

Creating a New Test

Last Modified on 06/07/2024 9:58 am EDT

Overview

A Member of the Internal Audit Team will review an Internal Audit Project and add a new test to a control, determining the control's effectiveness.

Related Information/Setup

Please refer to the [Sending an Internal Audit Test for Review](#) article for further information on sending a test for review.

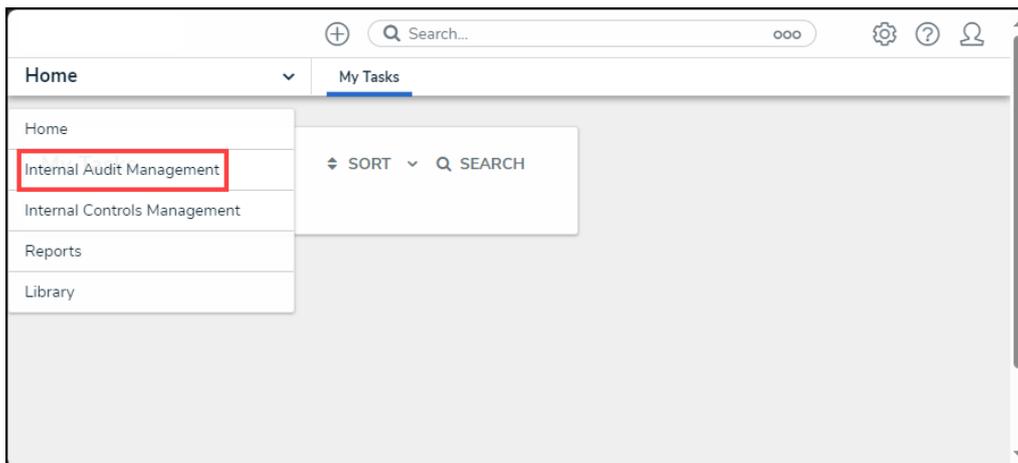
Please refer to the [Final Test Review as an Internal Audit Lead](#) article for further information on reviewing a test.

User Account Requirements

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

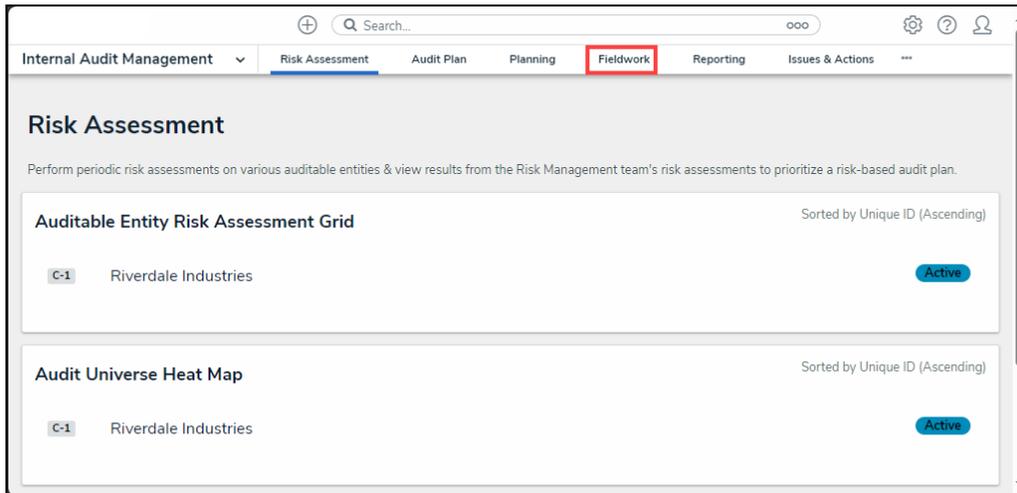
Navigation

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



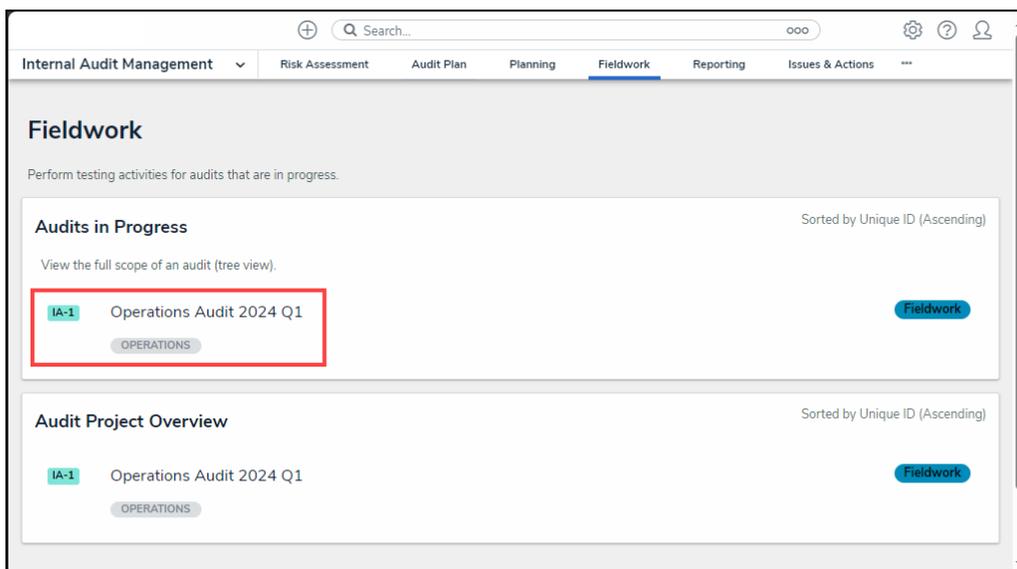
Home Dropdown

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



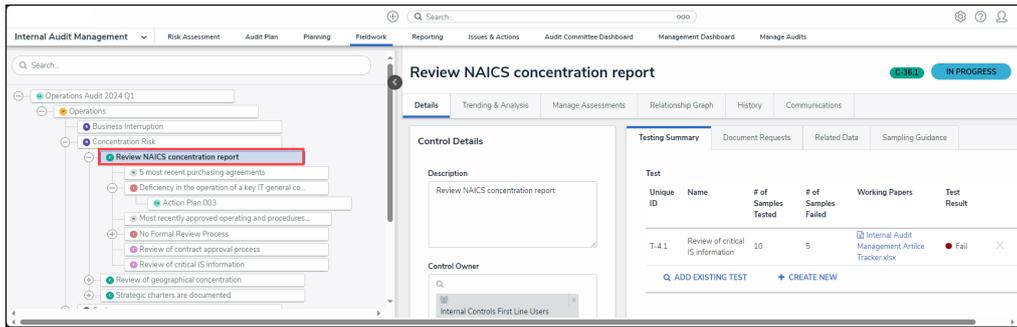
Fieldwork Tab

- From the **Fieldwork** screen, click on the **Internal Audit** report name that contains the control you want to perform from the **Audits in Progress** section.



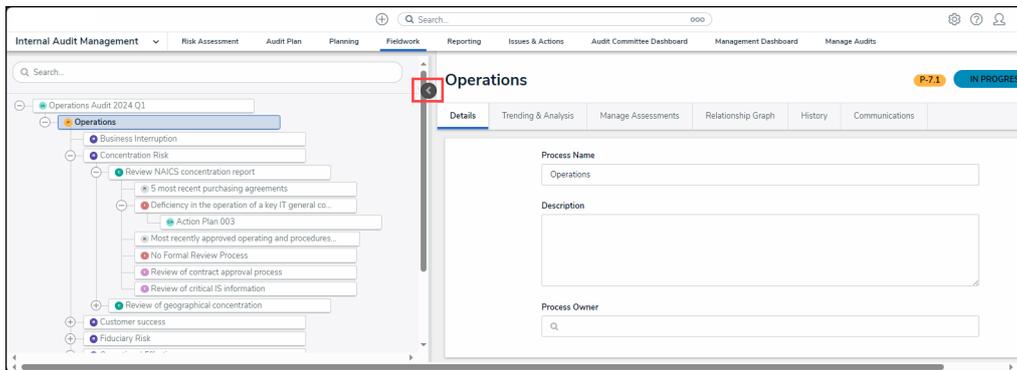
Internal Audit Report

- From the **Audit Project Overview** screen, click on the **Expand** icon on the **Navigation Tree** to expand the nodes until you find the control.
- Click the control to open the **Control Details** tab. The process is indicated with a **C** icon next to the control name on the node.



Control Node

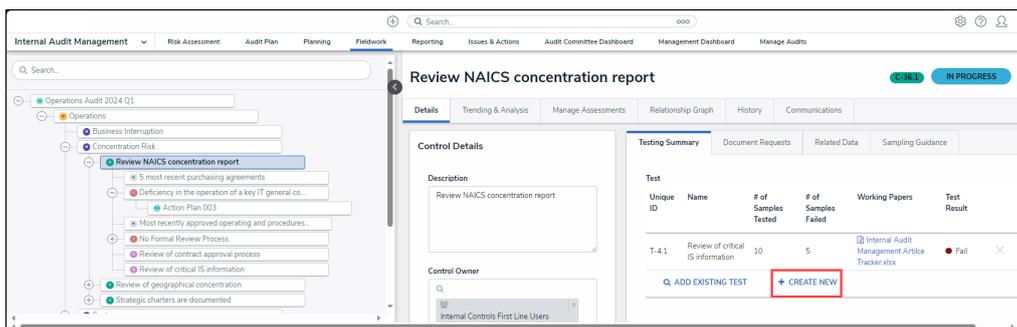
6. Click the **Collapse** Icon to collapse the **Navigation Tree**.



Collapse Icon

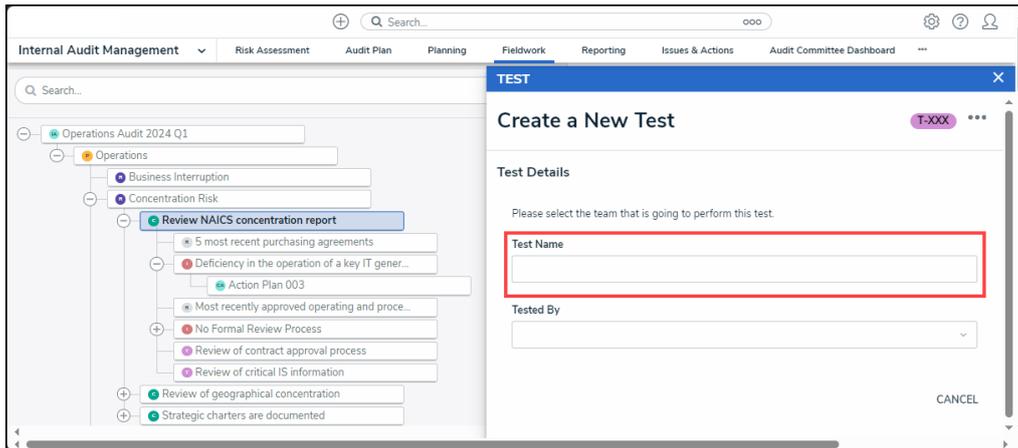
Creating a New Test

1. From the **Control Details** screen, click the **+ Create New** link on the **Testing Summary** tab.



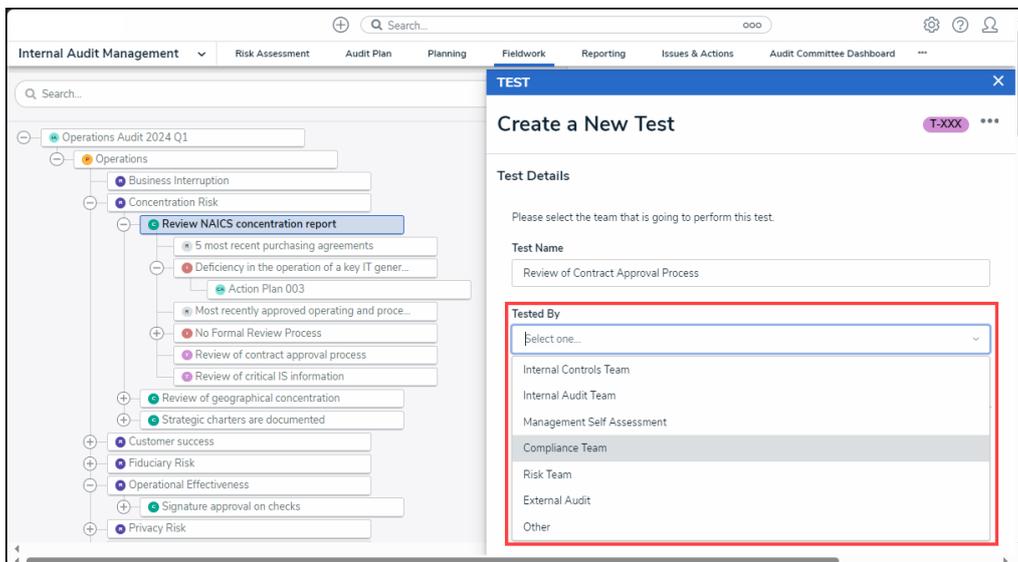
+ Create New Link

2. From the **Create a New Test** pop-up, enter a test name in the **Test Name** field.



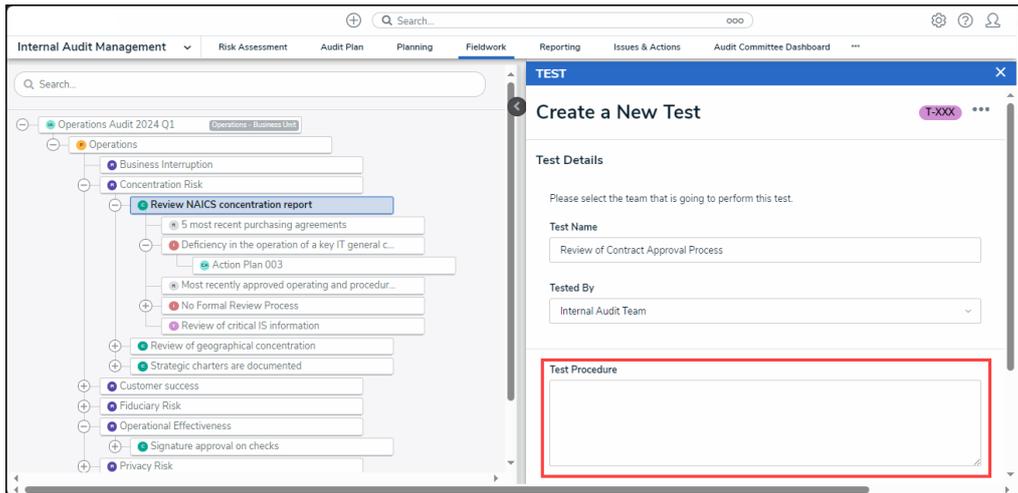
Test Name Field

3. Select a user or user group responsible for testing the test from **Tested By** dropdown menu.



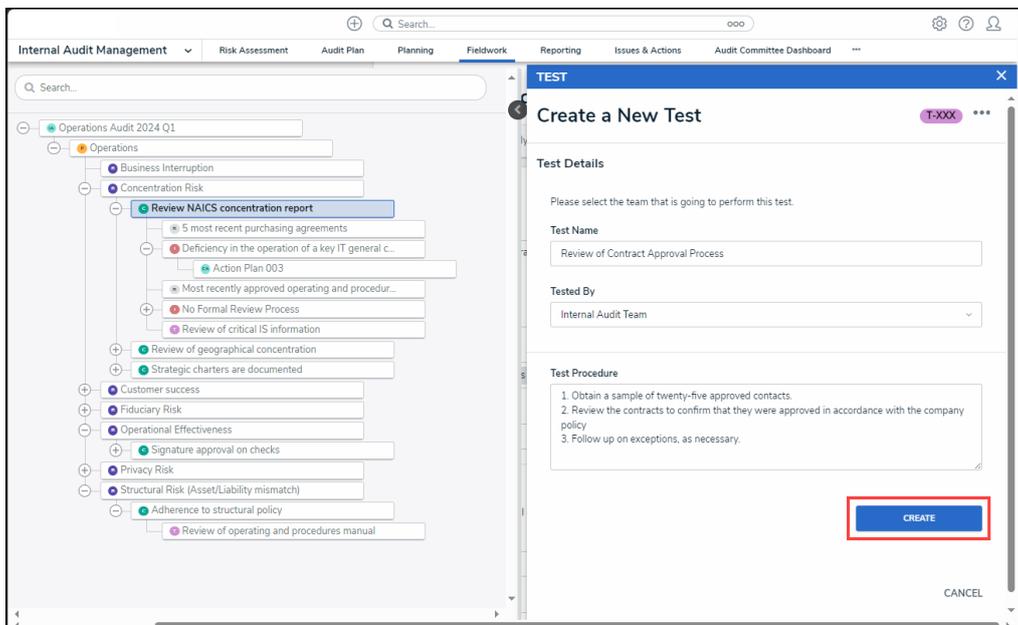
Tested By Dropdown Menu

4. Enter the tests step-by-step procedure in the **Test Procedure** field.



Test Procedure Field

5. Click the **Create** button to create the new test and add it to the control.



Create Button