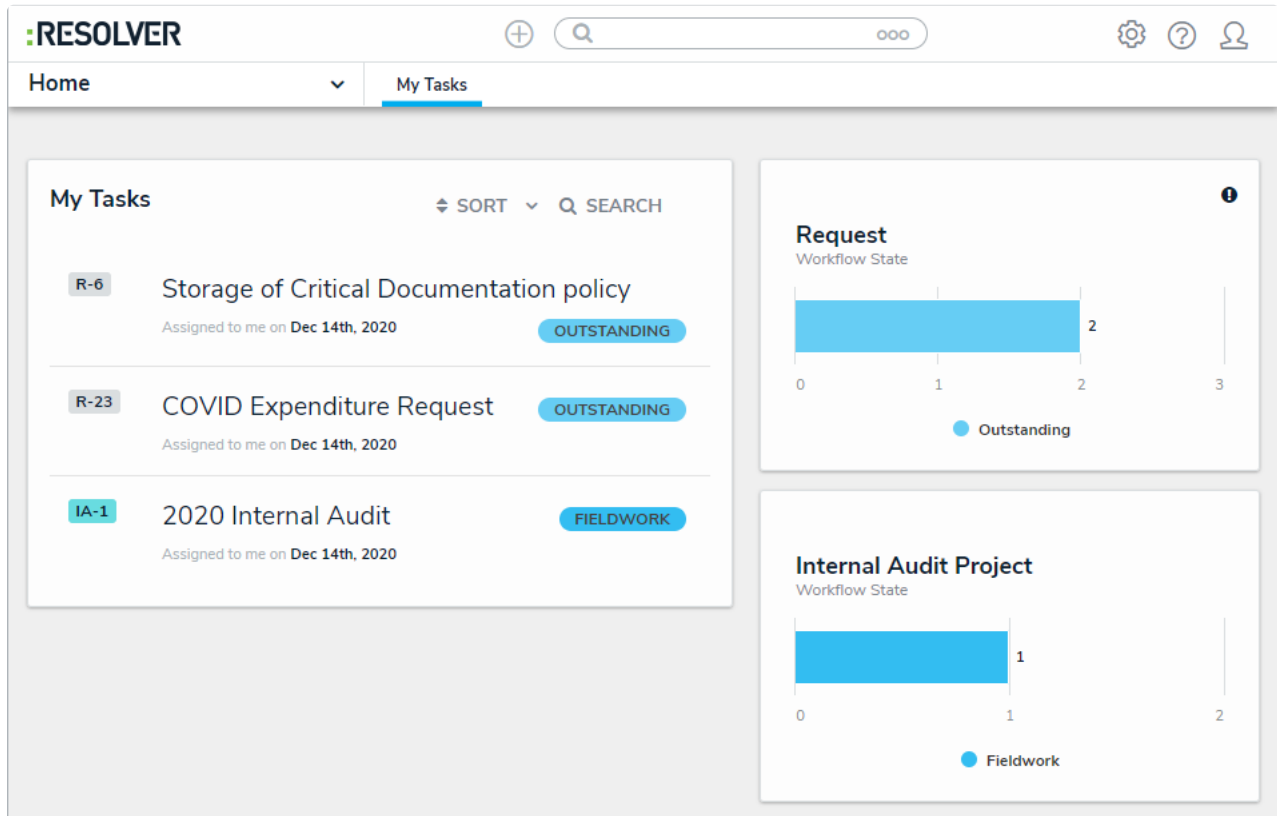


Review Document Requests

Last Modified on 12/20/2022 9:16 am EST

Once the internal audit lead has sent a document request, it will appear to members of the **Internal Audit Client** user group on their [My Tasks](#) page. Once the client has reviewed the request and attached all required documents, it will be sent back to the [internal audit lead](#).



Assigned document requests on the My Tasks page.

To review a document request:

1. Log into an account that has been added to the **Internal Audit Client** user group to display the **My Tasks** page.
2. Click on a request in the **Outstanding** state to display the **Documentation Request** form.

The screenshot shows the Resolver web application interface. At the top, there's a header with the Resolver logo, a search bar, and user icons. Below the header, a navigation bar shows 'Applications' with a dropdown arrow. The main content area has a blue bar indicating 'Request Status: Outstanding'. The title 'COVID Expenditure Request' is displayed with a reference number 'R-23' in a grey box. The section is titled 'Documentation Request'. It contains several fields: 'Request Name' (COVID Expenditure Request), 'Description' (Please provide us with an itemized list of all COVID-related extra expenditures that have been made this fiscal year.), 'Request Owner' (Internal Audit Clients (Limited User)), 'Request Date' (December 14, 2020), 'Document Request Type' (Report), and 'Due Date' (December 31, 2021). At the bottom, there's a section for 'Documentation Attachments / URL' with a dashed box containing the text 'Drag files here or click to select...' and 'Click to add a web link to a file...'.

Request Status: Outstanding

COVID Expenditure Request R-23

Documentation Request

Request Name
COVID Expenditure Request

Description
Please provide us with an itemized list of all COVID-related extra expenditures that have been made this fiscal year.

Request Owner
Internal Audit Clients (Limited User)

Request Date
December 14, 2020

Document Request Type
Report

Due Date
December 31, 2021

Documentation Attachments / URL

Drag files here or click to select...

or

Click to add a web link to a file...

The Documentation Request form.

3. Drag files to the **Documentation Attachments/URL** section to add them to the control.
You can also click in the box below **Documentation Attachments/URL** to browse for files on your machine, or to enter a URL link.
4. **Optional:** Enter any comments you have about the documentation in the **Audit Client Comments** field.
5. Click **Submit Documentation**.