

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

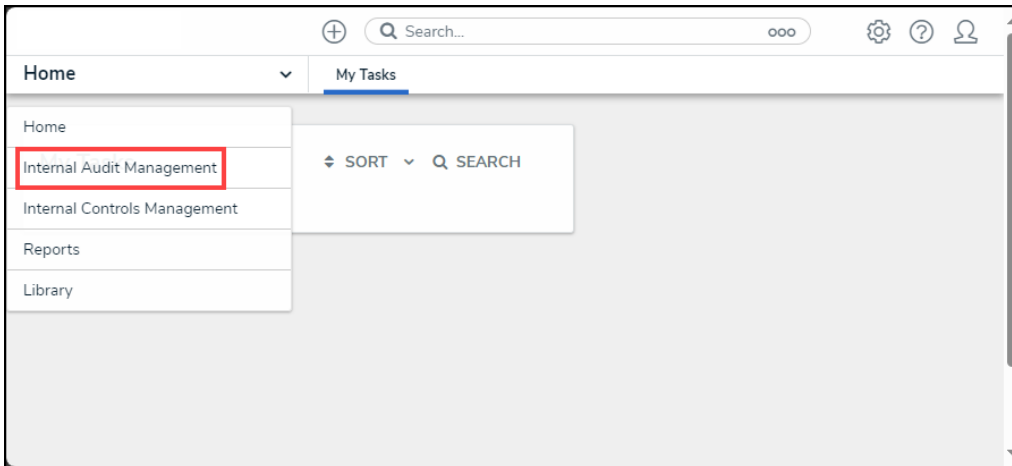
Last Modified on 07/10/2024 1:38 pm EDT

Overview

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

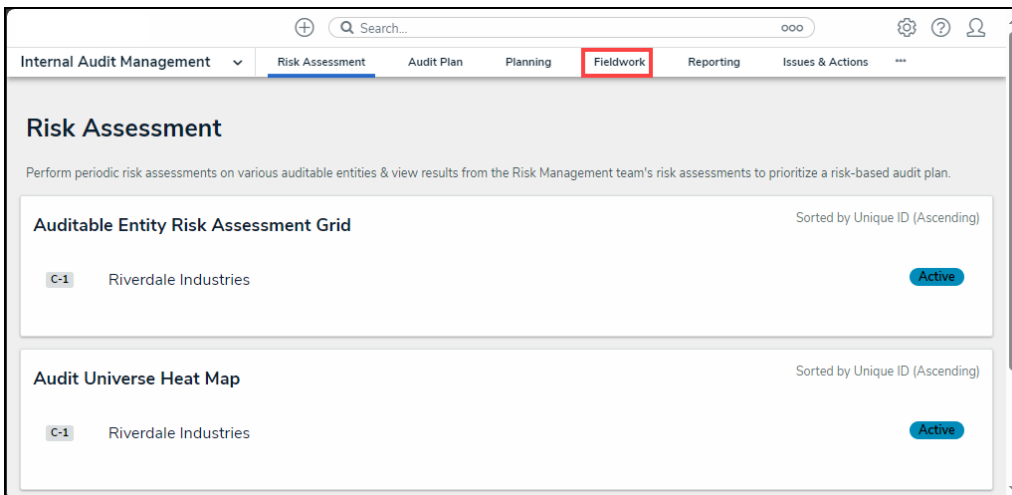
Navigation

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



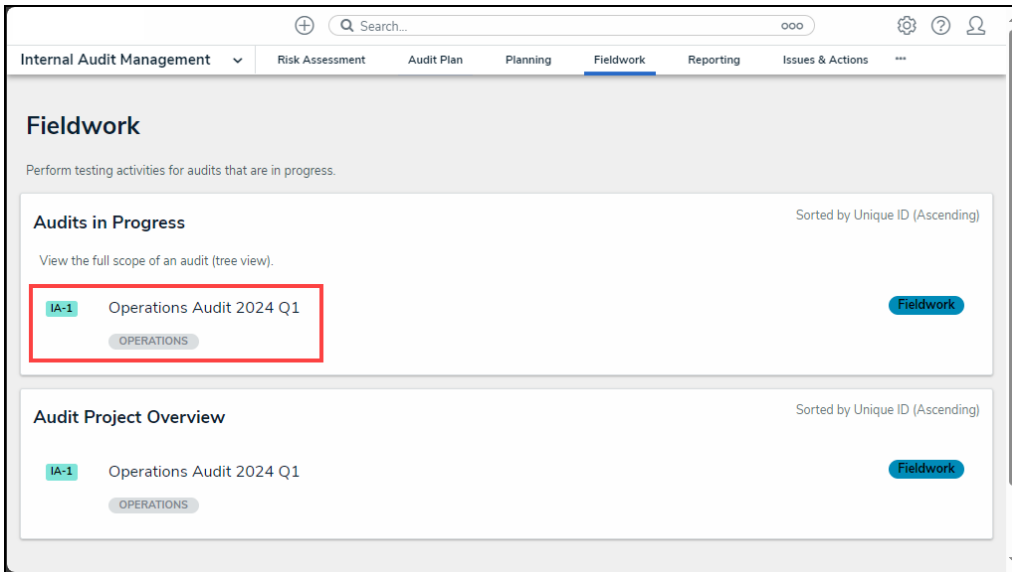
Home Dropdown

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



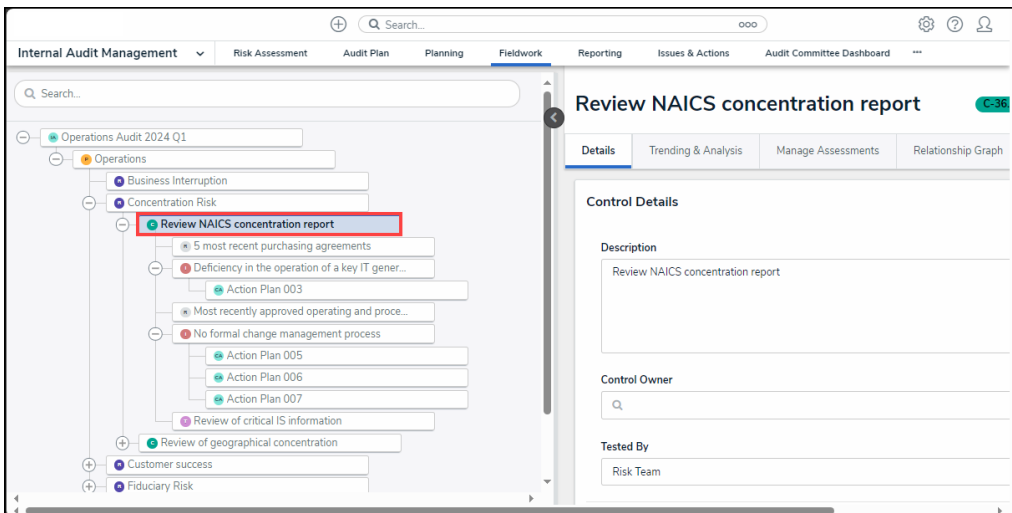
Fieldwork Tab

- 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.



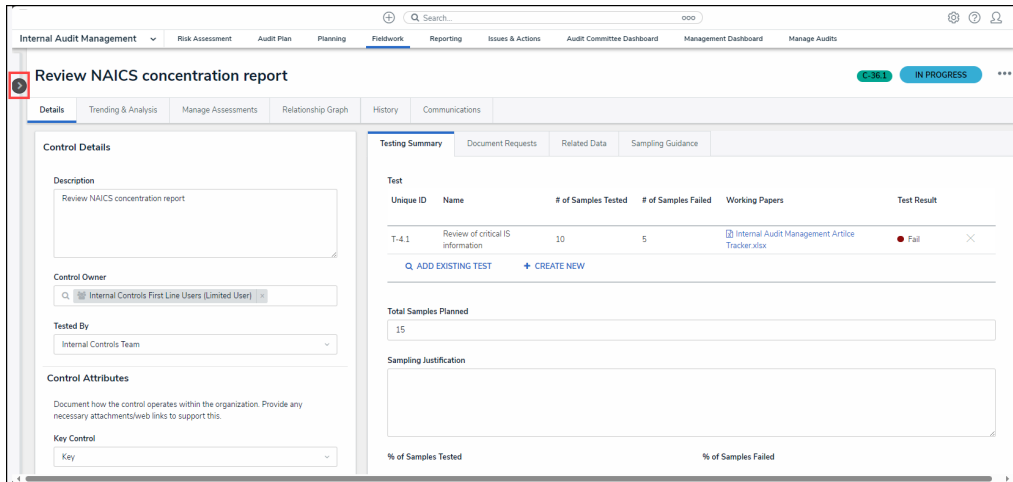
Internal Audit Report

- 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.
- 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

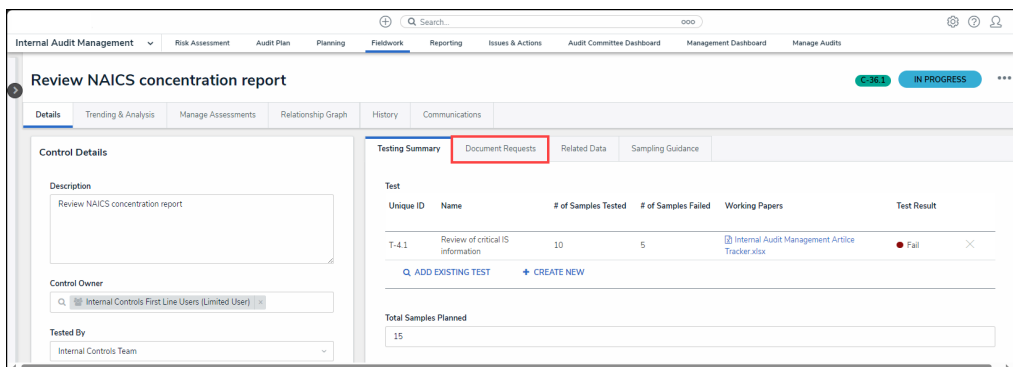
- Click the **Collapse** Icon to collapse the **Navigation Tree**.



Collapse Icon

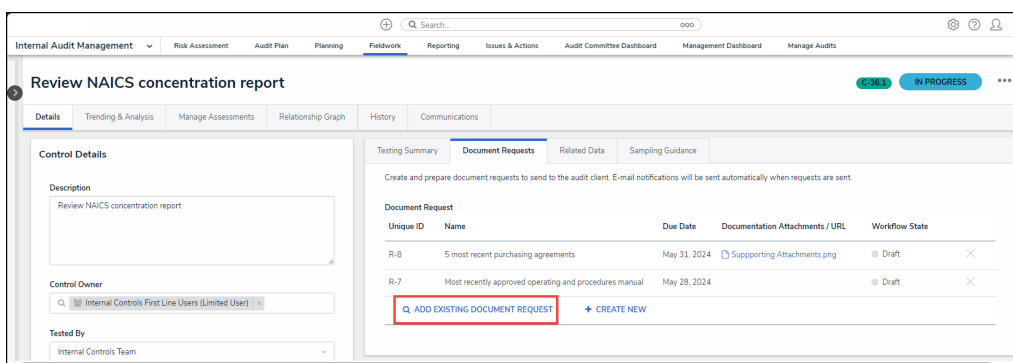
Document Request Navigation

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



Document Requests Tab

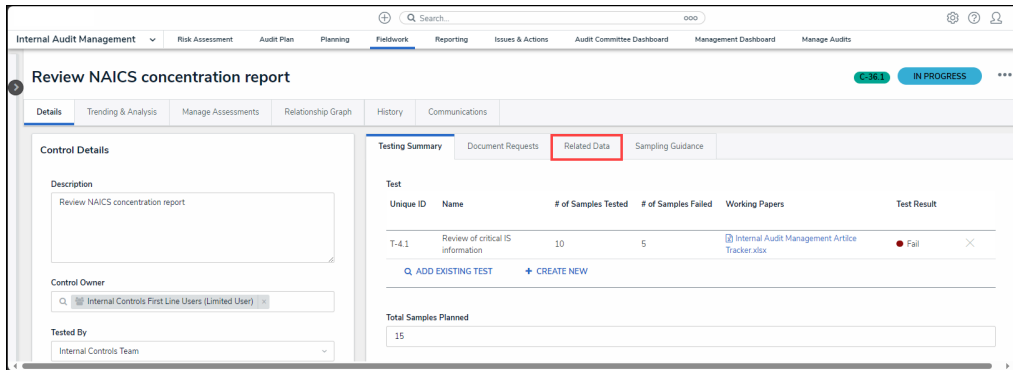
2. From the **Document Request** tab, click the **Add Existing Document Request** Link.



Add Existing Document Request Link

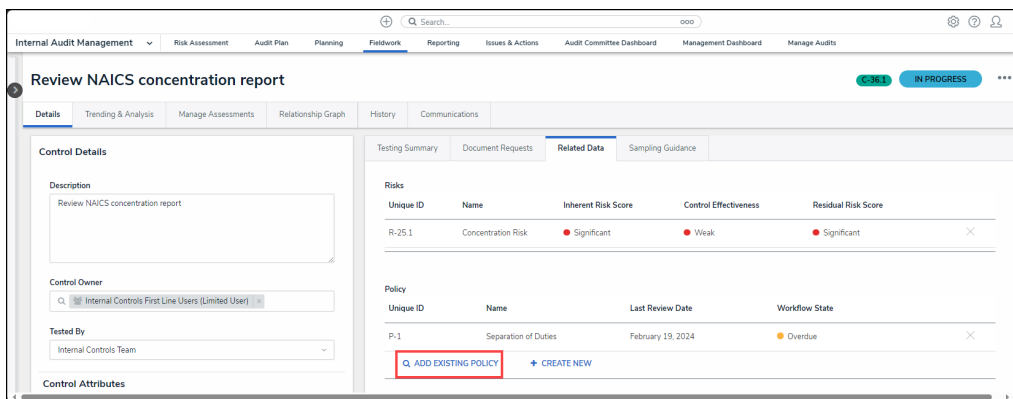
Policy Navigation

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



Related Data Tab

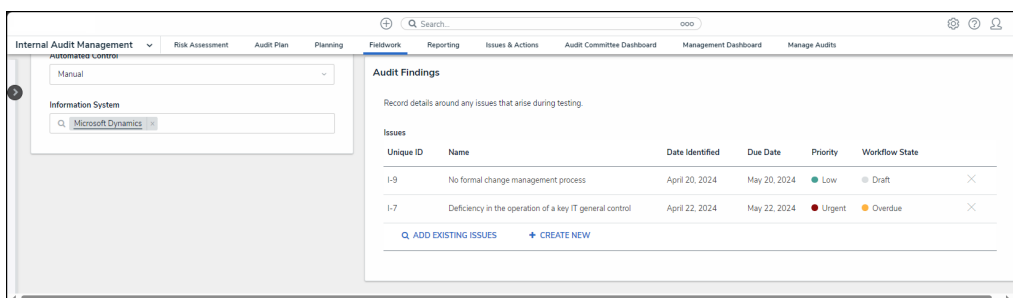
- From the **Related Data** tab, click the **Add Existing Policy** link, under the **Policy** table.



Add Existing Policy Link

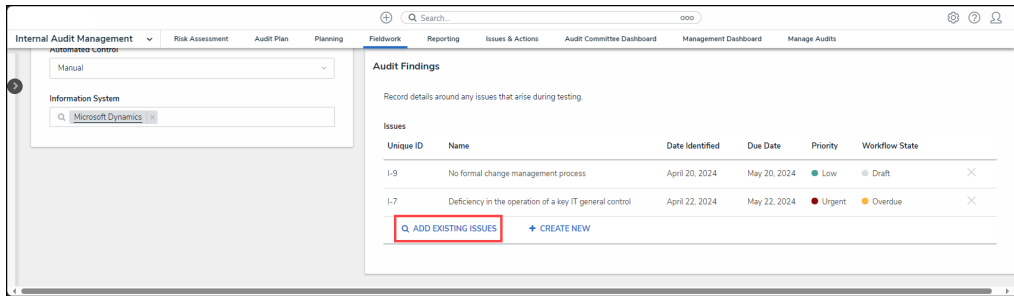
Issue Navigation

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



Audit Findings Section

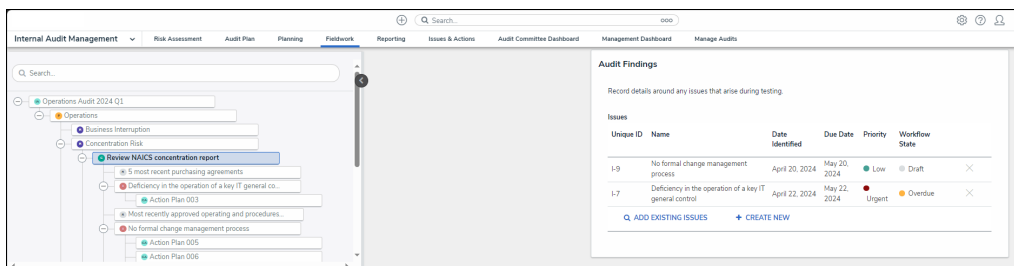
- Click the **Add Existing Issues** link.



Add Existing Issues Link

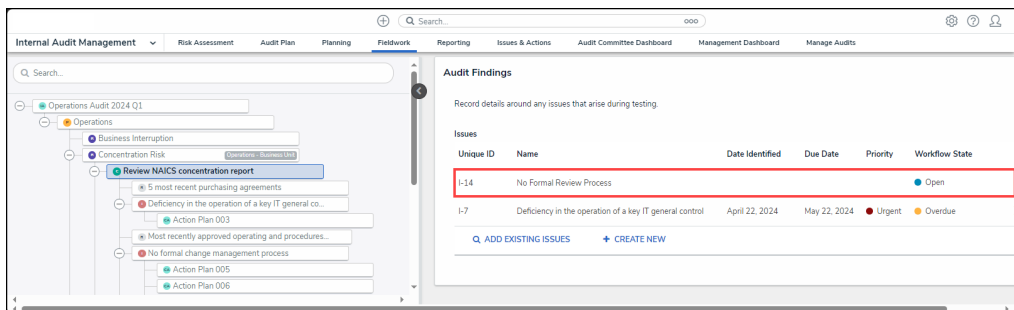
Corrective Action Navigation

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



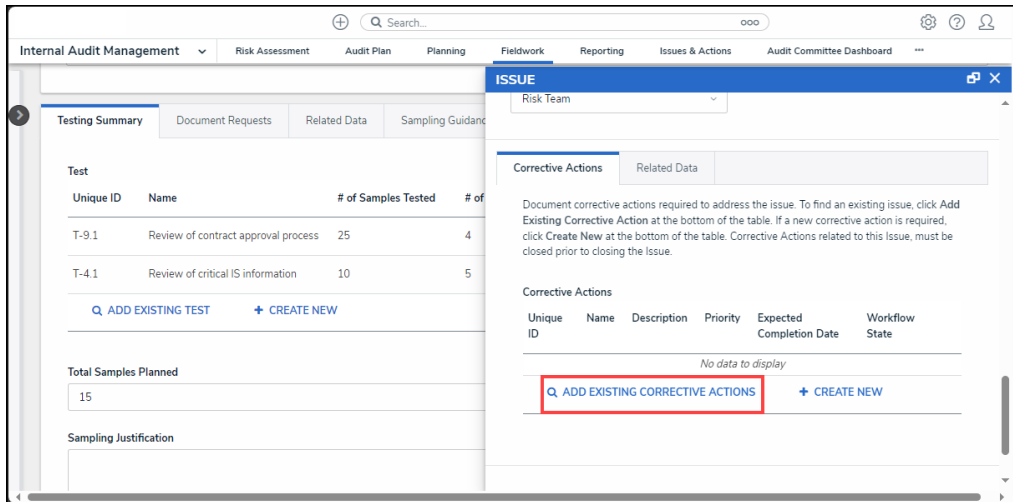
Audit Findings Section

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.

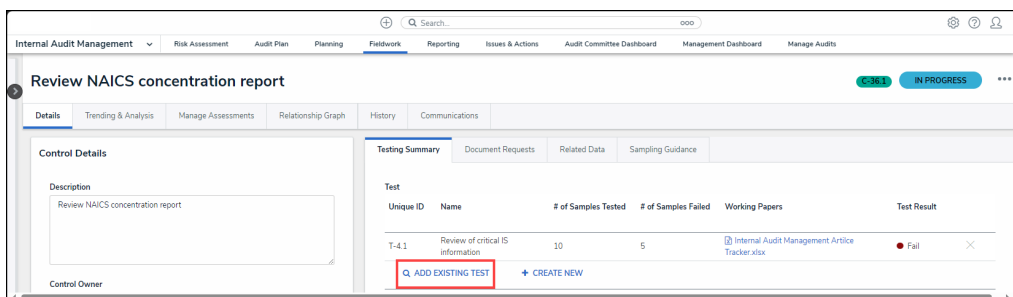


Add Existing Corrective Actions Link

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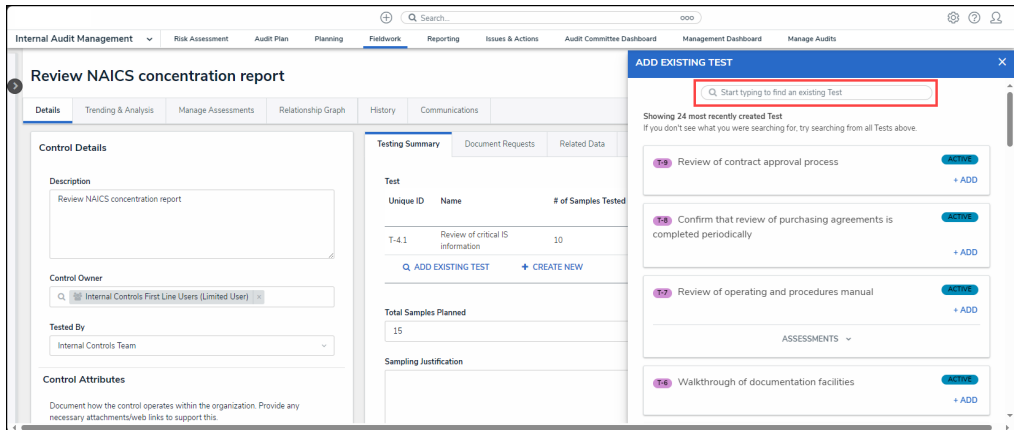
The process for adding an existing Test, Document Request, Policy, or Issue to a control is the same. The only difference is the navigation. For this illustration we will be adding a Test to a control.

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



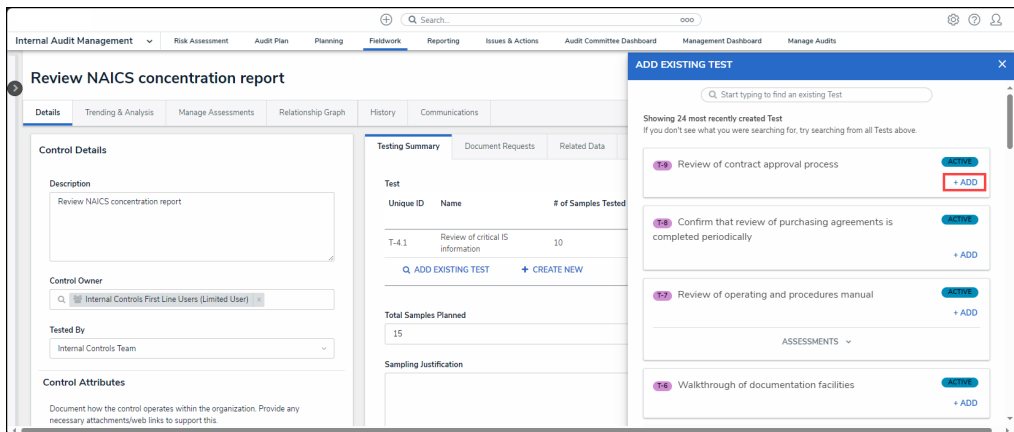
Add Existing Test Link

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.



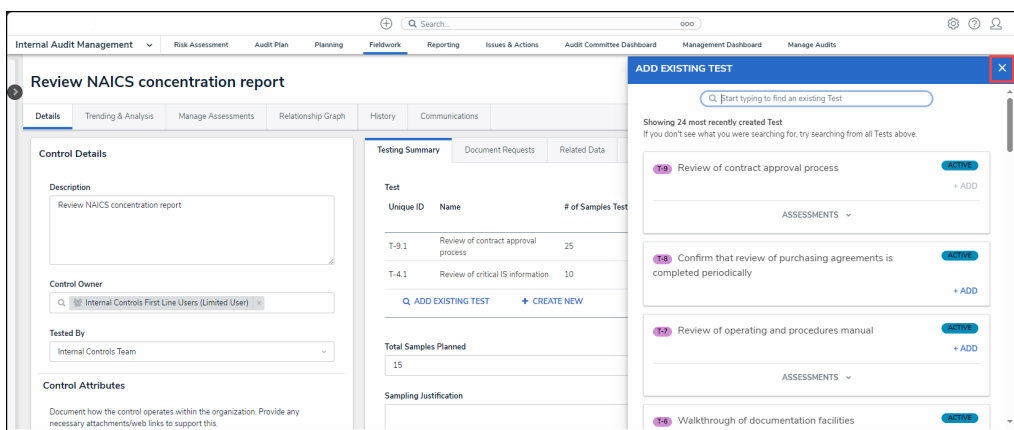
Search Field

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.

The screenshot displays the Resolver Internal Audit Management interface. The main title is "Review NAICS concentration report" with a status of "IN PROGRESS". The interface is divided into several sections:

- Control Details:** Includes a description field containing "Review NAICS concentration report" and a control owner dropdown menu set to "Internal Controls First Line Users (Limited User)".
- Testing Summary:** A table with columns: Unique ID, Name, # of Samples Tested, # of Samples Failed, Working Papers, and Test Result.

Unique ID	Name	# of Samples Tested	# of Samples Failed	Working Papers	Test Result
T-9.1	Review of contract approval process	25	4		Fail
T-4.1	Review of critical IS information	10	5	Internal Audit Management Article Tracker.xlsx	Fail

At the bottom of the table, there are buttons for "ADD EXISTING TEST" and "CREATE NEW".

Test Table