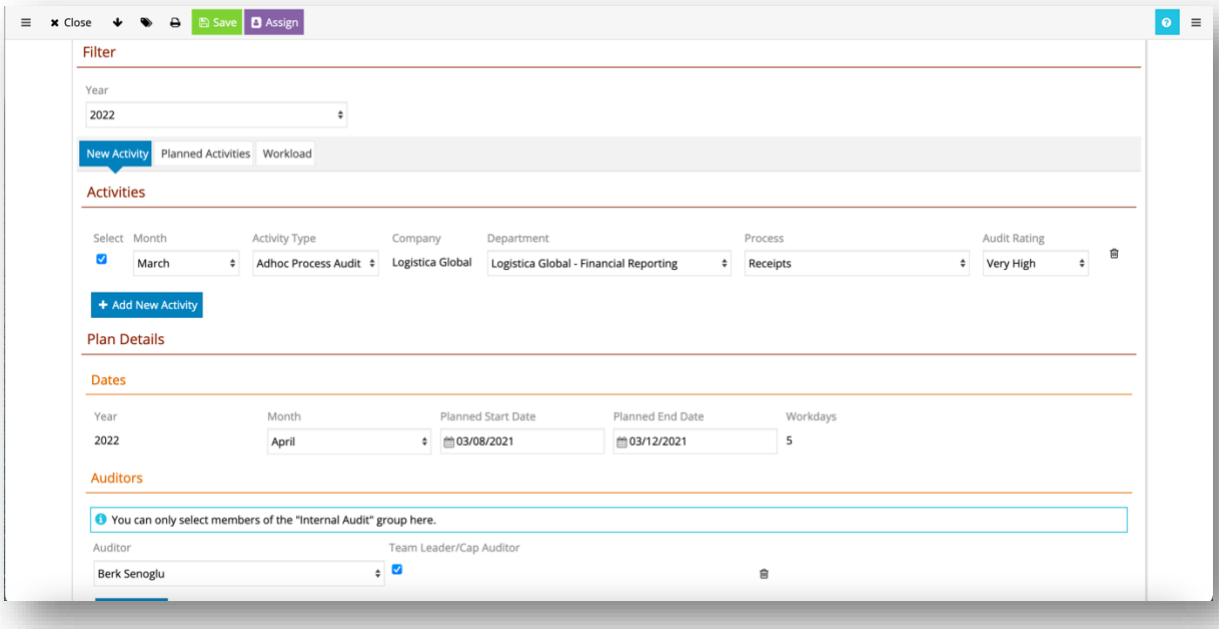
3. Select *Year* under the *Filter* section.



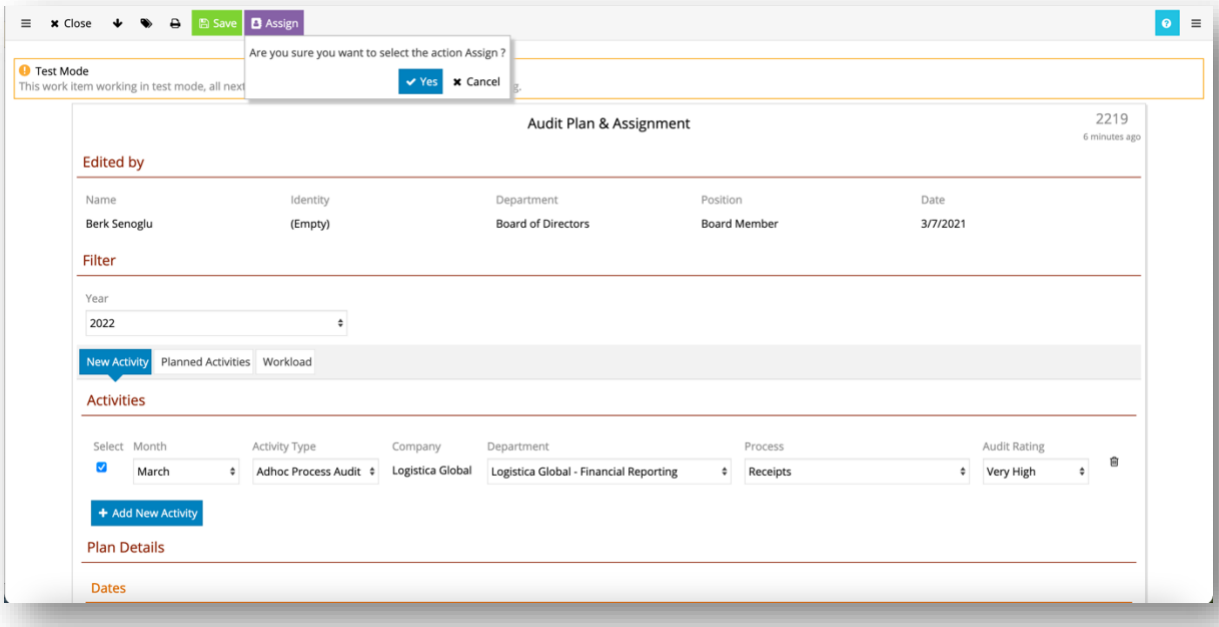
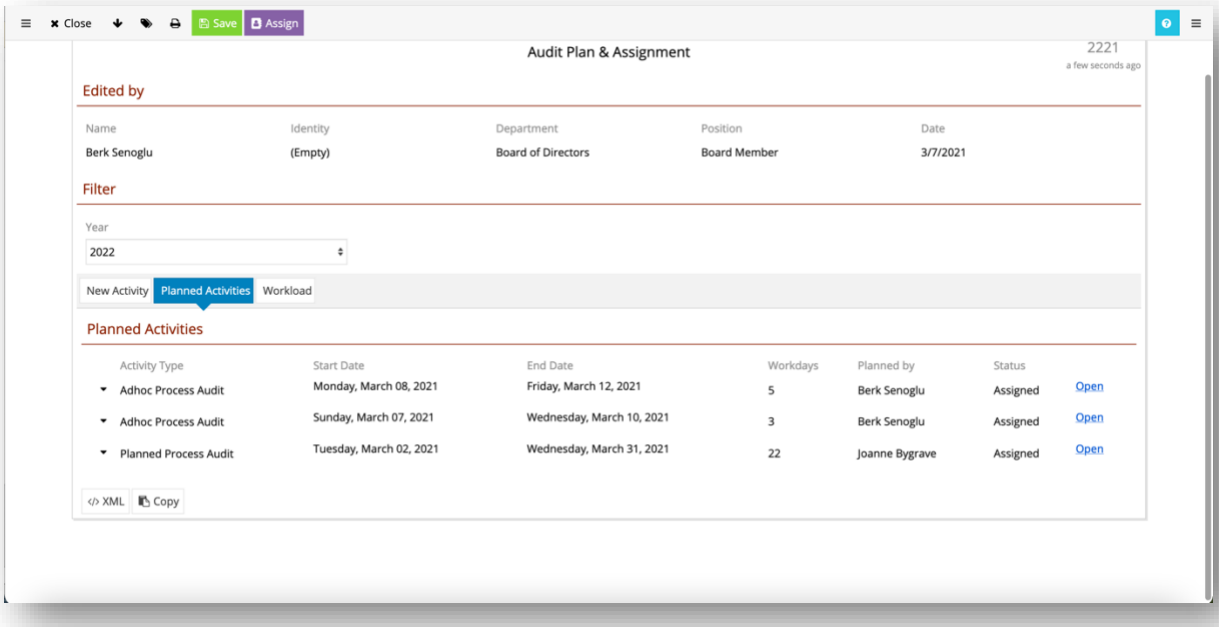
4. Then, press the *+ Add New Activity* button.



5. Select the box under *Select* and fill in the *Month, Activity Type, Company Department, Process* and *Audit Rating* sections. Choose the dates in the *Plan Details* section and the auditors from the *Auditors* section that will appear at the bottom of the page.



6. Lastly, *Assign* the activity.



7. Now, the activity will appear under the *Planned Activities* section.