



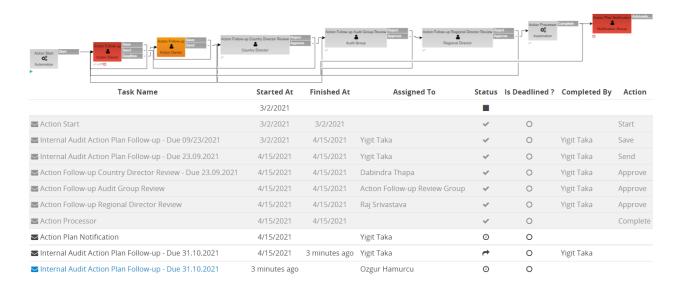
2. PLATFORM BASICS

Auditrunner is a task-based platform; every step of every application is executed as a task. When you get a new task in an activity, the task will be placed in your Inbox on the platform and begin to wait for you to complete it.



As a business user, you cannot initiate a new activity, or view a dashboard; you can only respond to tasks that are assigned to you.

Once you complete a task, it will be removed from your Inbox and moved to your Completed box. You can then view the current status of the task you completed -or a request you sent-, as well as its history, by clicking on the instance number on the right side of the task.



As a business user, there are three types of tasks you may receive on the platform: Share Comment tasks, Management Response tasks, and Internal Audit Action Plan Follow-up tasks.

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