Sending Document Requests to Audit Clients

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Overview

Users can request specific documents for their audits from an Audit Client. Audit Clients can be another user in the organization that we are auditing one of their process or controls. 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.

For further information on how to add a document request to an Internal Audit Project, please refer to the Attach Document Requests to an Internal Audit Project article.

For further information on how to send document requests to Audit Clients, please refer to the Sending Document Request to Audit Clients article.
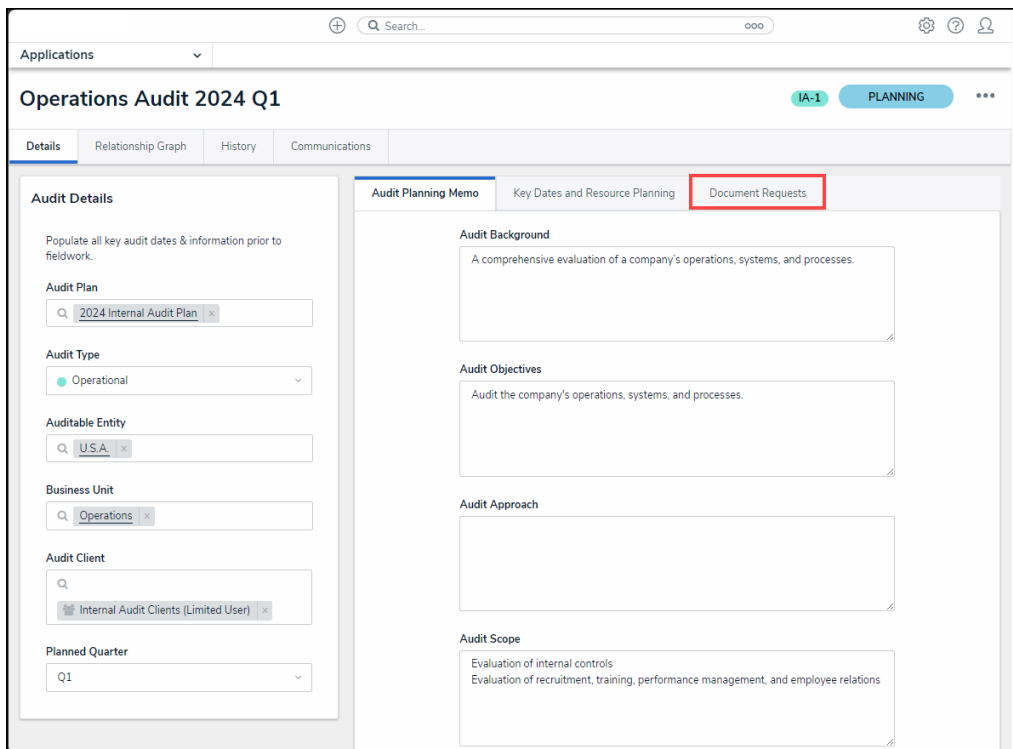
Navigation

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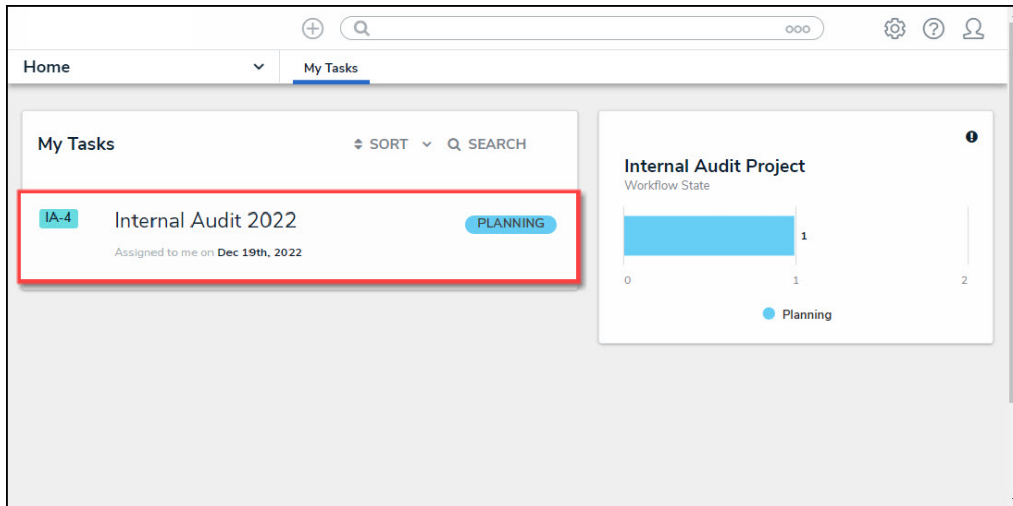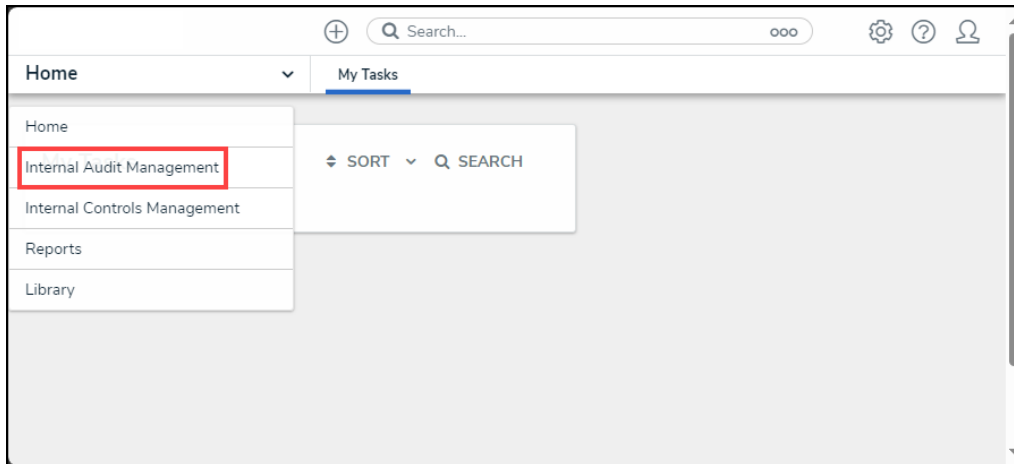
My Task - Internal Audit Project - Planning

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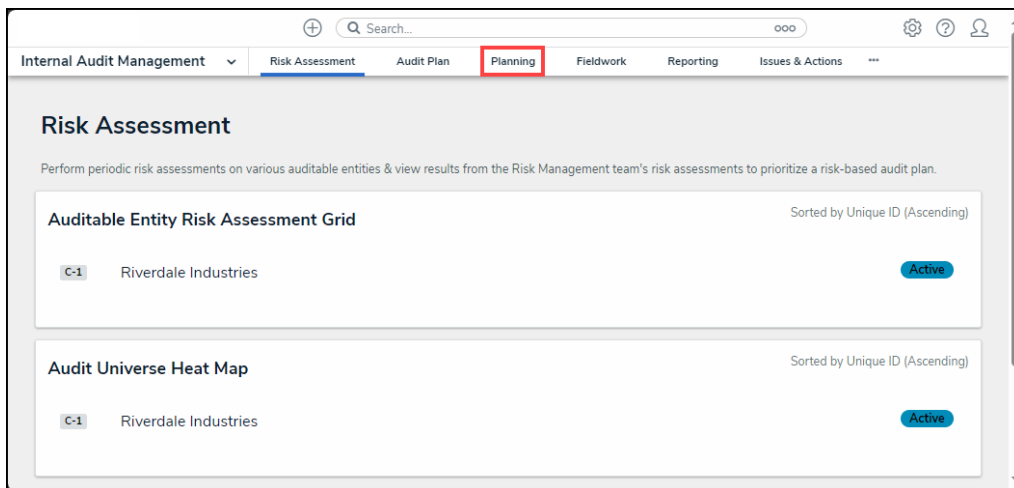

Document Requests Tab

Alternate Navigation

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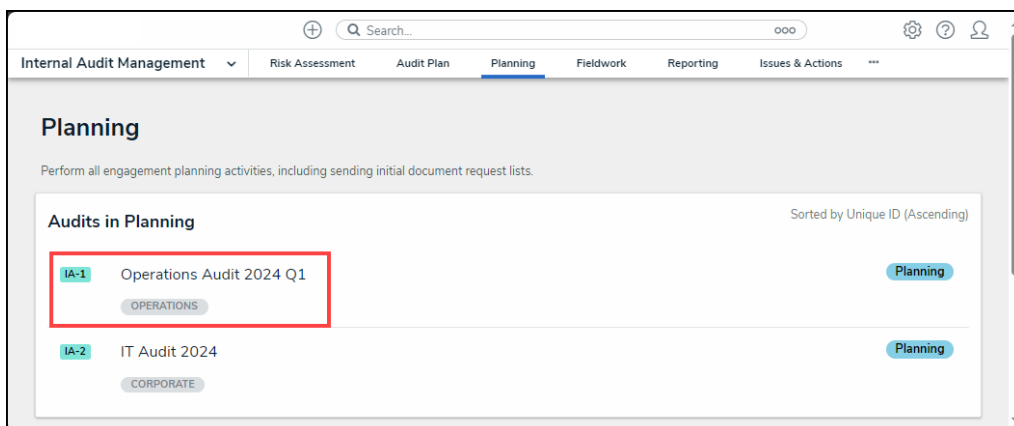
Home Drop-Down

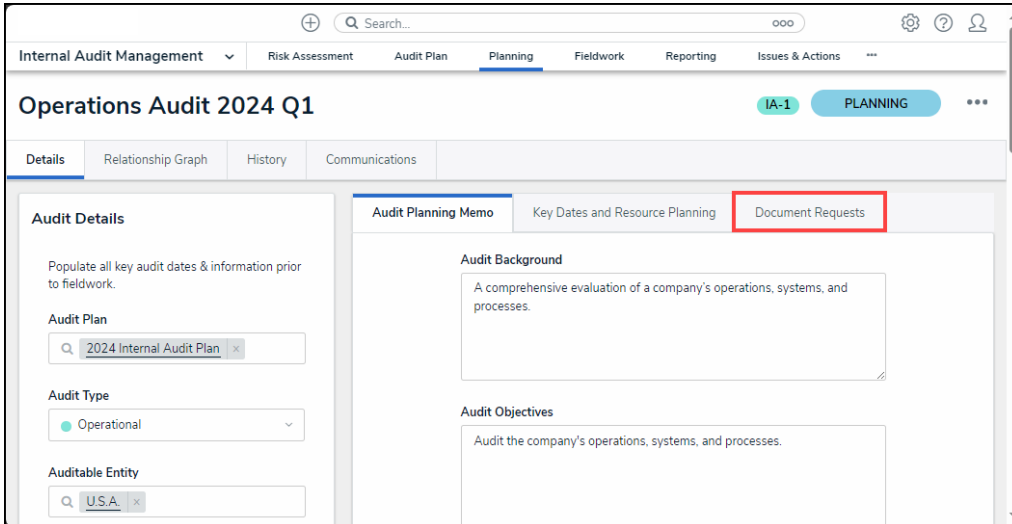2. From the **_Risk Assessment_** screen, click on the **Planning** tab.

Planning Tab

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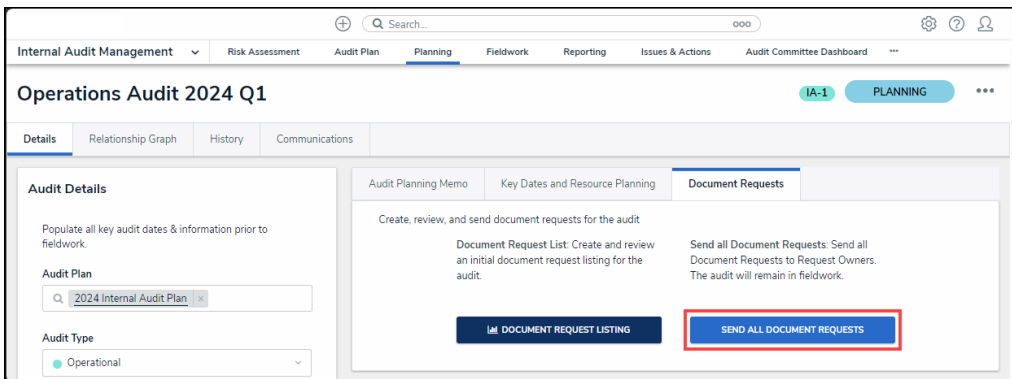

Create Audit Project Button

4. From the **_Intern Audit Project_** screen, click the **_Document Requests_** tab.
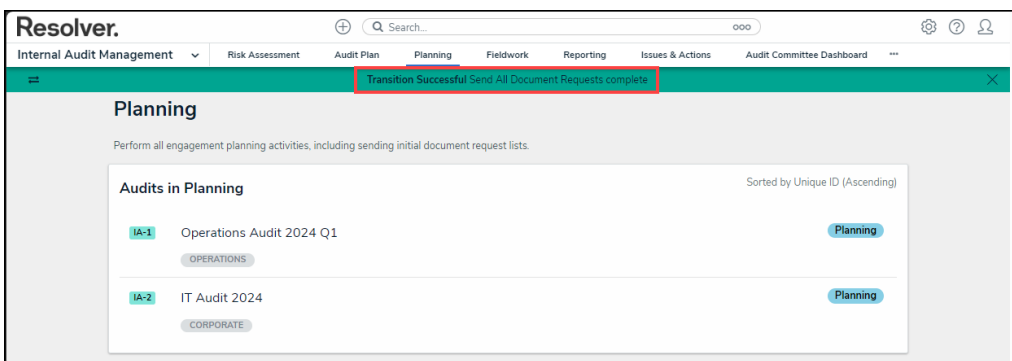
Document Requests Tab

Sending Document Requests to Audit Clients

1. From the ***Document Requests*** tab, click the **Send All Document Requests** button to send all document request to the Audit Clients.

Send All Document Requests Button

2. The ***Planning*** screen will appear with a system-generated banner at the top of the screen, indicating that all document requests were sent to the Audit Clients.

System-Generated Banner