

Adding an Existing Test, Document Request, Policy, Corrective Action, or Issue to a Control

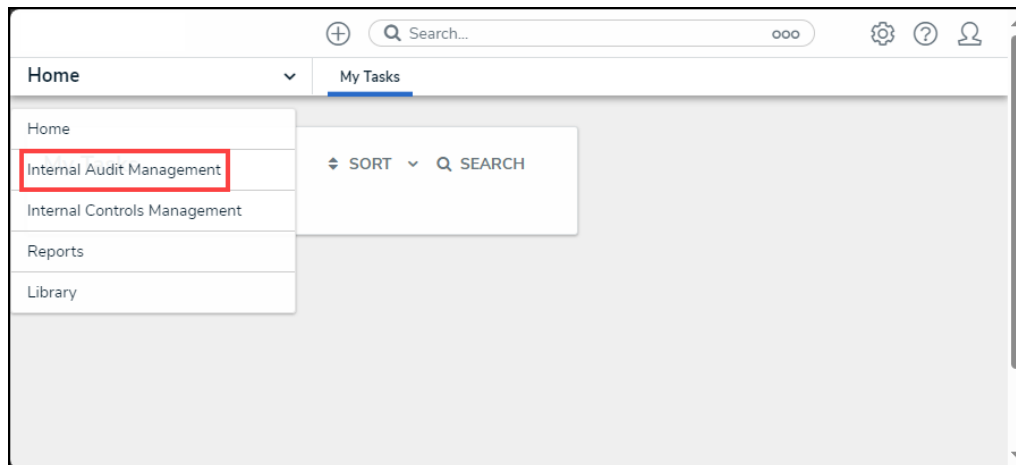
Last Modified on 07/10/2024 1:38 pm EDT

Overview

Users can add an existing Test, Document Request, Policy, Corrective Action, or Issue to a control instead of creating a new one.

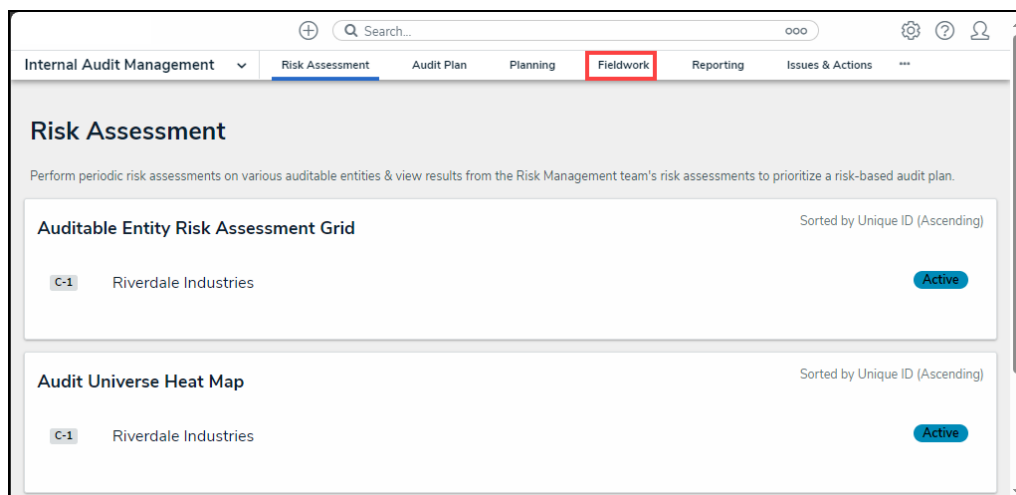
Navigation

1. From the **Home** screen, click the **Home** dropdown and select the **Internal Audit Management** link.



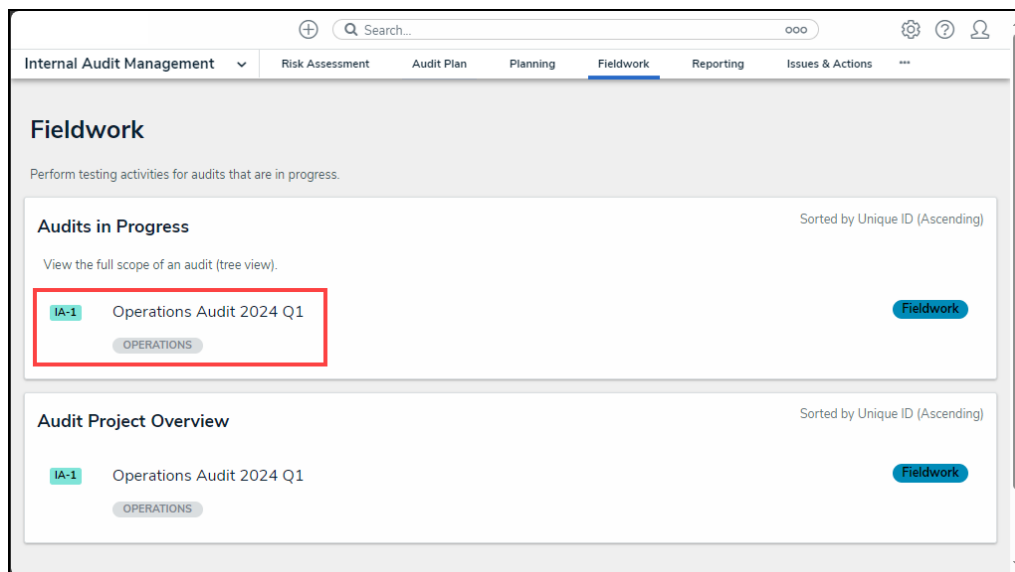
Home Dropdown

2. From the **Risk Assessment** screen, click on the **Fieldwork** tab.



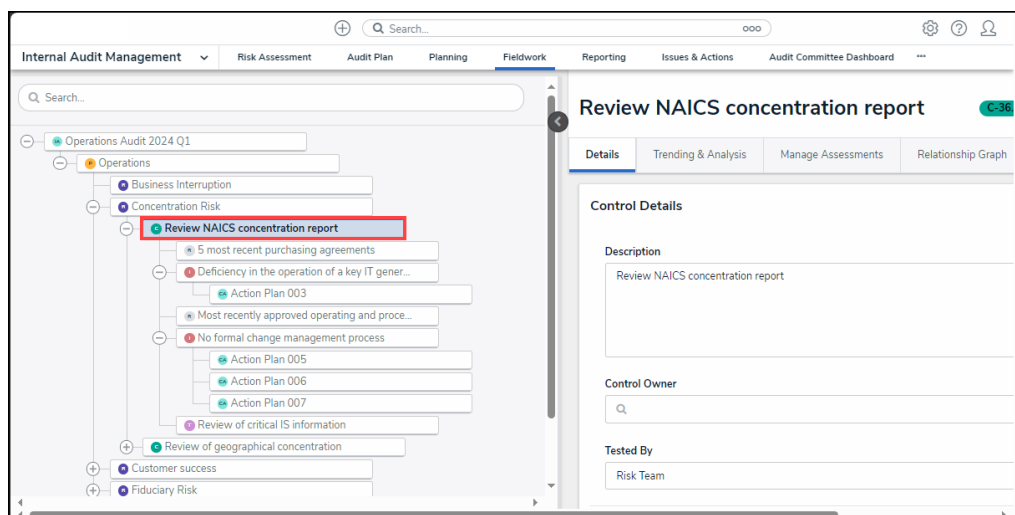
Fieldwork Tab

- From the **Fieldwork** screen, click on the **Internal Audit** report name that contains the **Control Test** you want to perform from the **Audits in Progress** section.



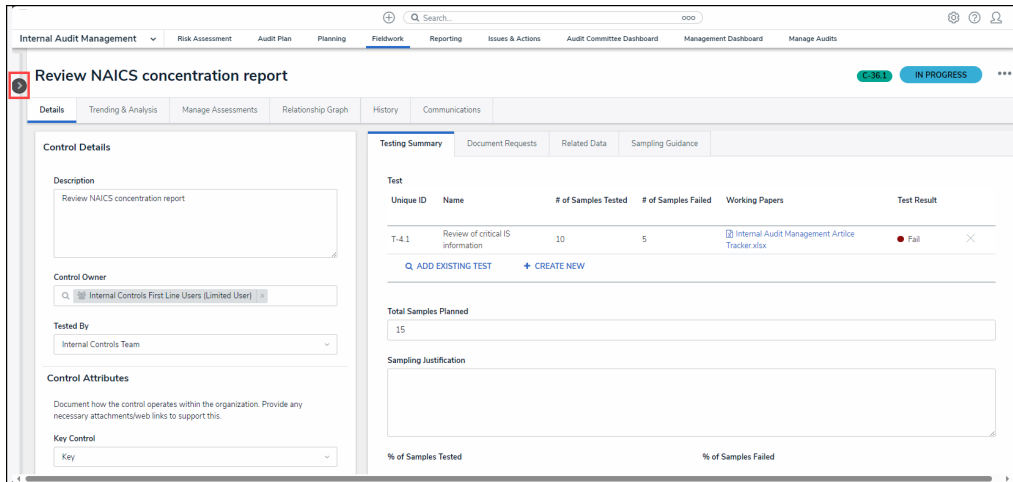
Internal Audit Report

- From the **Audit Project Overview** screen, click on the **Expand** icon on the **Navigation Tree** to expand the nodes until you find the desired control.
- Click the control to open the **Control Details** pop-up. Controls are indicated with a **C** icon next to the control name on the node.



Control Overview Pop-up

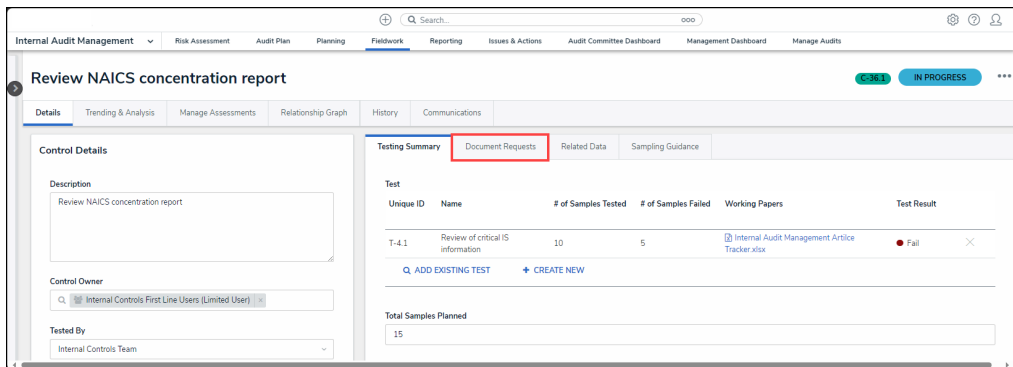
- Click the **Collapse** Icon to collapse the **Navigation Tree**.



Collapse Icon

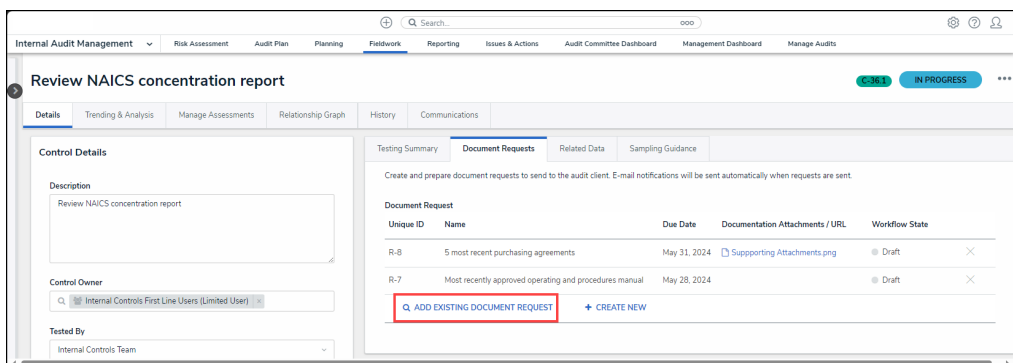
Document Request Navigation

- From the **Testing Summary** tab, click the **Document Requests** tab.



Document Requests Tab

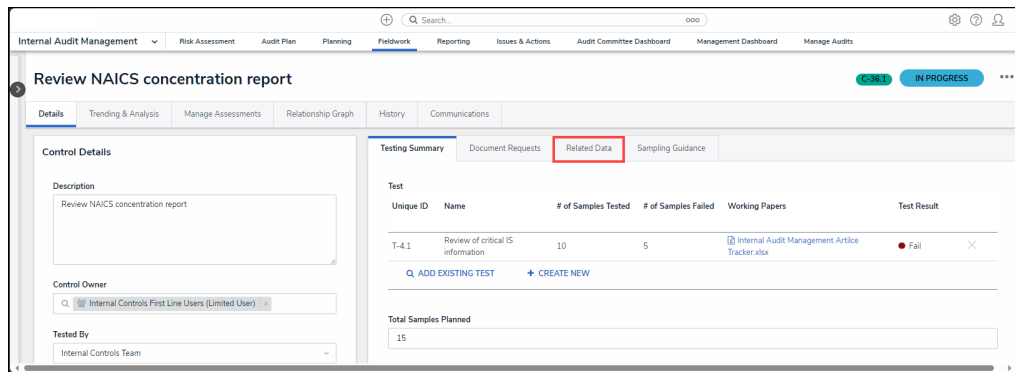
- From the **Document Request** tab, click the **Add Existing Document Request** Link.



Add Existing Document Request Link

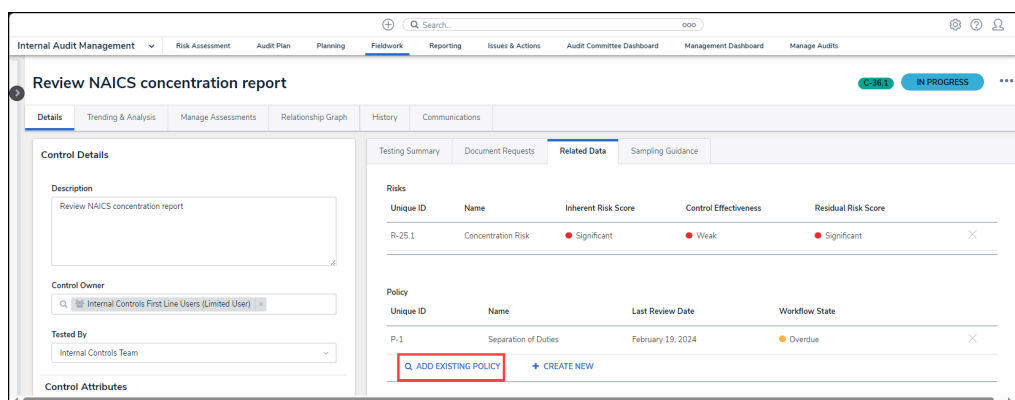
Policy Navigation

- From the **Testing Summary** tab, click the **Related Data** tab.



Related Data Tab

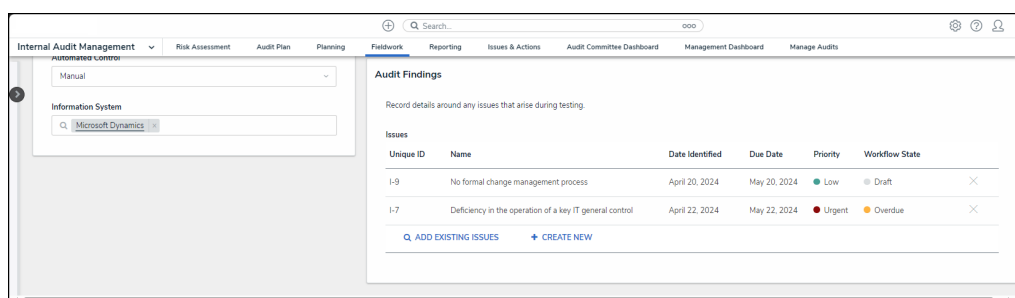
- From the **Related Data** tab, click the **Add Existing Policy** link, under the **Policy** table.



Add Existing Policy Link

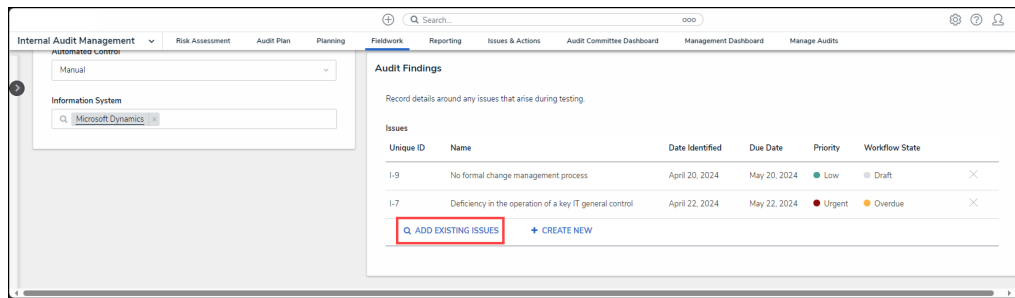
Issue Navigation

- From the **Testing Summary** tab, scroll to the **Audit Finding** section.



Audit Findings Section

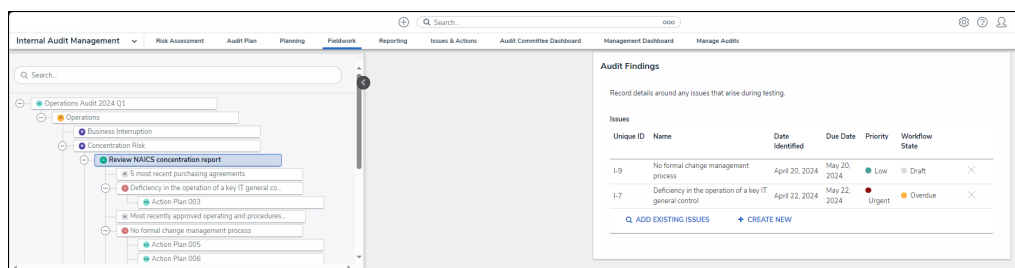
- Click the **Add Existing Issues** link.



Add Existing Issues Link

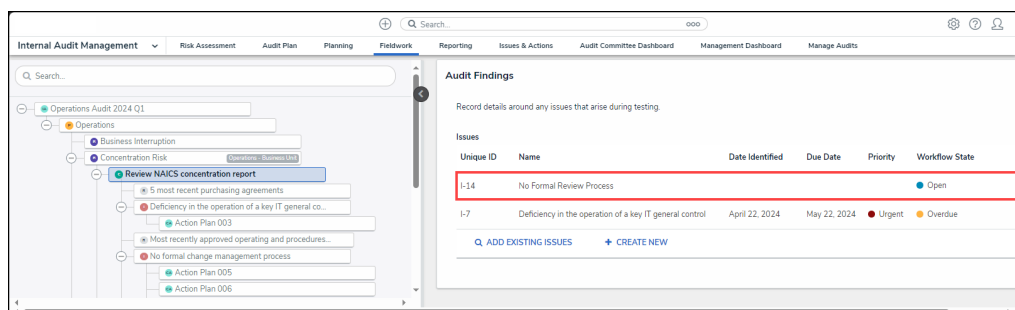
Corrective Action Navigation

- From the **Control Overview** pop-up, scroll to the **Audit Findings** section.



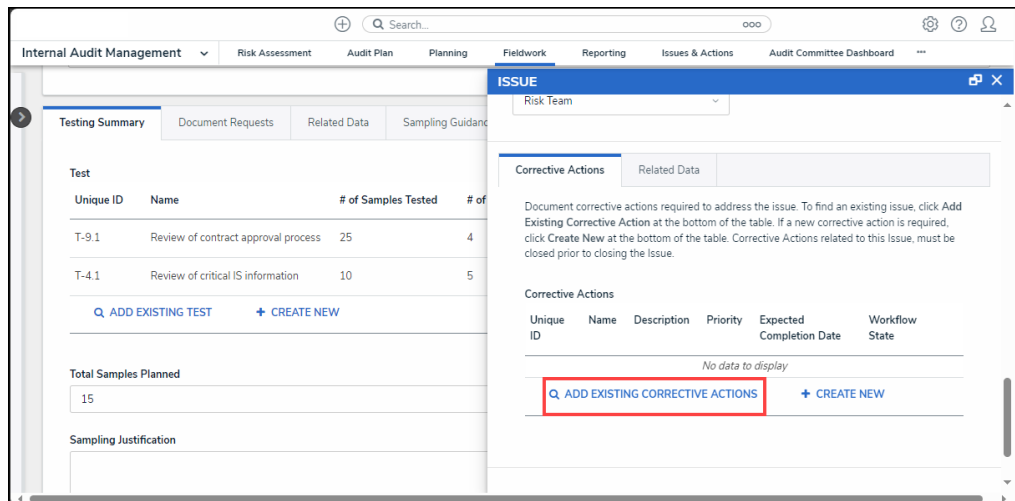
Audit Findings Section

- Click an **Issue** with an open workflow status from on the **Issues** table.



Issue

- From the **Issue** pop-up, scroll to the **Corrective Actions** tab and click the **Add Existing Corrective Actions** link.

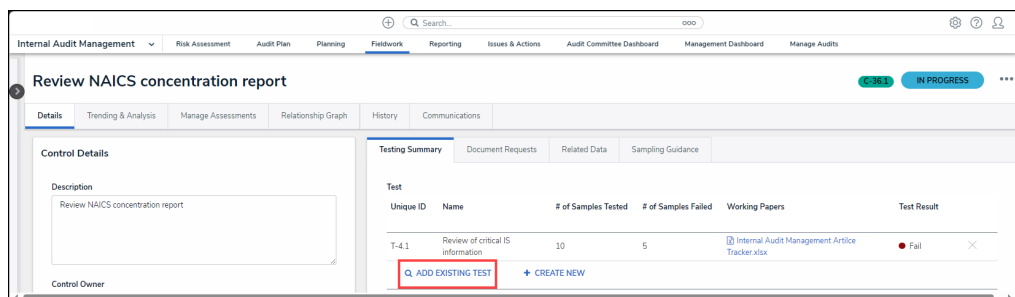


Add Existing Corrective Actions Link

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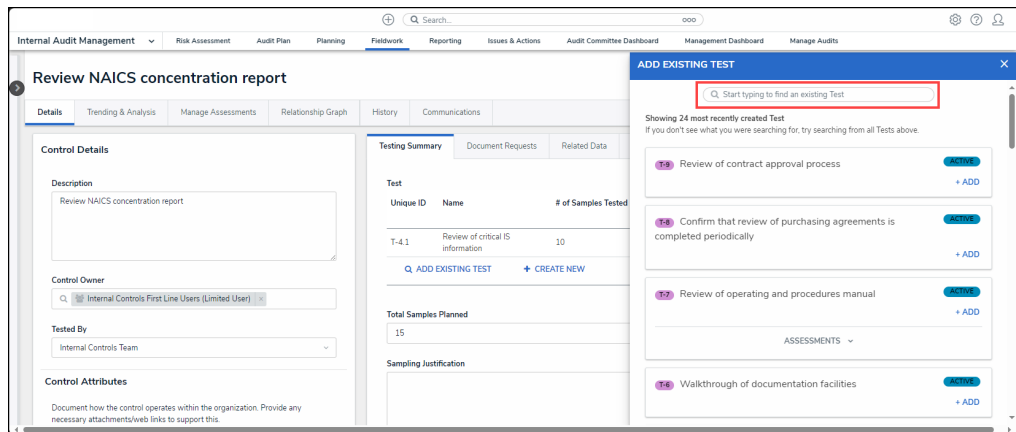
The process for adding an existing Test, Document Request, Policy, or Issue to a control is the same. The only difference is the navigation. For this illustration we will be adding a Test to a control.

1. From the **Testing Summary** tab, click the **Add Existing Test** link.



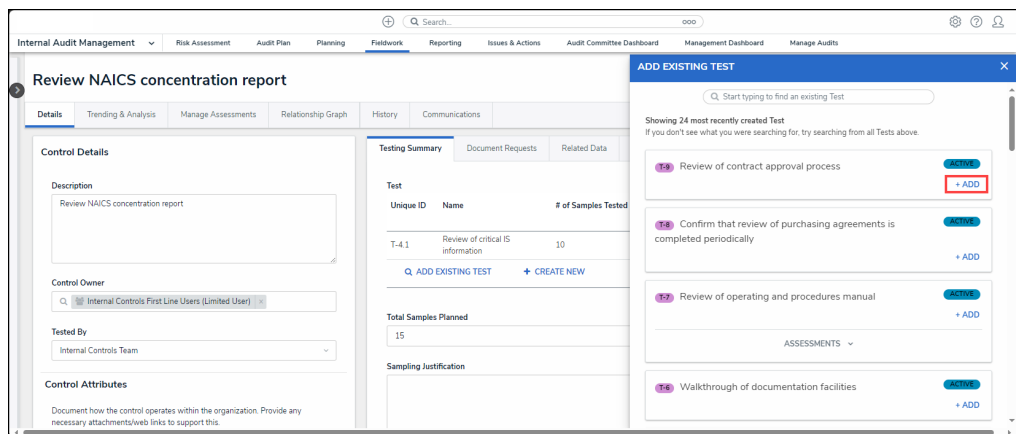
Add Existing Test Link

2. From the **Add Existing Test** pop-up, enter a test name in the **Search** field if the test you are looking for is not listed under the 24 most recently created test list.



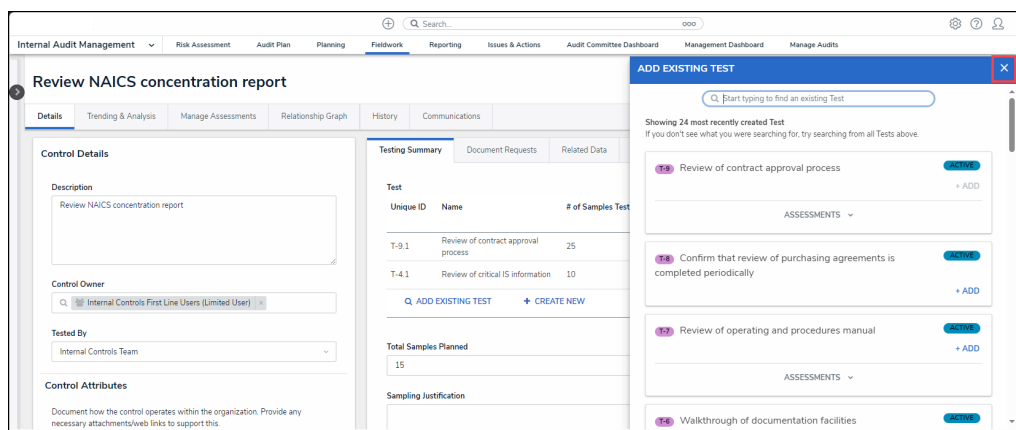
Search Field

- Click the **+ Add** link to add the test to the control.



+ Add Link

- Click the **x** icon to close the **Add Existing Test** pop-up.



X Icon

- The selected test will be listed under the **Test** table on the control.

Internal Audit Management

Risk Assessment

Audit Plan

Planning

Fieldwork

Reporting

Issues & Actions

Audit Committee Dashboard

Management Dashboard

Manage Audits

Review NAICS concentration report

CC3611

IN PROGRESS

Details

Trending & Analysis

Manage Assessments

Relationship Graph

History

Communications

Control Details

Description

Review NAICS concentration report

Control Owner

Internal Controls First Line Users (Limited User)

Testing Summary

Document Requests

Related Data

Sampling Guidance

Test

Unique ID	Name	# of Samples Tested	# of Samples Failed	Working Papers	Test Result
T-9.1	Review of contract approval process	25	4		Fail
T-4.1	Review of critical IS information	10	5	Internal Audit Management Article Tracker.xlsx	Fail

ADD EXISTING TEST

CREATE NEW

Test Table