Adding an Existing Test, Document Request, Policy, Corrective Action, or Issue to a Control
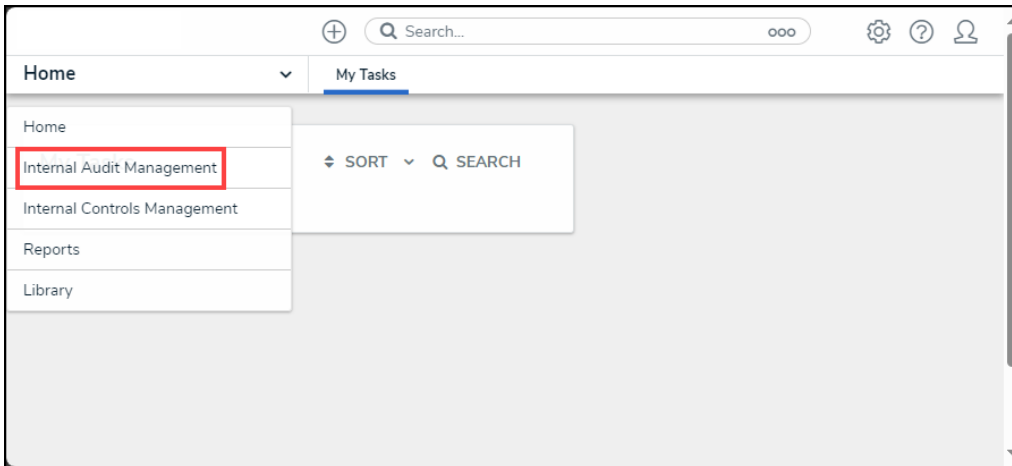
Last Modified on 07/10/2024 1:38 pm EDT

Overview

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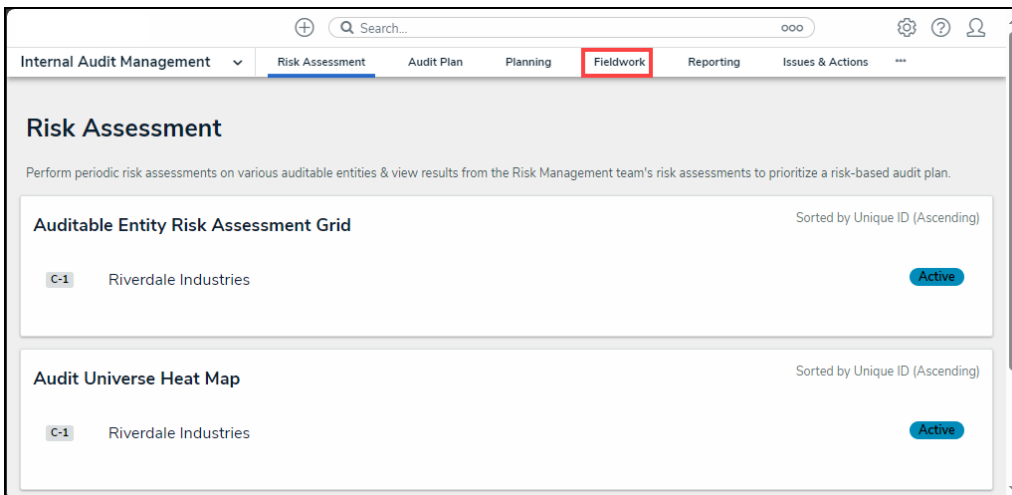
Navigation

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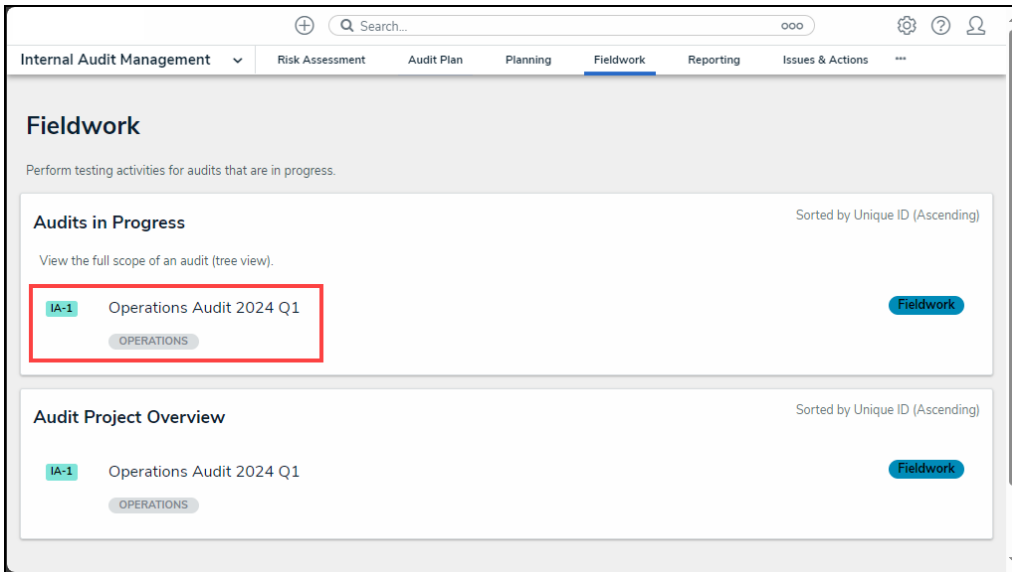

Home Dropdown

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 ***Control Details*** pop-up. Controls are indicated with a **C** icon next to the control name on the node.
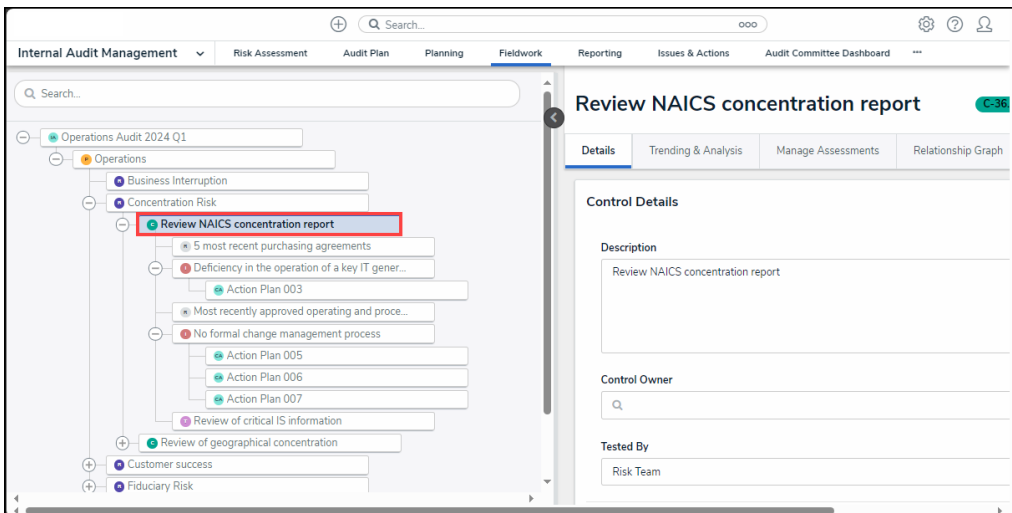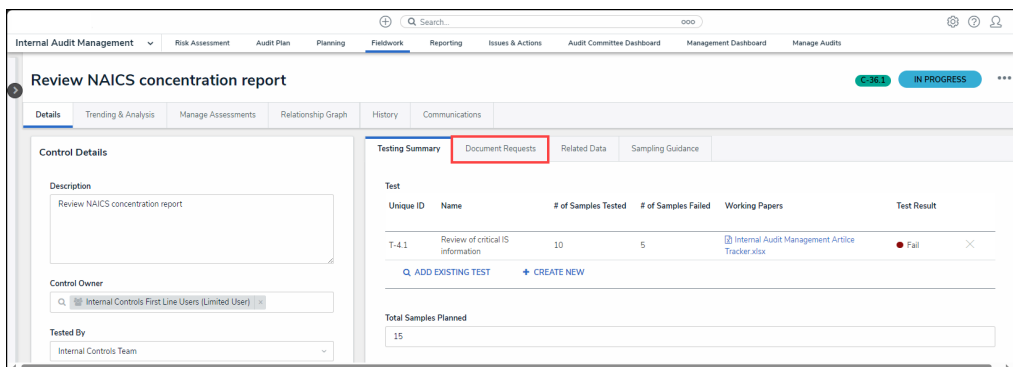

Control Overview Pop-up

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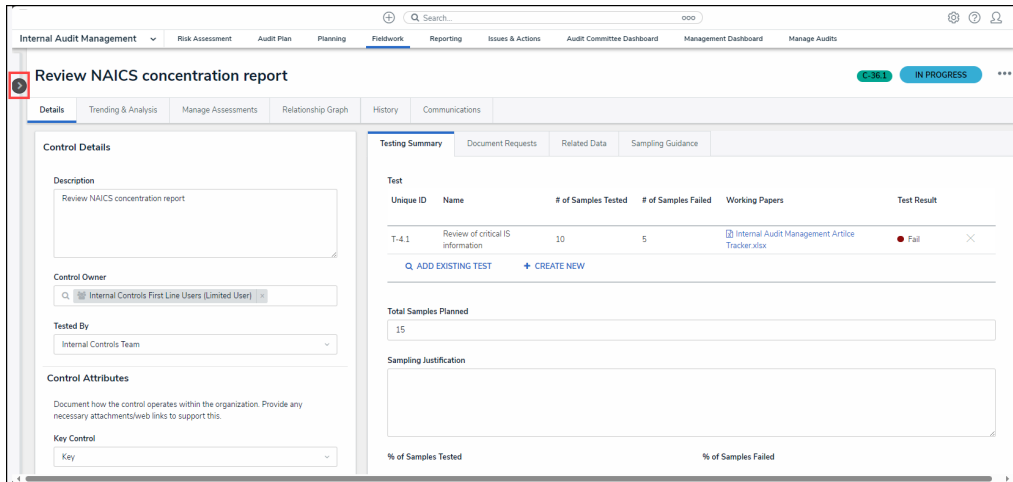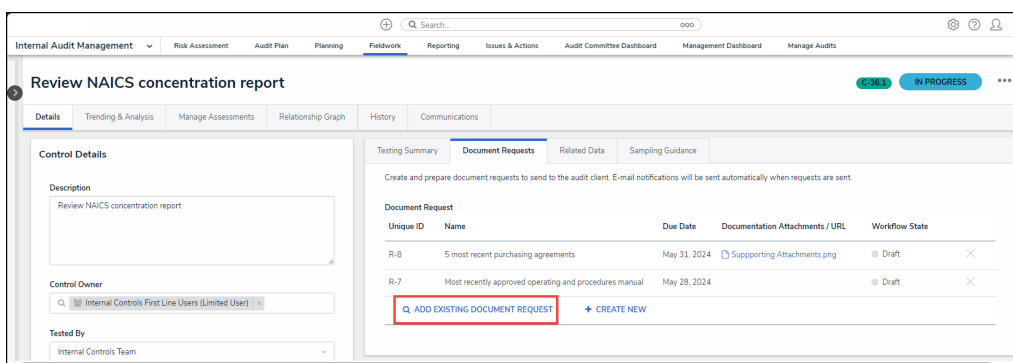
Collapse Icon

Document Request Navigation

1. From the **Testing Summary** tab, click the **Document Requests** tab.
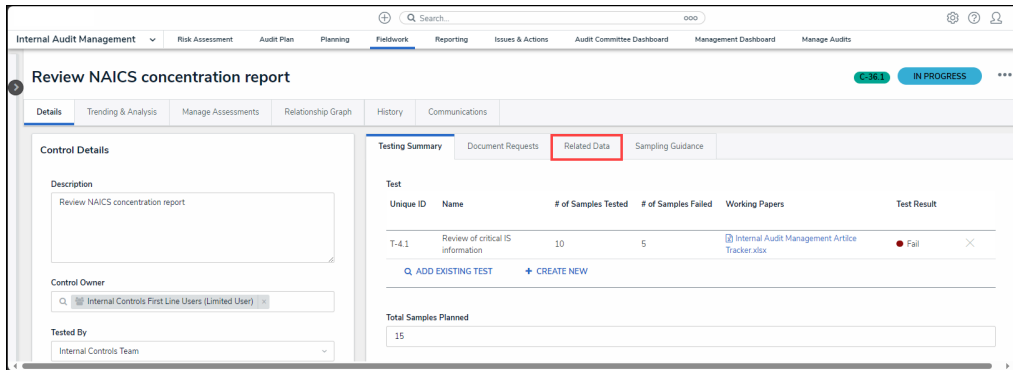

Document Requests Tab

2. From the **Document Request** tab, click the **Add Existing Document Request** Link.
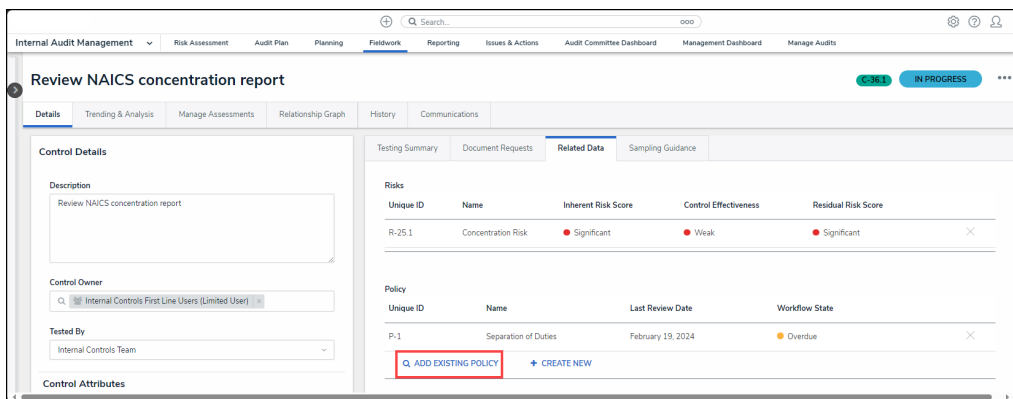

Add Existing Document Request Link

Policy Navigation

1. From the **Testing Summary** tab, click the **Related Data** tab.
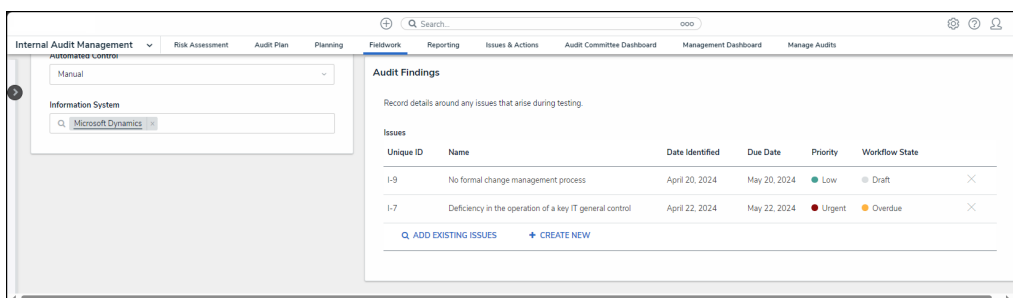
Related Data Tab

2. From the **Related Data** tab, click the **Add Existing Policy** link, under the **Policy** table.
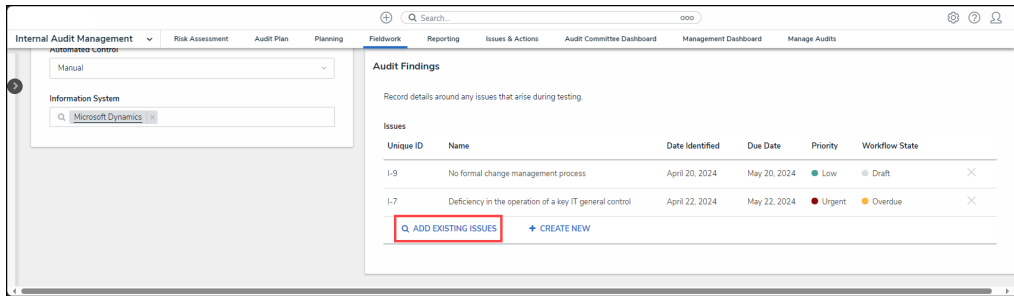

Add Existing Policy Link

Issue Navigation

1. From the **Testing Summary** tab, scroll to the **Audit Finding** section.
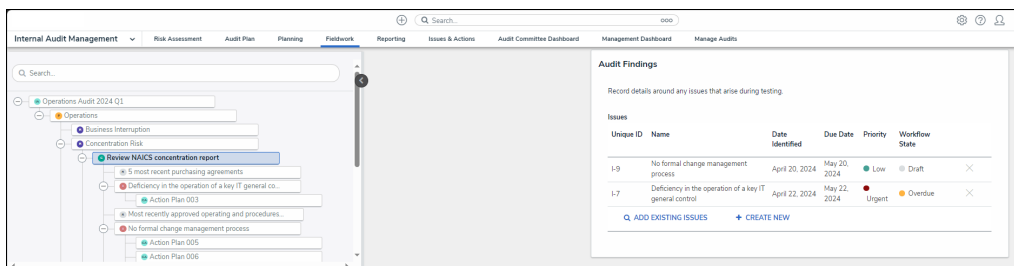

Audit Findings Section

2. Click the **Add Existing Issues** link.
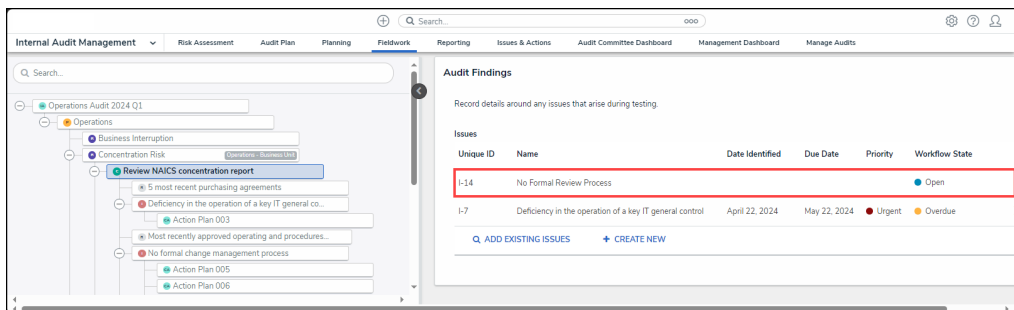
Add Existing Issues Link

Corrective Action Navigation

1. From the **Control Overview** pop-up, scroll to the **Audit Findings** section.
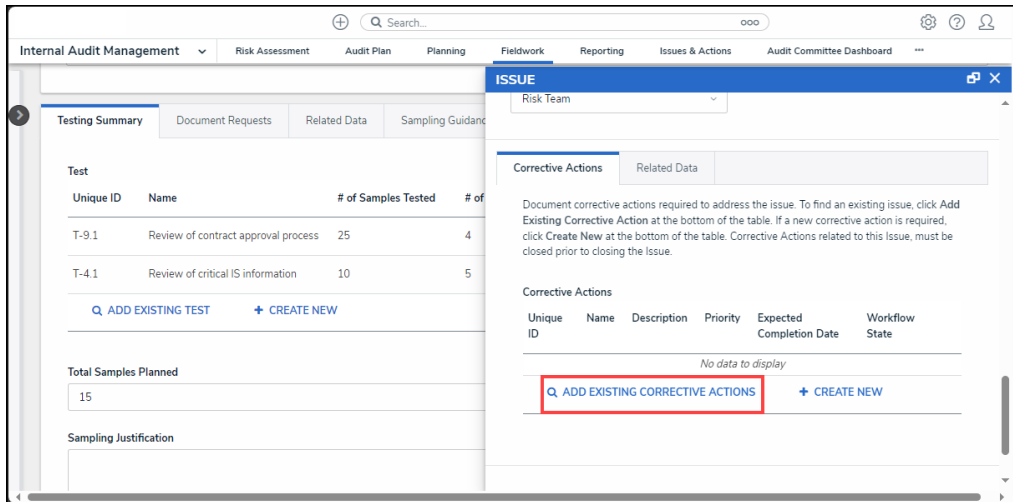

Audit Findings Section

2. Click an **Issue** with an open workflow status from on the **Issues** table.

Issue

3. From the **Issue** pop-up, scroll to the **Corrective Actions** tab and click the **Add Existing Corrective Actions** link.

Add Existing Corrective Actions Link

# Adding an Existing Test, Document Request, Policy, Corrective Action, or Issue to a Control

The process for adding an existing Test, Document Request, Policy, or Issue to a control is the same. The only difference is the navigation. For this illustration we will be adding a Test to a control.

1. From the **Testing Summary** tab, click the **Add Existing Test** link.
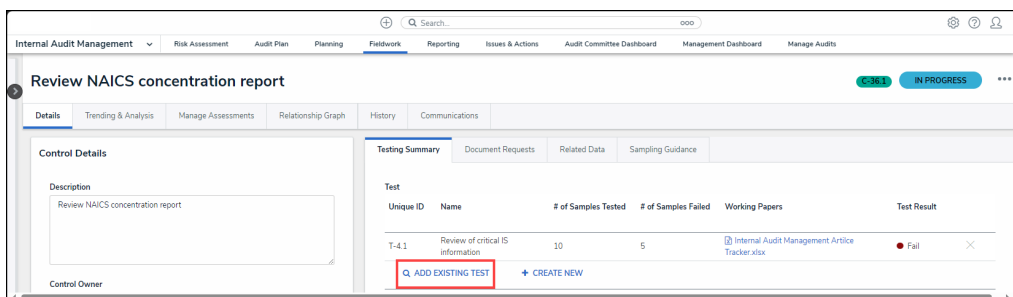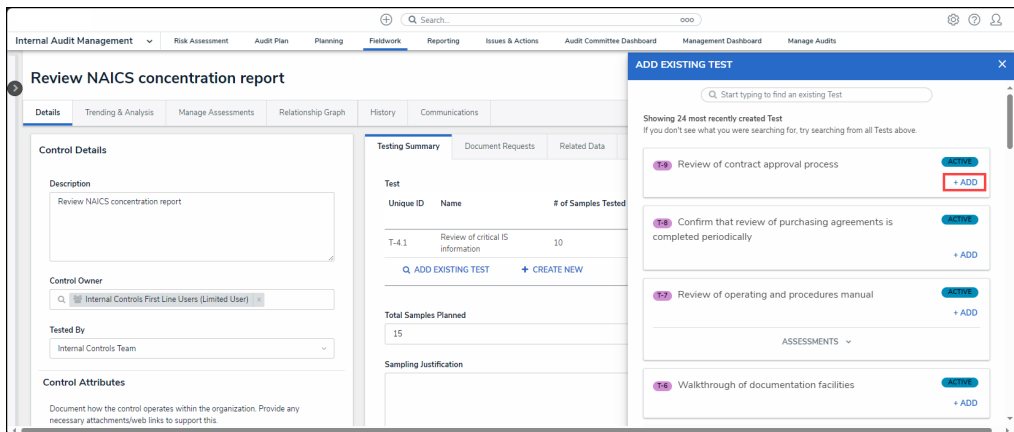

Add Existing Test Link

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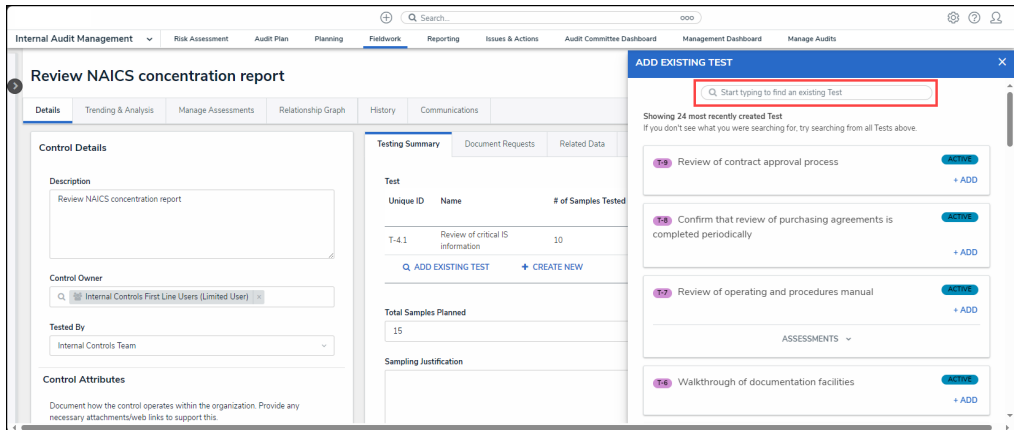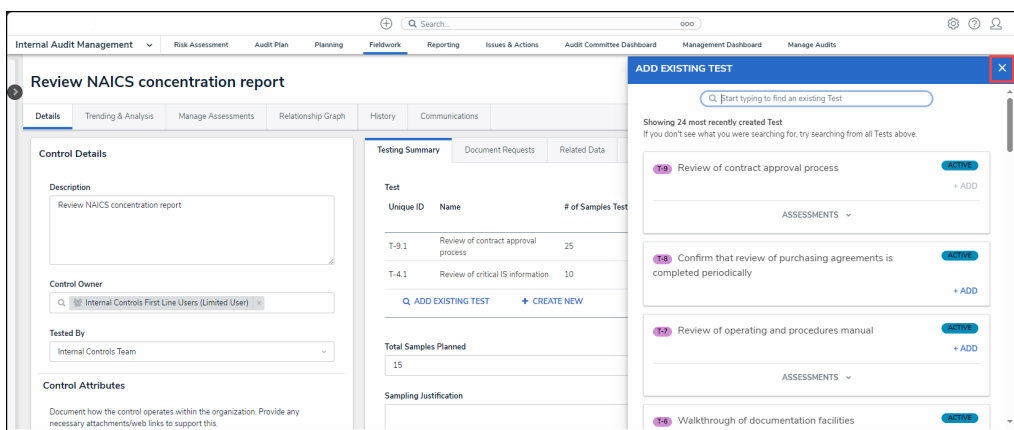
Search Field

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

+ Add Link

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

X Icon

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

Test Table