

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.

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Action Follow-up & Remediation		
Asset Inventory		
Business Continuity		
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🖿 Document Editor		
🖿 Document Manager		
Ethical Breach Reporting		
🗅 Internal Audit		
Internal Controls		
Quality Assurance		
Risk Management		
Sampling Engine		
🗅 All Folders		

2. Select the Audit Plan & Assignment activity.

	+ New Folder 🖋 Edit 🛢 Processes 🔍 Pe	ermissions 🗎 Delete		Q Search	🛔 Berk Senoglu 🌲	0
auditrunner	Internal Audit					
Activity Stream	Audit Plan & Assignment	Department Risk Assessment	Internal Audit Universe	Proces	s Risk Assessment	
Inbox	View Audit Plan and assign activities	Click for department risk assessment	Click to review Internal Audit Universe	Click for	process risk assessment	Q
🔺 Important	View Audit Plan and assign	activities				
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3. Select *Year* under the *Filter* section.

		Audit Plan & Assig	gnment		2203 a few seconds ago
Edited by					
Name Berk Senoglu	Identity (Empty)	Department Board of Directors	Position Board Member	Date 3/7/2021	
Filter					
Year					
✓ [Select an item]					
2021					
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4. Then, press the + Add New Activity button.

		Audit Plan & Assig	nment		ZZU4
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New Activity Planned Ac	tivities Workload				
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1 No item found on this	list.				
+ Add New Activity					
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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.

Filter							
Year							
2022	٥						
New Activity Planned Ac	tivities Workload						
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Select Month	Activity Type	Company	Department		Process	Audit Rating	~
							100
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6. Lastly, *Assign* the activity.

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		Audit Plan & Assign	nment		2219 6 minutes ago
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Name	Identity	Department	Position	Date	
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7. Now, the activity will appear under the *Planned Activities* section.

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Name	Identity	Department	Position	Date		
Berk Senoglu	(Empty)	Board of Directors	Board Member	3/7/2021		
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Year						
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New Activity Planned Activities	Workload					
Planned Activities						
Activity Type	Start Date	End Date	Workdays	Planned by	Status	Open
 Adhoc Process Audit 	Monday, March 08, 2021	Friday, March 12, 2021	5	Berk Senoglu	Assigned	open
 Adhoc Process Audit 	Sunday, March 07, 2021	Wednesday, March 10, 2021	3	Berk Senoglu	Assigned	<u>Open</u>
 Planned Process Audit 	Tuesday, March 02, 2021	Wednesday, March 31, 2021	22	Joanne Bygrave	Assigned	<u>Open</u>
<>> XML 🗈 Copy						