Guide for Business Users
of Room to Read

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CONTENTS

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.
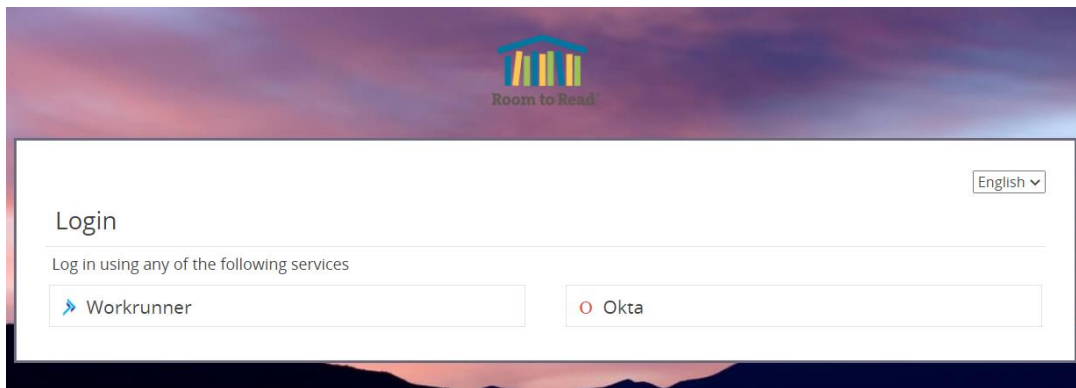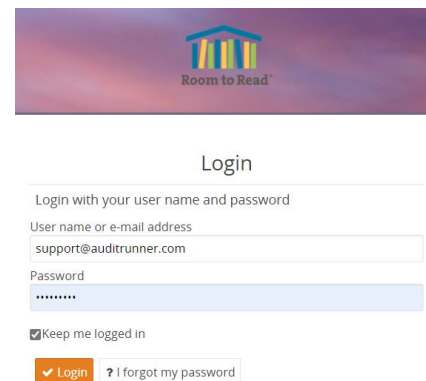

1.1.   LOGIN WITH WORKRUNNER

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.

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.

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
	3/2/2021			■			
Action Start	3/2/2021	3/2/2021		✔	○		Start
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".

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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.

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.

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".

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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.

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 Changes are saved. Please follow-up & complete Internal Audit action plan #41 - due 31.10.2021.	9/30/2021	Action Plan Follow-up	1496 ⊙ 0

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.

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. Please follow-up & complete Internal Audit action #99 - due 3.09.2021.	Action Plan Follow-up	3019 ⊙ 3

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.

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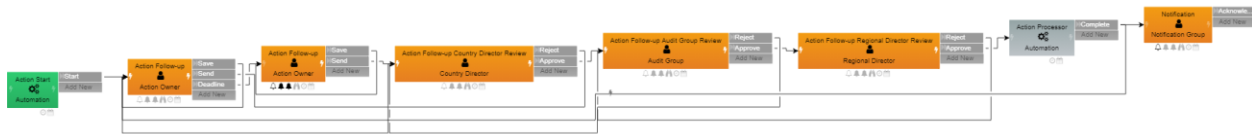
For **Complete** and **Cancel** options, you are expected to provide details regarding your request.

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.

Action Options

Action	Remarks
Complete	¶ B I U S ✎
	☰ 🖼 🎥 📎 ⊞
	🔗 ☰ </>
	Action plan is successfully implemented.

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