



Guide for Business Users of Room to Read

www.auditrunner.com

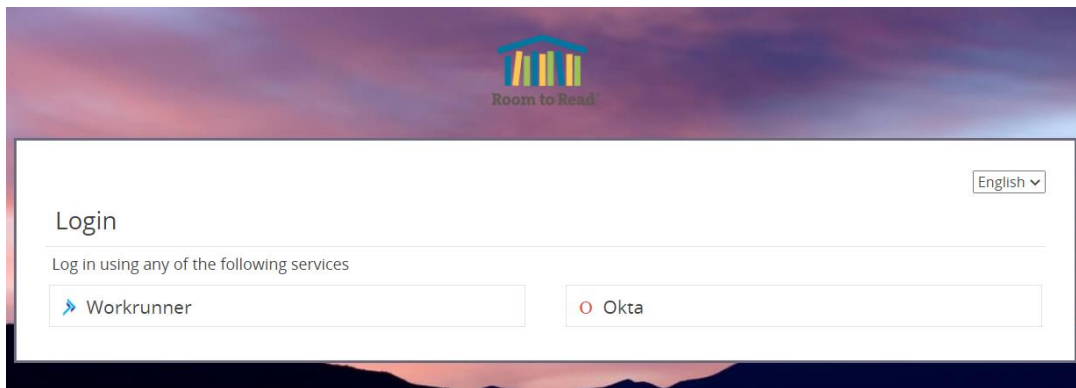
support@auditrunner.com

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1. ACCESSING THE PLATFORM

You may access the Auditrunner platform using a web browser on <https://roomtoread.auditrunner.com/>. You may use any kind of device (PC, Mac, phone, tablet, smart device etc.) that has a web browser on it to access the platform, as it is accessible via open internet. Once you access the platform, following screen welcomes you.



1.1. LOGIN WITH WORKRUNNER

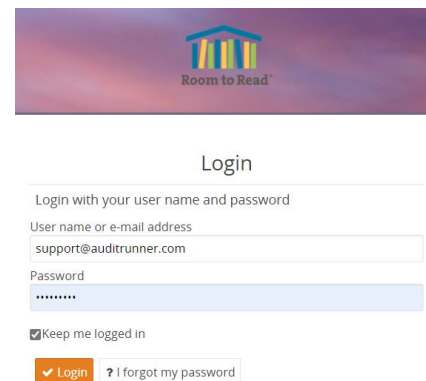
In order to be able to login with Workrunner method, you should have activated your user and defined your password, using the link on the registration e-mail you received. If you have not received such an e-mail, please contact your application administrator.

Dear Support Auditrunner,

You are invited to register on roomtoread.auditrunner.com. Please click link below to complete your registration.

[Click to register](#)

Thanks for joining roomtoread.auditrunner.com !



With Workrunner method, you may login to the platform with your e-mail address and the password you set before. If you forgotten your password, you may reset your password using the option.

1.2. LOGIN WITH OKTA

You may login to the platform with your Okta credentials. Workrunner and Okta credentials point to the same user accounts.

Login with Okta will be available by October 2021.

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.

3. SHARE COMMENT TASK

During the fieldwork of an internal audit activity, internal audit team may ask for your comment on tests they executed or findings they observed. In this case, you will receive a Share Comment task.



Share Comment

Please share your Comment about Process Audit activity "Business Unit Training".

Internal Audit

2943

2

In the Share Comment task, you can view the fieldwork details shared with you, namely the tests that were executed and findings that were observed.

Share Comment

Controls Findings

Control

Risk	Auditor	State	Finding
Some process risk	Ozgur Hamurcu	In Progress	Yes

Control Definition

Some process control

Objective	Criticality	Function	IT Dependency	Frequency
Operational	Key Control	Guide	Automatic	Weekly

Control Owners

No item found on this list.

Tests

Test Title	Workpapers
Some test	File (Empty)

Test Location	Test Method	Population Size	Sample Size	Are there findings?
Headquarters	Analysis	(Empty)	(Empty)	Yes

Share Comment

Controls Findings

Finding

Finding Type	Associated Tests	Report Finding
Design Related	Test	<input checked="" type="checkbox"/>
Sub Locations	Some test	
Country Office		

Finding Summary	Finding Description	Criteria
Some finding observed	Some finding has some details entered here. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc a urna arcu.	Mauris mollis porta sapien ac dictum. Donec id massa nec metus finibus posuere. Fusce blandit metus sem, eget elementum lorem viverra sit amet. Etiam lacinia ut ante eget iaculis.

Action Owners

Ozgur Hamurcu

Impact Type	Impact Score	Risk Class
Non-compliance with the top 20 Rtr's policies & procedures	Significant	Operational

Impact Detail

a) Issues observed in 16-25% of the samples selected; b) Total monetary impact of the observation is 6-10% of the total expenditure of the entity for the period under audit; c) SOPS or process is in place, however, lack of implementation as well as inadequate monitoring resulting in non-compliance

You may share your comments on the Discussion field at the bottom of the screen. You can either reply to an existing comment or add a new thread.

Select

Employee
Mac John Gorean

Discussions

Expecting some comment
Ozgur Hamurcu - 07 July 2021 16:39

Reply

+ Add New

You can send your comments back to internal audit team by clicking **Share Comment** action.

4. MANAGEMENT RESPONSE TASK

If you are designated as an Action Owner for an observation during an internal audit activity, you will receive a Management Response task, right after the Exit Meeting takes place.

Management Response to Process Audit Activity - Business Unit Training 2

Please state your response and action plan to the findings of Process Audit activity "Business Unit Training 2".

Internal Audit 2953 3

In the Management Response task, you can view the details of the internal audit observation, for which you are requested to provide a statement along with an action plan, if available.

In the **Entity's Statement** field, enter your management response for the internal audit observation along with the action plan details you propose, if available.

Please pay attention to the content and spelling, as your statements in this section will be automatically inserted to the Audit Report without any changes. If you have extra notes and comments, you may enter them in the Notes field below.

Choose your action plan status:

If you do not propose an action plan for the observation, select **No**.

If you have already completed the action plan, select **Yes – Completed**. In this case, you will be expected to upload a file as evidence.

If you propose a new action plan, select **Yes**. In this case, select the proposed deadline for your action plan.

Management Response

Your statements in this section will be automatically inserted to the Audit Report without any changes and submitted to the Board of Directors. Please pay attention to the content and spelling.

Finding

Finding Type	Associated Tests	<input checked="" type="checkbox"/> Report Finding
Operational	Test	
Sub Locations	Some test	
Country Office		
Finding Summary	Finding Description	Criteria
Some finding observed	Some finding has some details entered here. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc a urna arcu.	Mauris mollis porta sapien ac dictum. Donec id massa nec metus finibus posuere. Fusce blandit metus sem, eget elementum lorem viverra sit amet. Etiam lacinia ut ante eget iaculis.

Action Owners

- ▼ Ozgur Hamurcu

Impact Type	Impact Score	Risk Class
Non-compliance with the top 20 Rtr's policies & procedures	Significant	Operational

Impact Detail

a) Issues observed in 16-25% of the samples selected; b) Total monetary impact of the observation is 6-10% of the total expenditure of the entity for the period under audit; c) SOPS or process is in place, however, lack of implementation as well as inadequate monitoring resulting in non-compliance

Root Cause	Recommendations	Potential Risks & Effects
Vivamus ac aliquet augue, vitae aliquam tellus. Donec mollis aliquet vestibulum. Pellentesque commodo enim convallis, tristique magna nec, ullamcorper libero.	Sed viverra et neque tristique lacinia. Duis leo elit, mollis mattis ultrices in, mollis a nibh. Maecenas condimentum ultrices felis, ac fermentum dui rutrum ac.	Cras placerat vel justo vitae accumsan. Morbi vestibulum arcu ligula, at molestie odio scelerisque sit amet. Proin varius laoreet semper.

Meeting Minutes

Vivamus ac aliquet augue, vitae aliquam tellus. Donec mollis aliquet vestibulum. Pellentesque commodo enim convallis, tristique magna nec, ullamcorper libero.

Entity's Statement

Statement for the observation and the proposed Action Plan details go here.

Is there an action plan?

Yes

Action Plan Deadline

Notes

Your notes here are kept private between you and the Audit Team.

You may enter your private notes and comments here.

+ Add New

You may save your work by clicking **Save as Draft** action. The task will be available in your Inbox. You will lose your work if you do not save, close the browser, or select **Close** action.

You may send your statement and action plan details to internal audit team by clicking **Send** action. Your statement and action plan details will then be sent to approval of the Lead Auditor of the particular audit activity, and Internal Audit Group Management consecutively. You will receive the task back if your statement is rejected at any step. If approved, your statement will be placed in the audit report and you will then receive an Internal Audit Action Plan Follow-up task, if you proposed an action plan.

5. ACTION PLAN FOLLOW-UP TASK

Once your management response and proposed action plan is approved by the internal audit team, your statement will be placed in the audit report to be published, and you will receive an Internal Audit Action Plan Follow-up task in your Inbox.

Internal Audit Action Plan Follow-up - Due 31.10.2021
9/30/2021 Action Plan Follow-up 1496 0

Changes are saved. Please follow-up & complete Internal Audit action plan #41 - due 31.10.2021.

In the Action Plan Follow-up task, under Action Source tab, you can view the details of the internal audit observation, and the statement and the action plan that you provided along with the deadline.

Action Information | **Action Source**

Finding

Finding No : 37.3 Report Finding

<p>Finding Type Operational</p> <p>Sub Locations Office</p> <p>Finding Summary Some finding observed</p>	<p>Associated Tests Test</p> <p>For each of above- Document the total number of samples reviewed and percentage of cases where the exceptions are observed.</p> <p>Finding Description Some finding has some details entered here. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc a urna arcu.</p>	<p>Criteria Mauris mollis porta sapien ac dictum. Donec id massa nec metus finibus posuere. Fusce blandit metus sem, eget elementum lorem viverra sit amet. Etam lacinia ut ante eget iaculis.</p>
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Action Owners

- Yigit Taka

Entry's Statement	Is there an action plan?
Statement for the observation and action plan details go here.	Yes
	Action Plan Deadline
	Saturday, January 1, 2022

As the deadline approaches, you will receive e-mail notifications with increasing frequency. When the time left until the deadline becomes less than 30 days, the title of the task will change accordingly.

Internal Audit Action Plan Follow-up - Due 3.09.2021 - Less than 30 Days.
Action Plan Follow-up 3019 3

Please follow-up & complete Internal Audit action #99 - due 3.09.2021.

Under Action Information tab, on Work Details section, you are expected upload any documents and files regarding your progress, and enter any progression details with corresponding date.

Work Details

Attachments

- Document.pdf 4/15/2021 3:00 P
- pp.jpg

[+ Add New](#)

Current Status

Date **Detail**

Some progress achieved

[+ Add New](#)

You can attach multiple files, without any restriction on file type. You may even use the camera of your device to take a photo and attach it directly.

You can add multiple lines for progression details of different dates.

You may save your work by clicking **Save** action. The task will be available in your Inbox, and your progression details and attached files will be visible to the internal audit team. You will lose your work if you do not save, close the browser, or select **Close** action.

When you want to **Complete** and close the Action Plan Follow-up task, or **Defer** the deadline, or **Revise** the Action Plan, or **Cancel** and close the Action Plan altogether, you have to initiate the your request by selecting the corresponding option on Action Options section, and clicking **Send** action.

Action Options

Action

Complete

Remarks

B / U S

☰ 📎 📧 📅

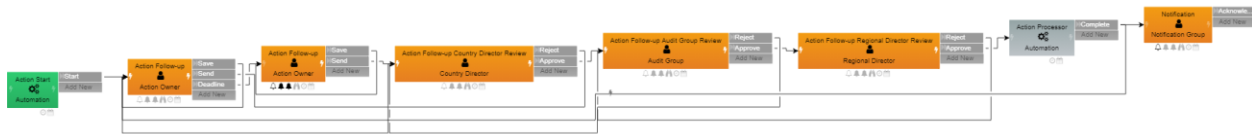
🔗 ☰ </>

Action plan is successfully implemented.

For **Complete** and **Cancel** options, you are expected to provide details regarding your request.

For **Defer** and **Revise** options, you may provide a new deadline, and the new Action Plan details for the **Revise** option.

In all cases, your request will be sent to consecutive approvals of Country Director, Internal Audit Group Management, and Regional Director, once click **Send** action.



Only if all these officials approve your request, then your request will be executed. For **Defer** and **Revise** options, you will receive a new Internal Audit Action Plan Follow-up task, with new action plan details. For **Complete** and **Cancel** options, you will not receive a new task and the action plan will be marked as “closed”.

If any of these officials rejects your request, you will the original Action Follow-up task back. You may view the review and rejection notes on the Discussion section, and historical details on Action History section.

Discussion

[+ Add New](#)

Action History

Current State	Action Date	Description	Revise Description	Selected Action	Selected Date	Result
In Review	Thursday, September 23, 2021	Deadline extension	(Empty)	Defer	Sunday, October 31, 2021	

Approvers

Approver	Date	Action
Mac John Gorean	4/15/2021 12:09 PM	Approve
Carlos Horn	4/15/2021 12:09 PM	Approve
Emily Bloom	4/15/2021 12:09 PM	Approve