

Archiving an Internal Audit Project

Last Modified on 06/12/2024 4:53 pm EDT

Overview

When an Internal Audit Project is complete, the project will move to the **Complete** workflow state. When the final adjustments are made on the Internal Audit Project it can be archived.

User Account Requirements

The user account you use to log into Resolver must be added to the Internal Audit Team user group.

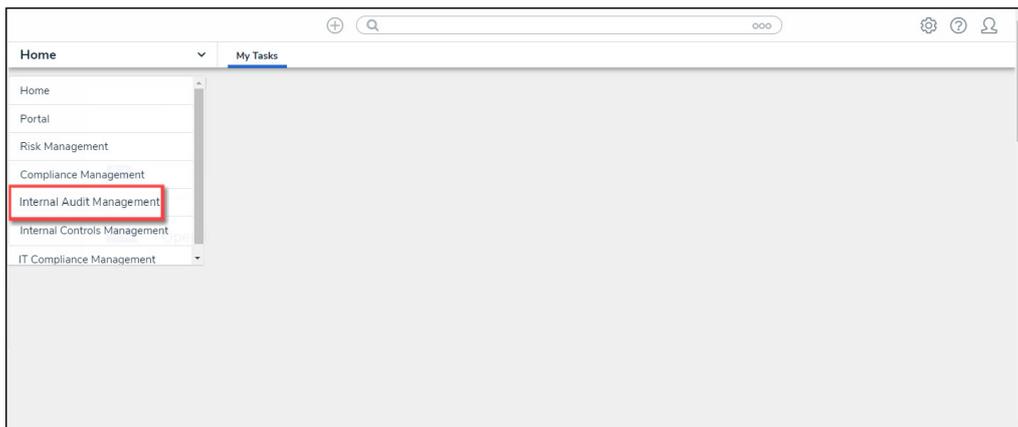
Related Information/Setup

Before an Internal Audit Project can be archived, it must first be completed. Please refer to the Complete an Internal Audit Project article.

- [Complete an Internal Audit Project](#)

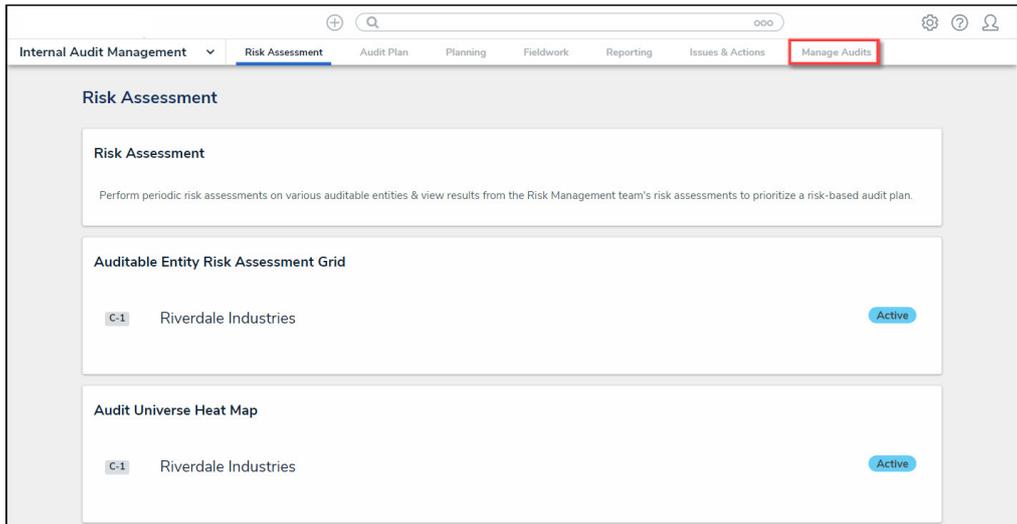
Navigation

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



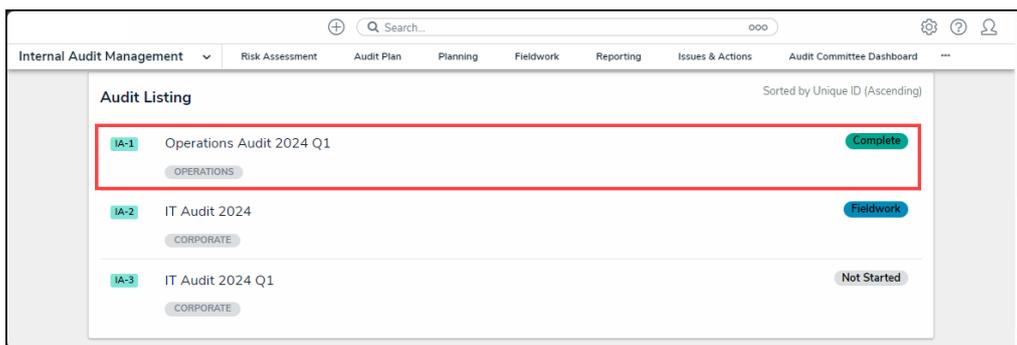
Home Dropdown

2. From the **Risk Management** screen, click the **Mange Audits** tab.



Manage Audits Tab

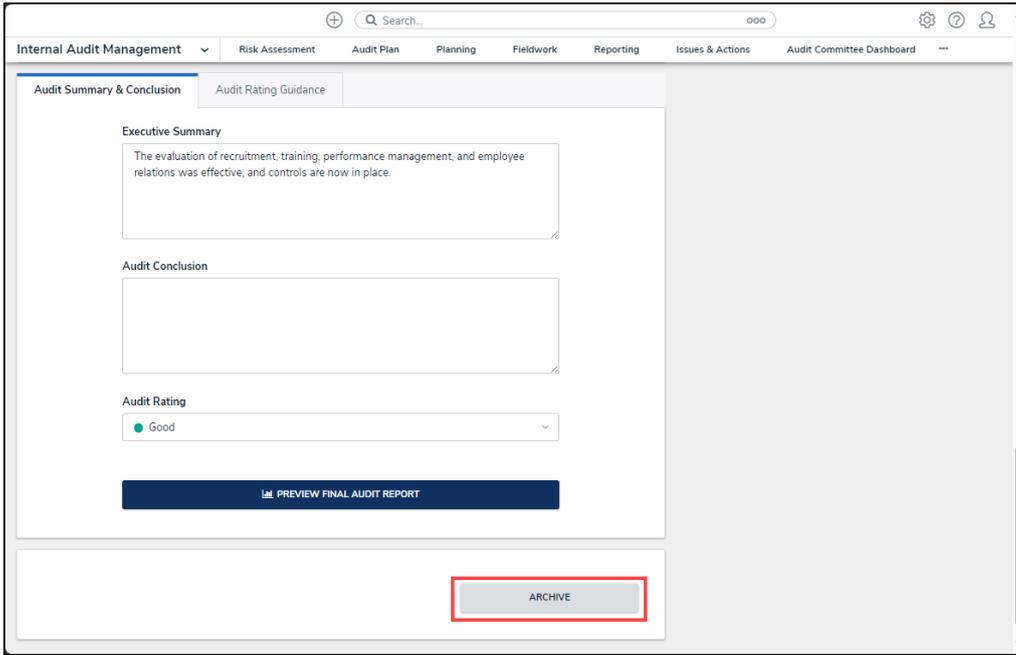
3. From the **Manage Audits** screen, click a completed **Internal Audit Project** link in the **Audit Listing** section.



Internal Audit Project Link

Archiving an Internal Audit Project

- From the **Internal Audit Project** screen, scroll to the bottom of the screen and click the **Archive** button.



Archive Button