Adding an Existing Control or Objective to a Risk

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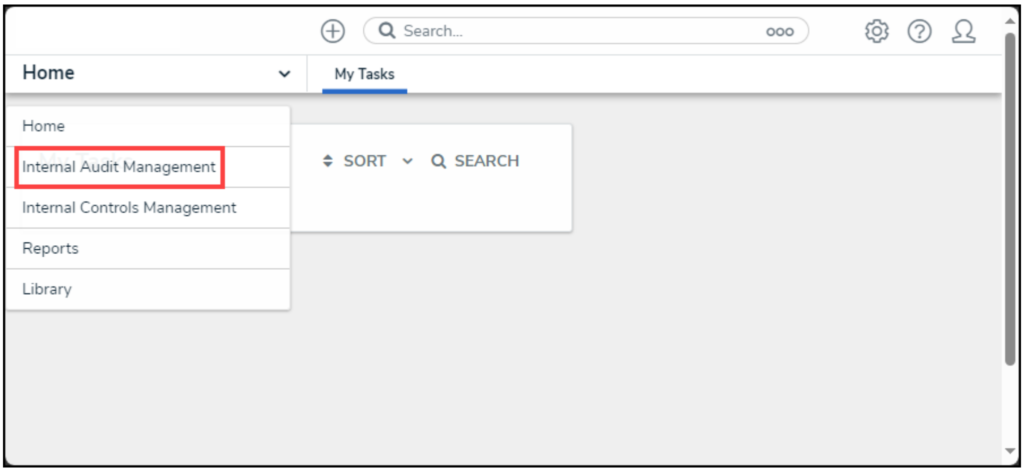
Overview

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

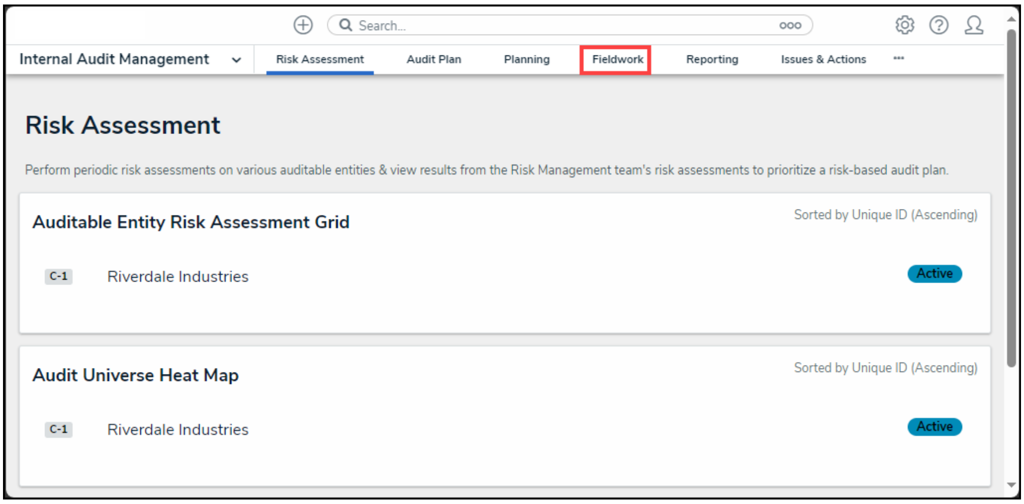
Navigation

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



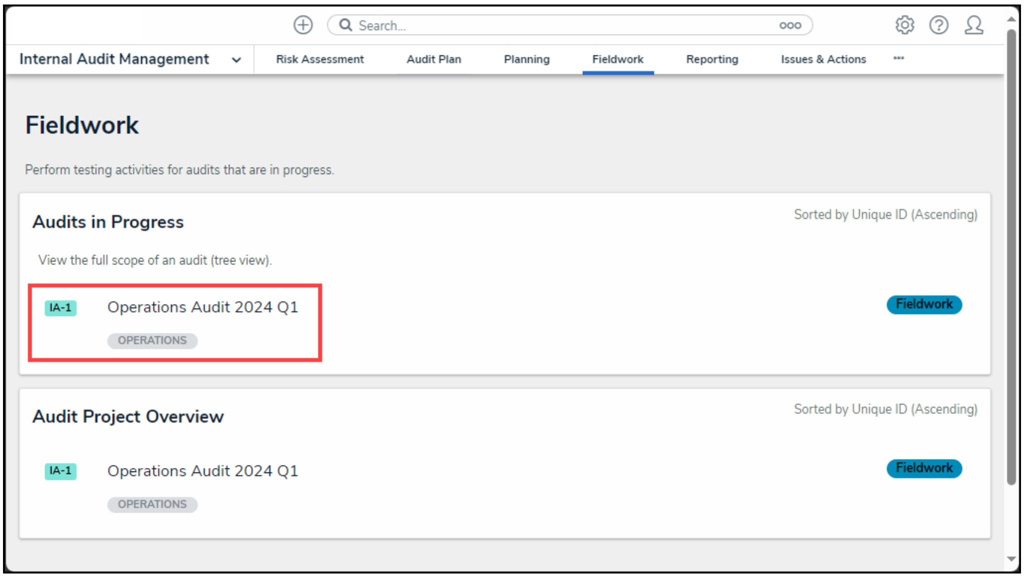
Home Dropdown

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



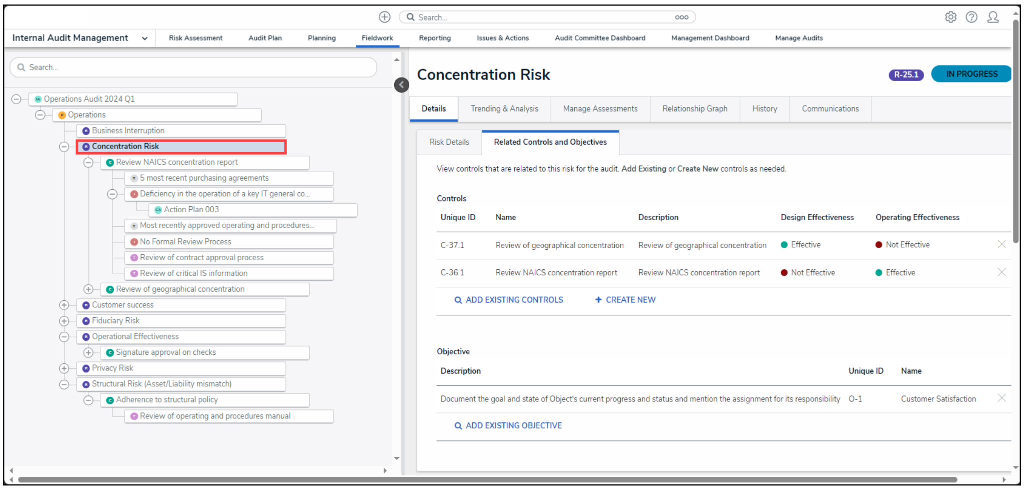
Fieldwork Tab

3. 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.



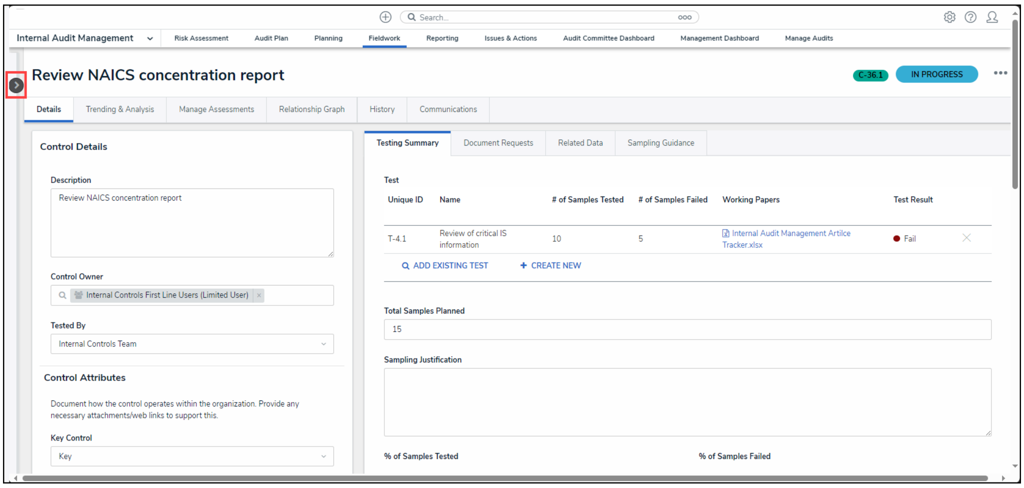
Internal Audit Report

4. 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.
5. Click the control to open the ***Risk Details*** screen. Risks are indicated with a **R** icon next to the risk name on the node.



Risk Node

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

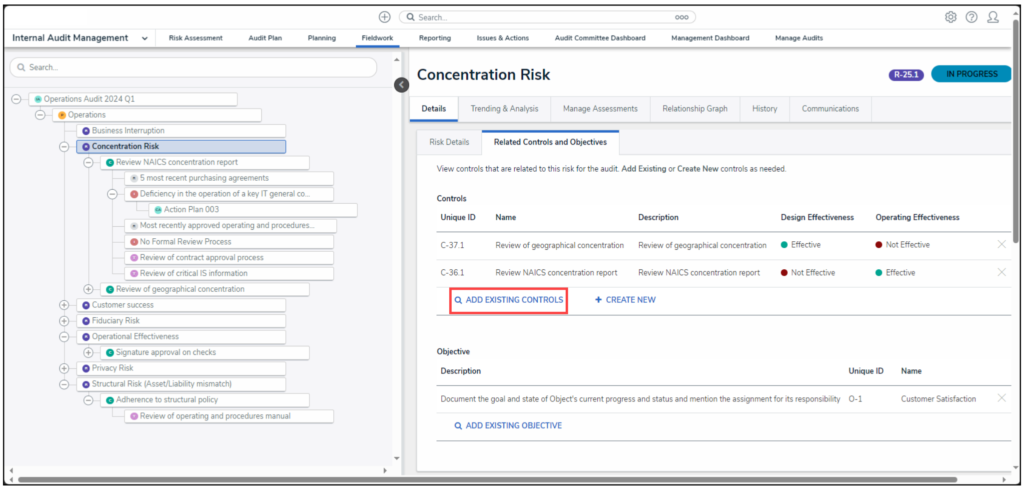


Collapse Icon

Adding an Existing Control or Objective to a Risk

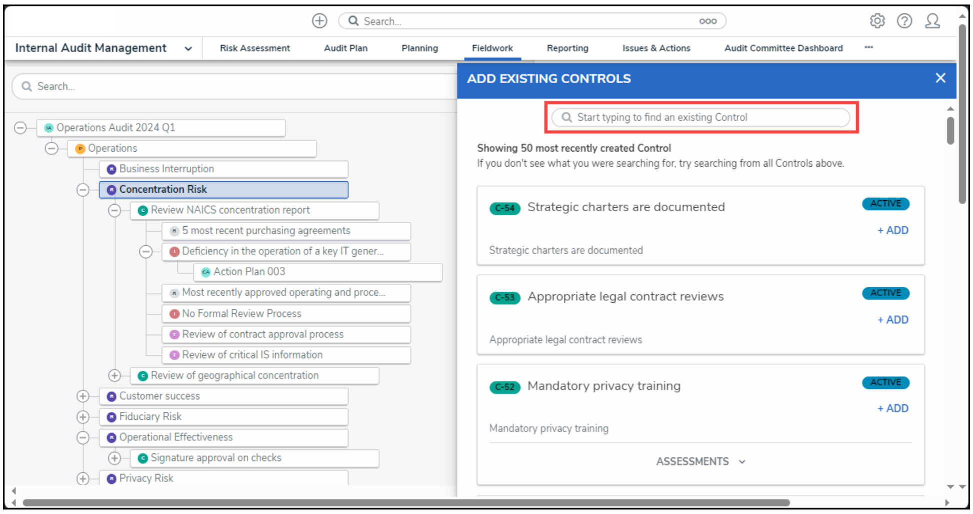
The process for adding an existing control or objective to a risk is the same. The only difference is the navigation. For this illustration we will be adding a control to a risk.

1. From the ***Risk Details*** screen, click the ***Add Existing Controls*** link.



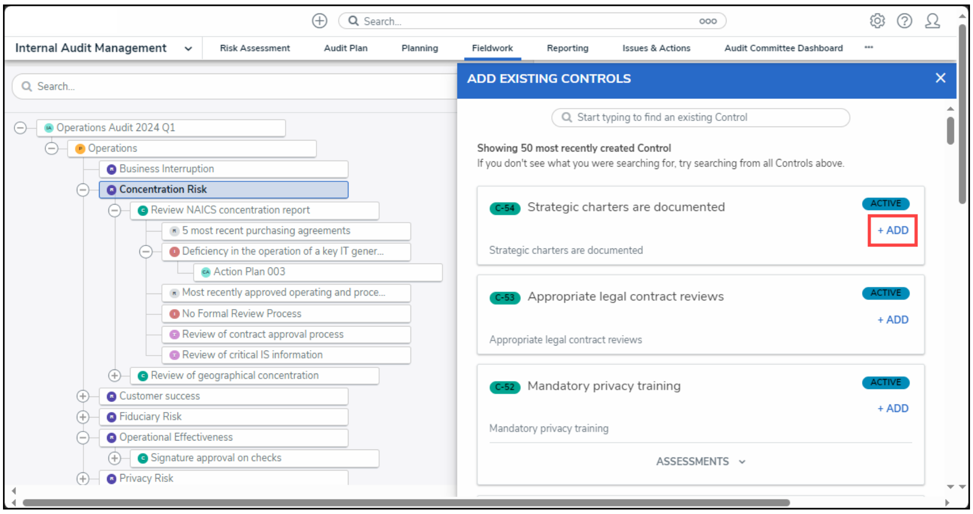
Add Existing Controls Link

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



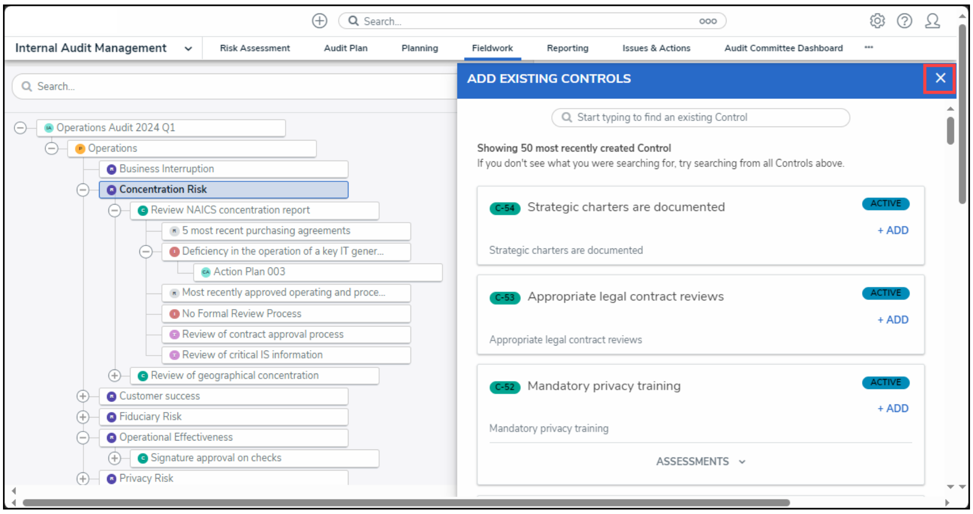
Search Field

3. Click the **+ Add** link to add the control to the risk.



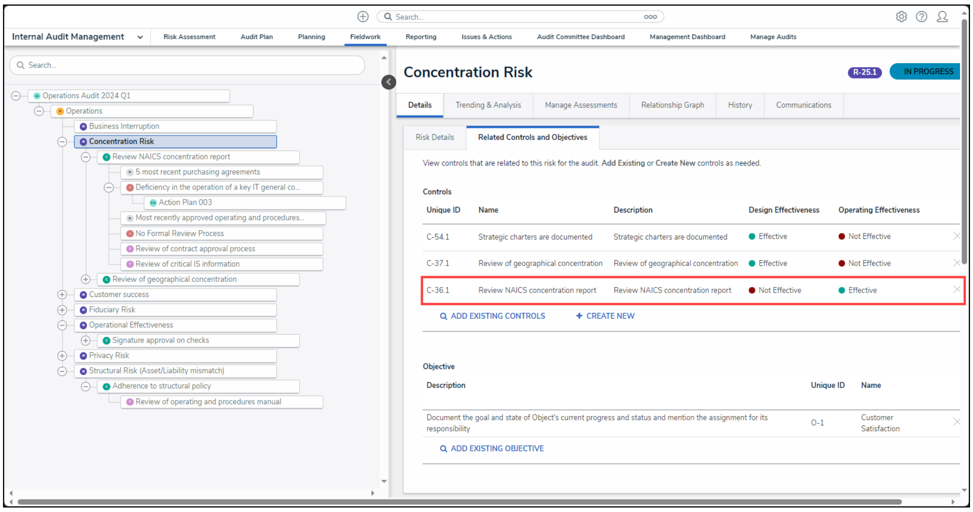
+ Add Link

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



X Icon

5. The selected control will be listed under the **Controls** table on the control.



Controls Table