

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.

Task Name	Deadline	Folder	#	!
Internal Audit Action Plan Follow-up - Due 31.10.2021 Your request to Defer Internal Audit action #41 is approved. Please follow-up & complete action plan - due 31.10.2021.	Action Plan Follow-up	1496	2	
Internal Audit Action Plan Follow-up - Due 3.09.2021 - Less then 30 Days. Please follow-up & complete Internal Audit action #99 - due 3.09.2021.	Action Plan Follow-up	3019	4	
Management Response to Process Audit Activity - Test #20210810 Your statement and action plan is rejected. Please state your response and action plan to the findings of Process Audit activity "Test #20210810".	Internal Audit	3052	5	

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.

Task Name	Started At	Finished At	Assigned To	Status	Is Deadlined?	Completed By	Action
Action Start	3/2/2021			■			
Internal Audit Action Plan Follow-up - Due 09/23/2021	3/2/2021	4/15/2021	Yigit Taka	✓	○	Yigit Taka	Save
Internal Audit Action Plan Follow-up - Due 23.09.2021	4/15/2021	4/15/2021	Yigit Taka	✓	○	Yigit Taka	Send
Action Follow-up Country Director Review - Due 23.09.2021	4/15/2021	4/15/2021	Dabindra Thapa	✓	○	Yigit Taka	Approve
Action Follow-up Audit Group Review	4/15/2021	4/15/2021	Action Follow-up Review Group	✓	○	Yigit Taka	Approve
Action Follow-up Regional Director Review	4/15/2021	4/15/2021	Raj Srivastava	✓	○	Yigit Taka	Approve
Action Processor	4/15/2021	4/15/2021		✓	○		Complete
Action Plan Notification	4/15/2021		Yigit Taka	○	○		
Internal Audit Action Plan Follow-up - Due 31.10.2021	4/15/2021	3 minutes ago	Yigit Taka	↻	○	Yigit Taka	
Internal Audit Action Plan Follow-up - Due 31.10.2021	3 minutes ago		Ozgur Hamurcu	○	○		

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.