Creating a Document Request

Last Modified on 09/12/2025 2:22 pm EDT

Overview

Document Requests for an Internal Audit Project are created and attached to Controls by the Internal Audit Lead when an Internal Audit Project's Scope is complete.

Audit Clients must complete their assigned document request before an Internal Audit Project can be marked complete.

All document requests not sent to Audit Clients before the Internal Audit Project moves from the Planning stage to the Fieldwork stage will be automatically moved from the Draft stage to Outstanding, which will send the document requests to the Audit Clients.

User Account Requirements

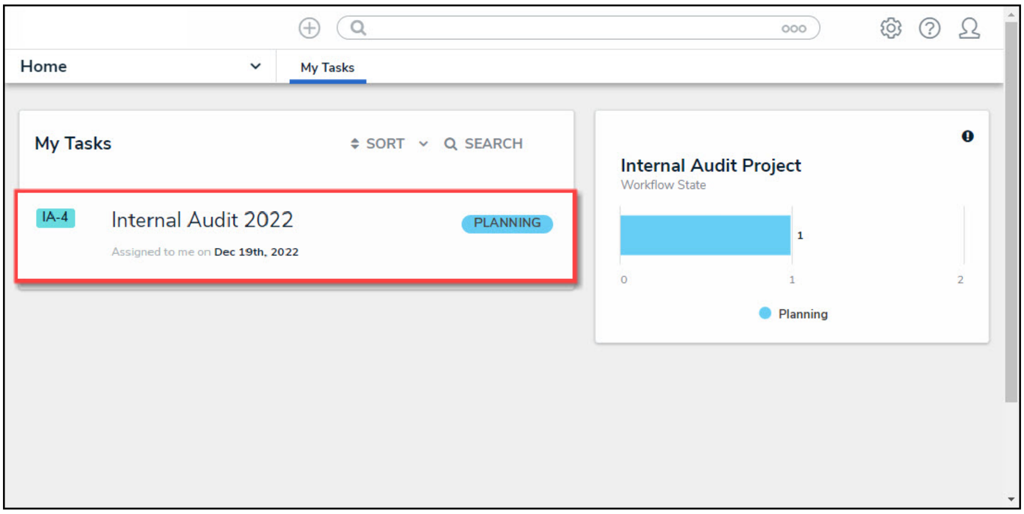
The user account used to log into Resolver must be added to either the Internal Audit Leads or Internal Audit Managers user group.

Required Information/Setup

For further information on how to scope an Internal Audit Project, please refer to the Define the Scope of an Internal Audit Project article.

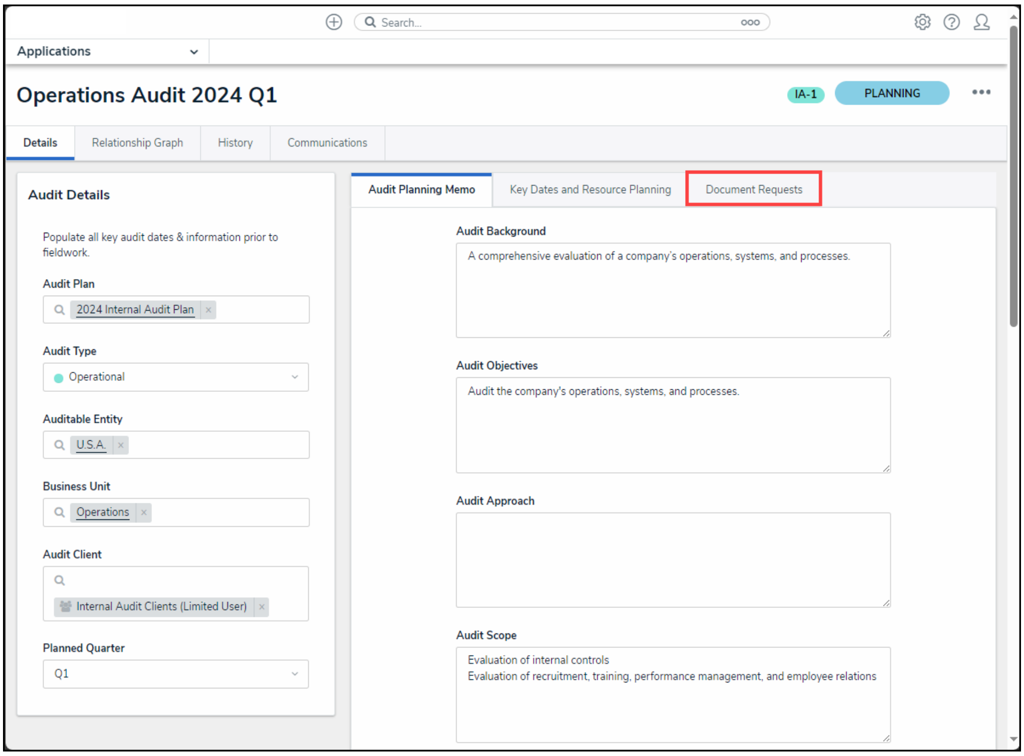
Navigation

1. From the ***Home*** screen, click on an **Internal Audit Project** in the **Planning** stage from the **My Tasks** section.



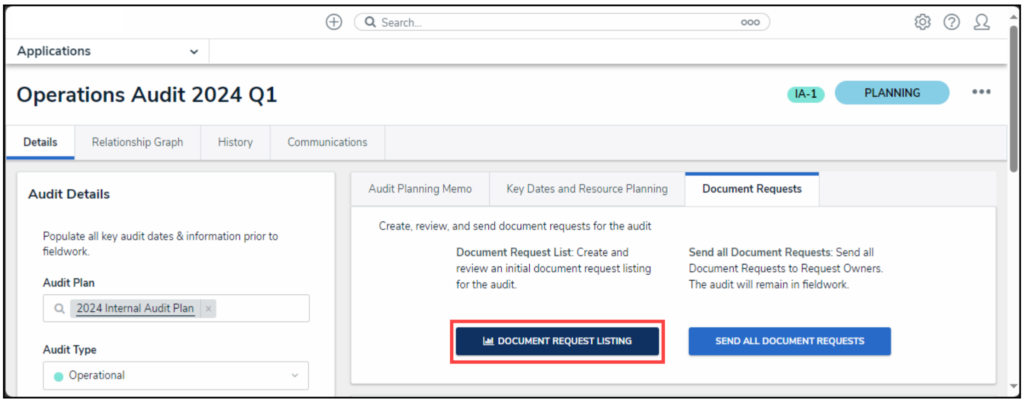
My Task - Internal Audit Project - Planning

2. From the ***Internal Audit Project*** screen, click the **Document Request** tab.



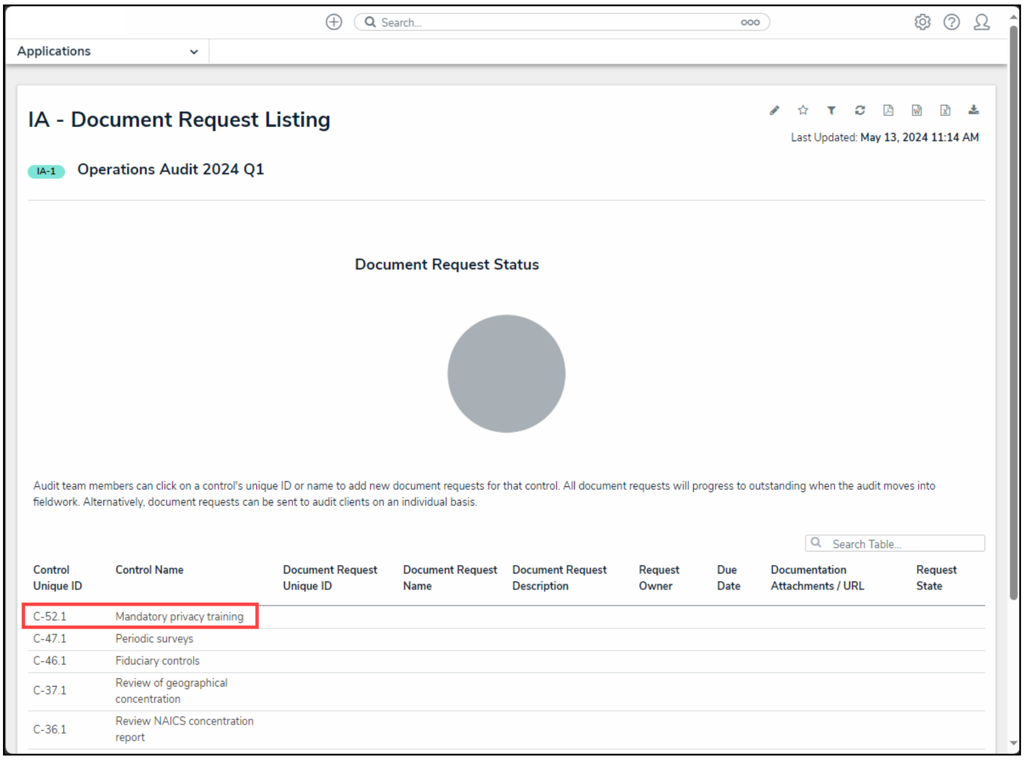
Document Request Listings Tab

3. From the ***Documentation Request*** tab, click the **Document Request Listing** button to create and review document requests for the Internal Audit.



Document Request Listing Button

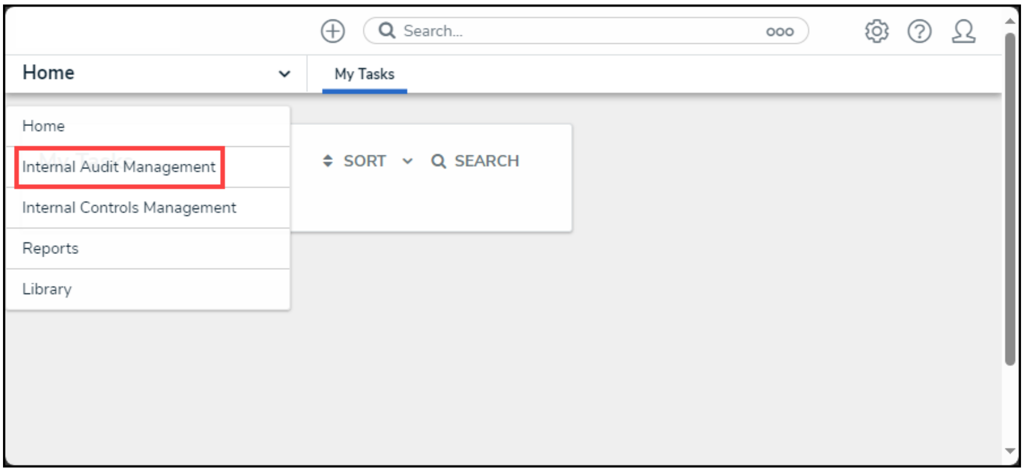
4. From the ***Document Request Listing*** screen, click a **Control**.



Click on a Control

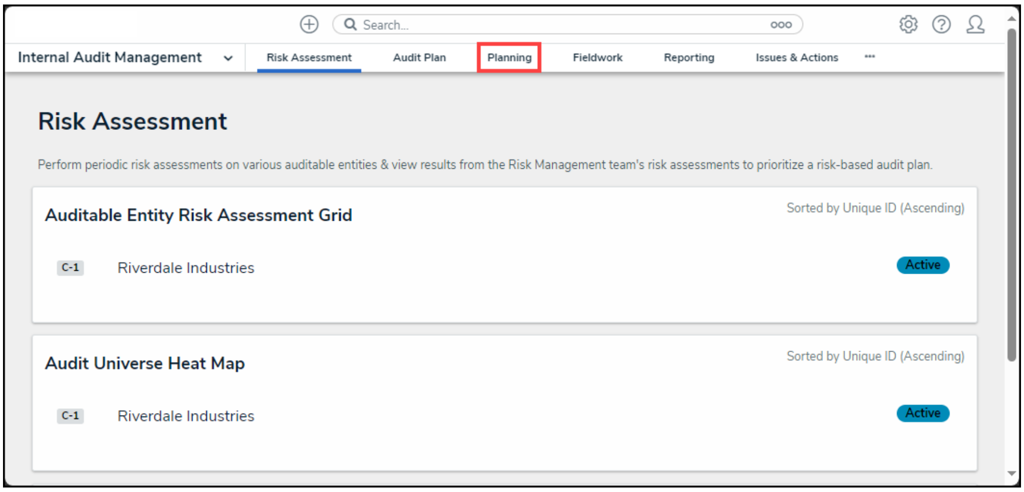
Alternate Navigation

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



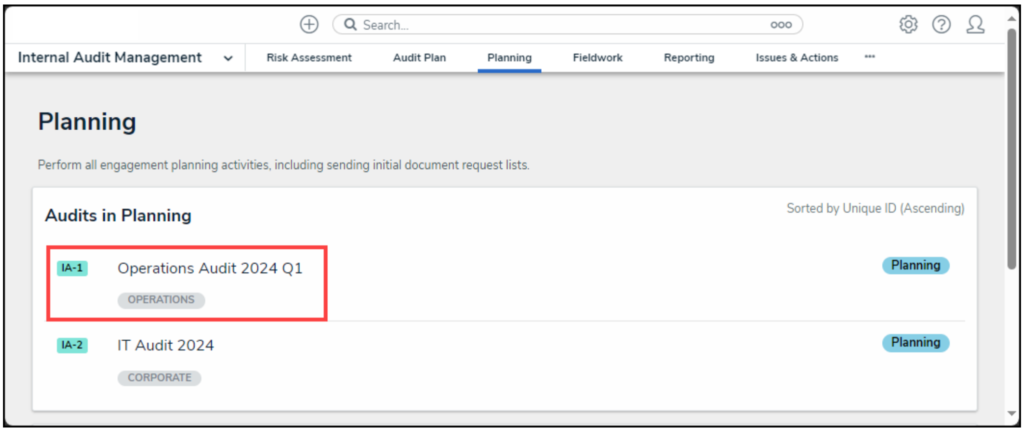
Home Drop-Down

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



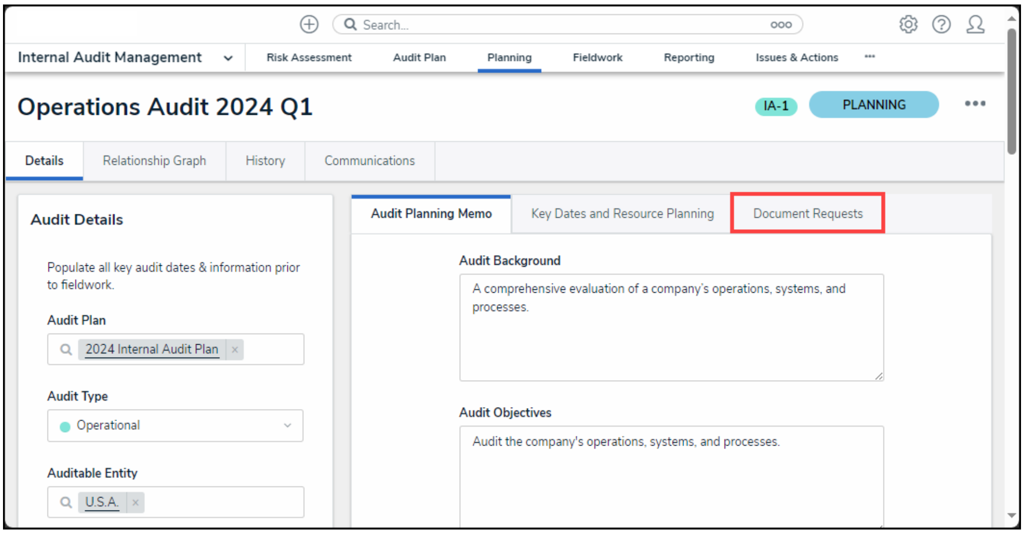
Planning Tab

3. From the ***Planning*** screen, click the **Create Audit Project** button.



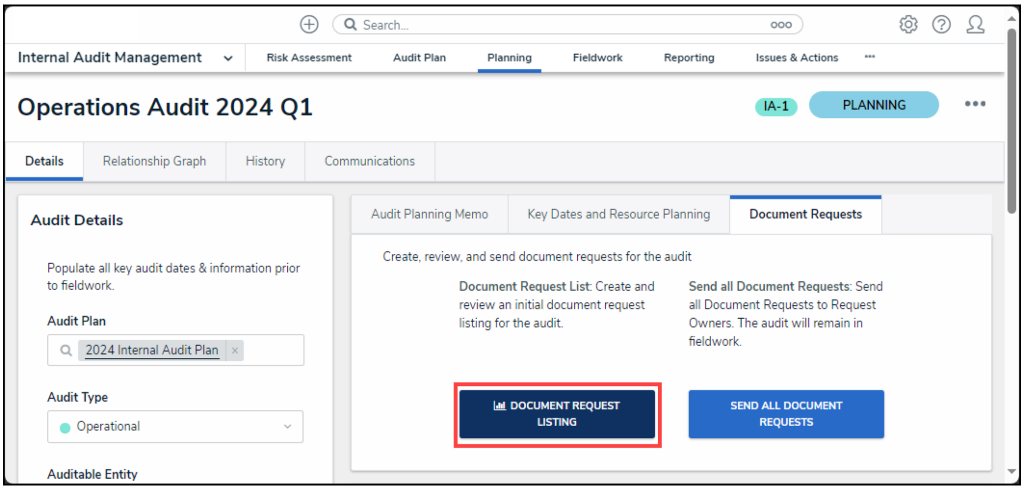
Create Audit Project Button

4. From the ***Intern Audit Project*** screen, click the ***Document Request*** tab.



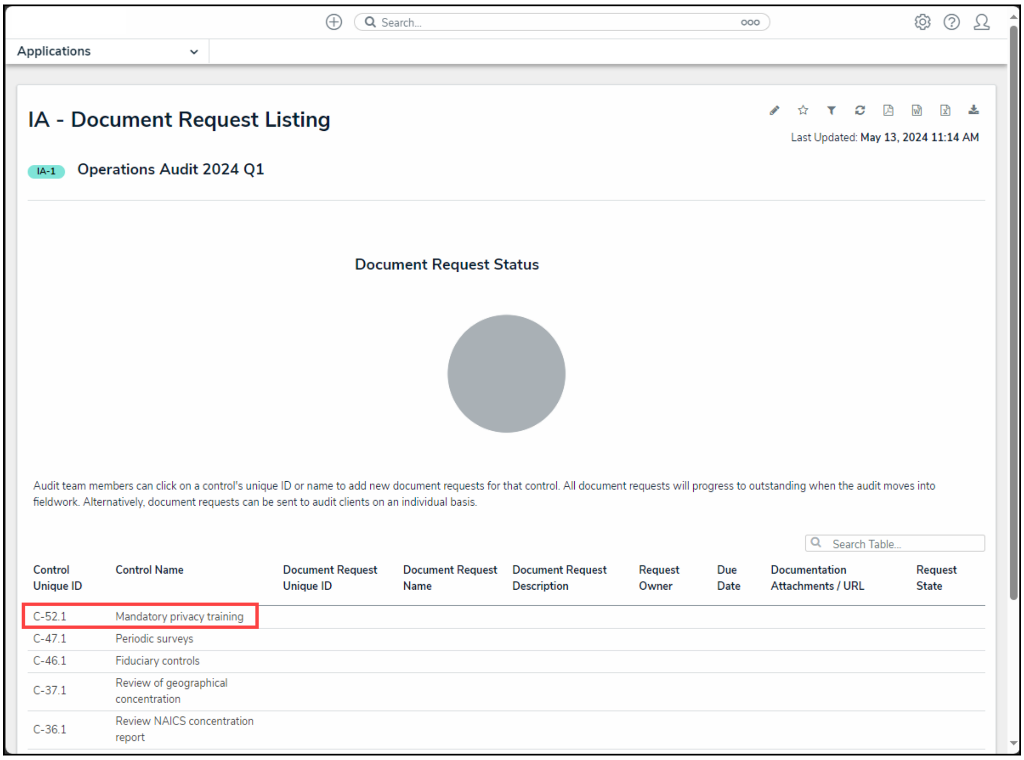
Document Request Tab

5. From the ***Documents Request*** tab, click the **Document Request Listing** button.



Document Request Listing Button

6. From the **Document Request Listing** screen, click a **Control**.



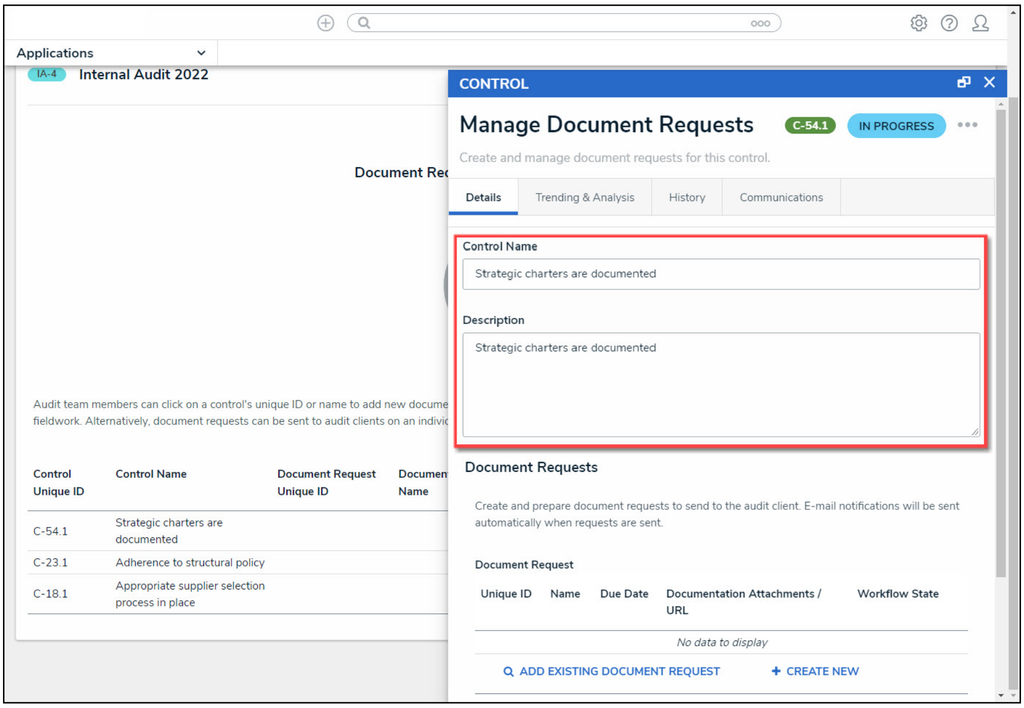
Click a Control

Creating a Document Request

1. From the ***Manage Document Request*** screen, edit the following fields:

- **(Optional) Control Name:** Enter a **Control Name.** The **Control Name** is used to identify the Control throughout the system.

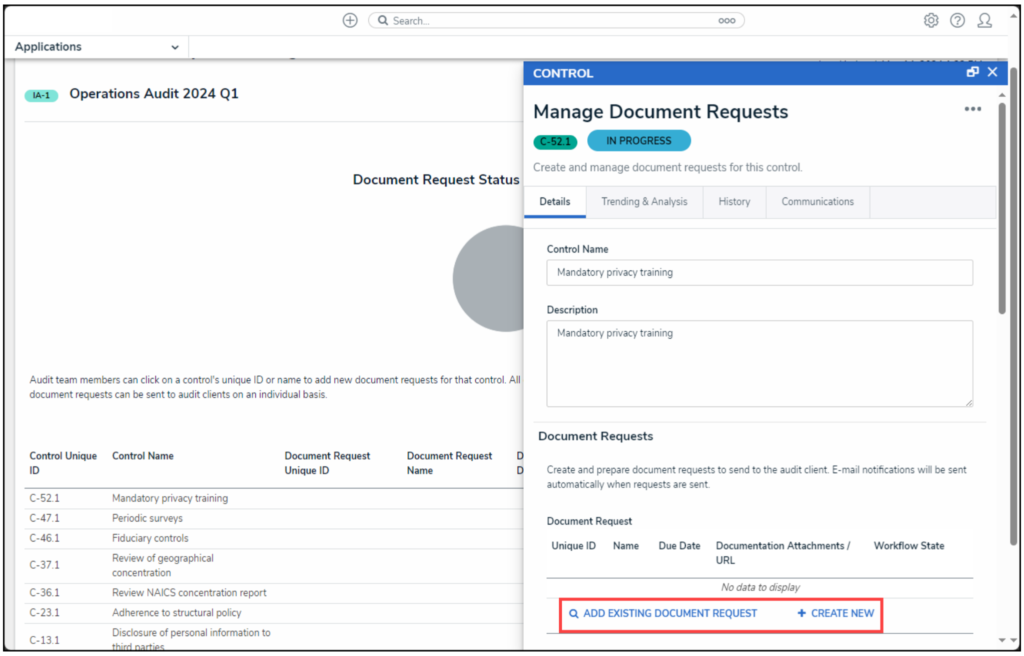
- **(Optional) Description:** Enter a **Control Description** outlining further details or instructions.



Manage Document Request Screen

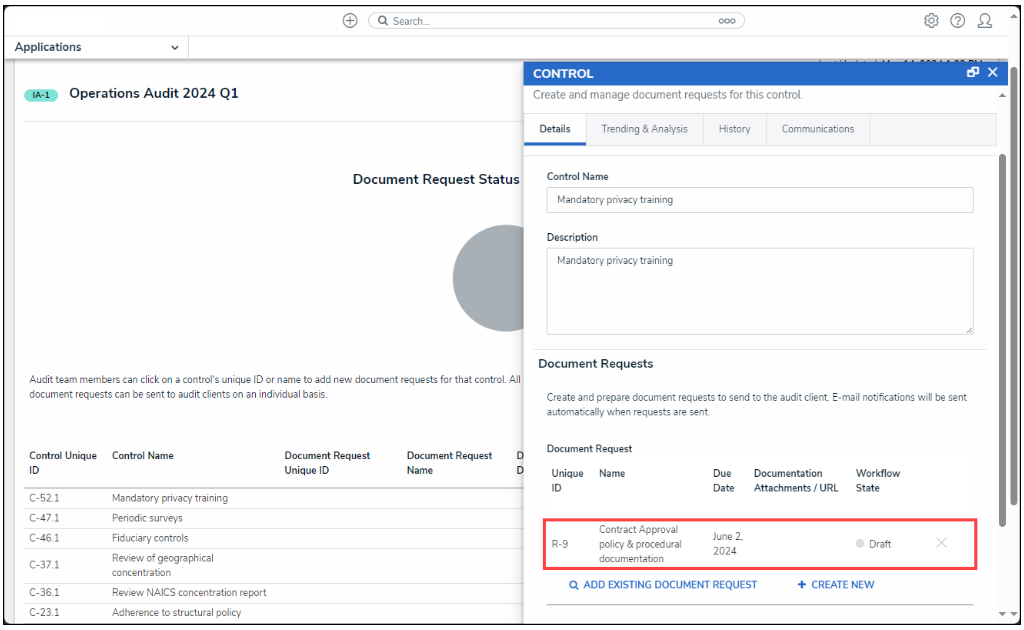
2. Select one of the following options to add a document request to the Internal Audit Project:

- **Add Existing Document Request:** Click the **Add Existing Document Request** link to select an existing document request from the ***Add Existing Document Request*** pop-up.
- **+ Create New:** Click the **+ Create New** link to create a new document request on the ***Create a New Document Request*** pop-up.



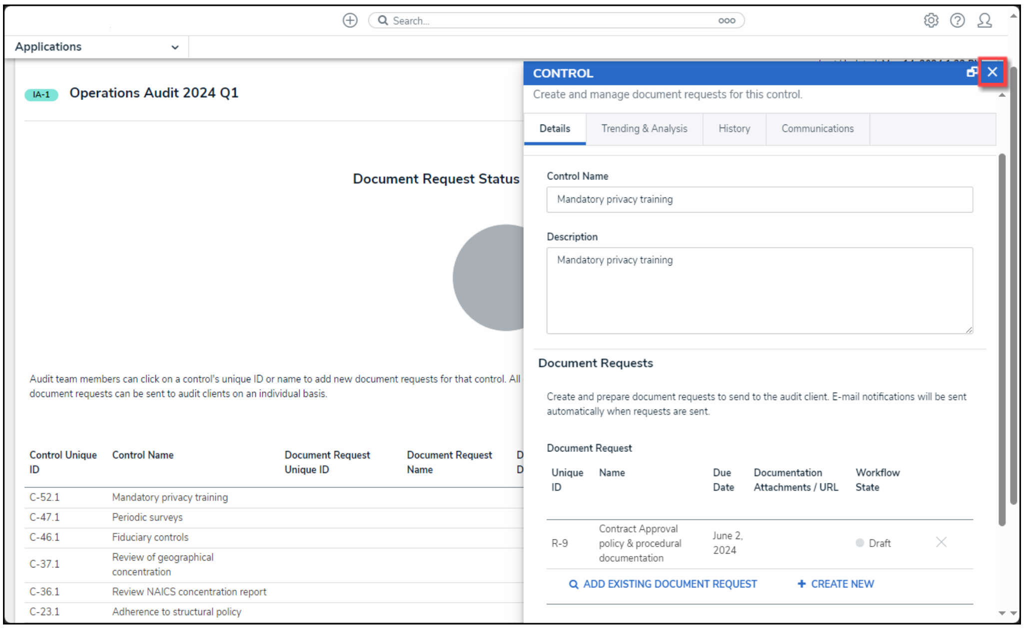
Document Request Links

3. The Document Request will appear on the **Document Request** table on the ***Mange Document Request*** pop-up.



Document Request Table

4. Click the **x** icon to close the ***Mange Document Request*** screen.



X Icon