

How to use AuditDashboard



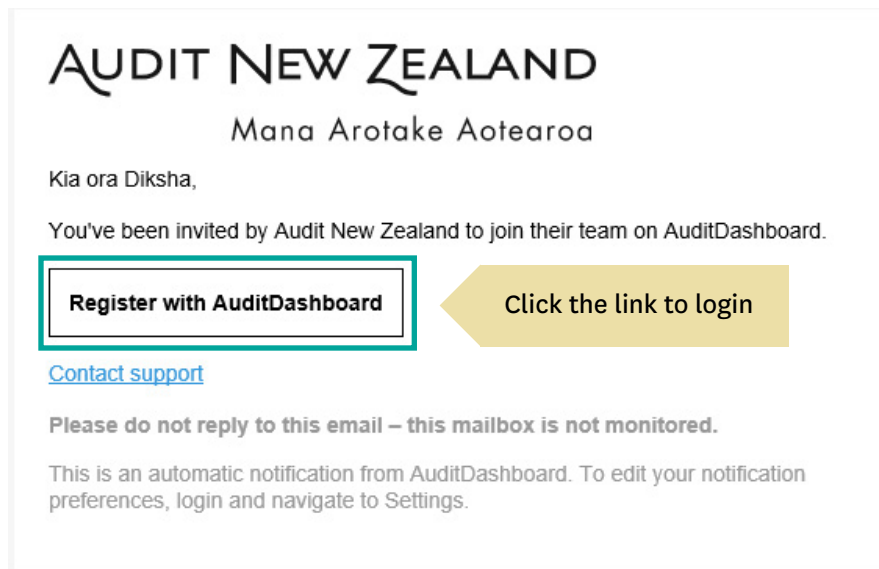
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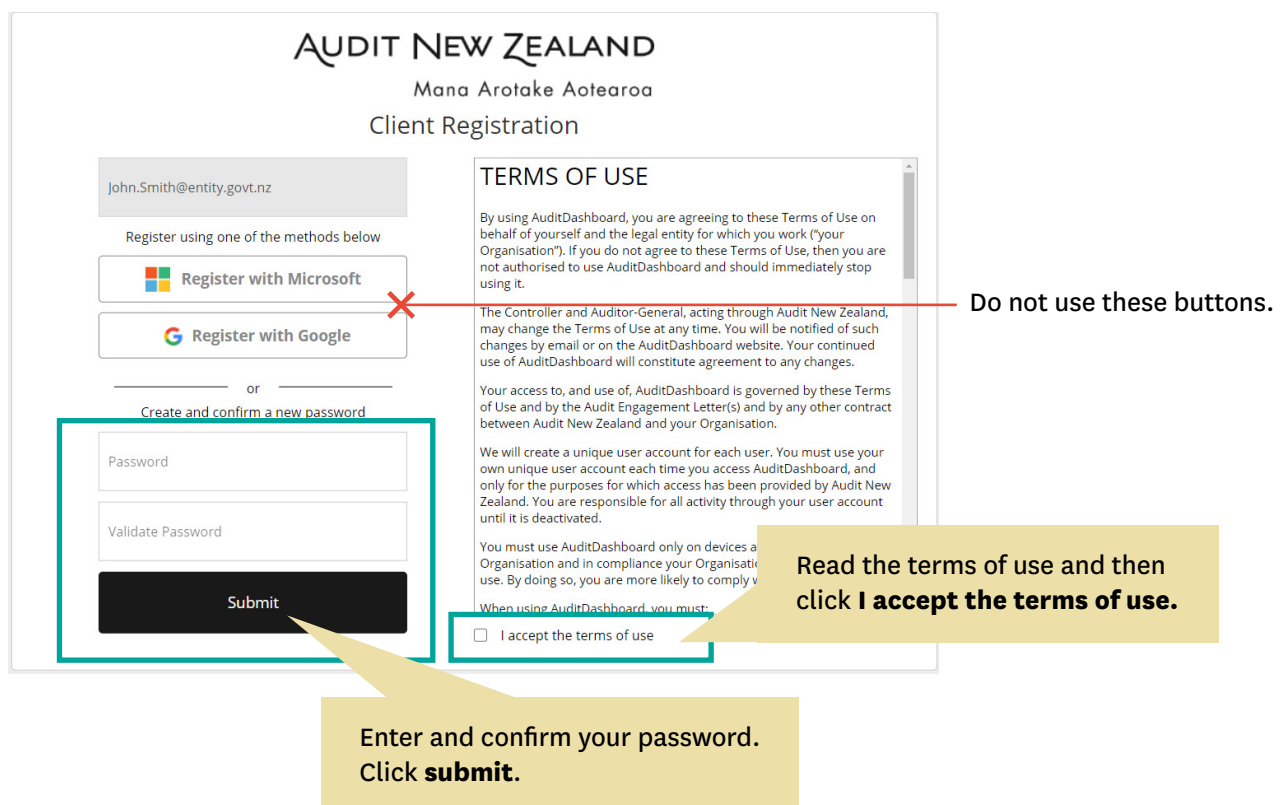


Registering

You will receive a welcome e-mail from AuditDashboard asking you to log in. Click the link in the welcome e-mail to log in.



You will be shown the below screen. Enter a password in the bottom section of the screen. Do not click Register with Microsoft or Register with Google. Read the terms of use and click “I accept the terms of use”. You will not be able to register if this is not selected.



Logging in

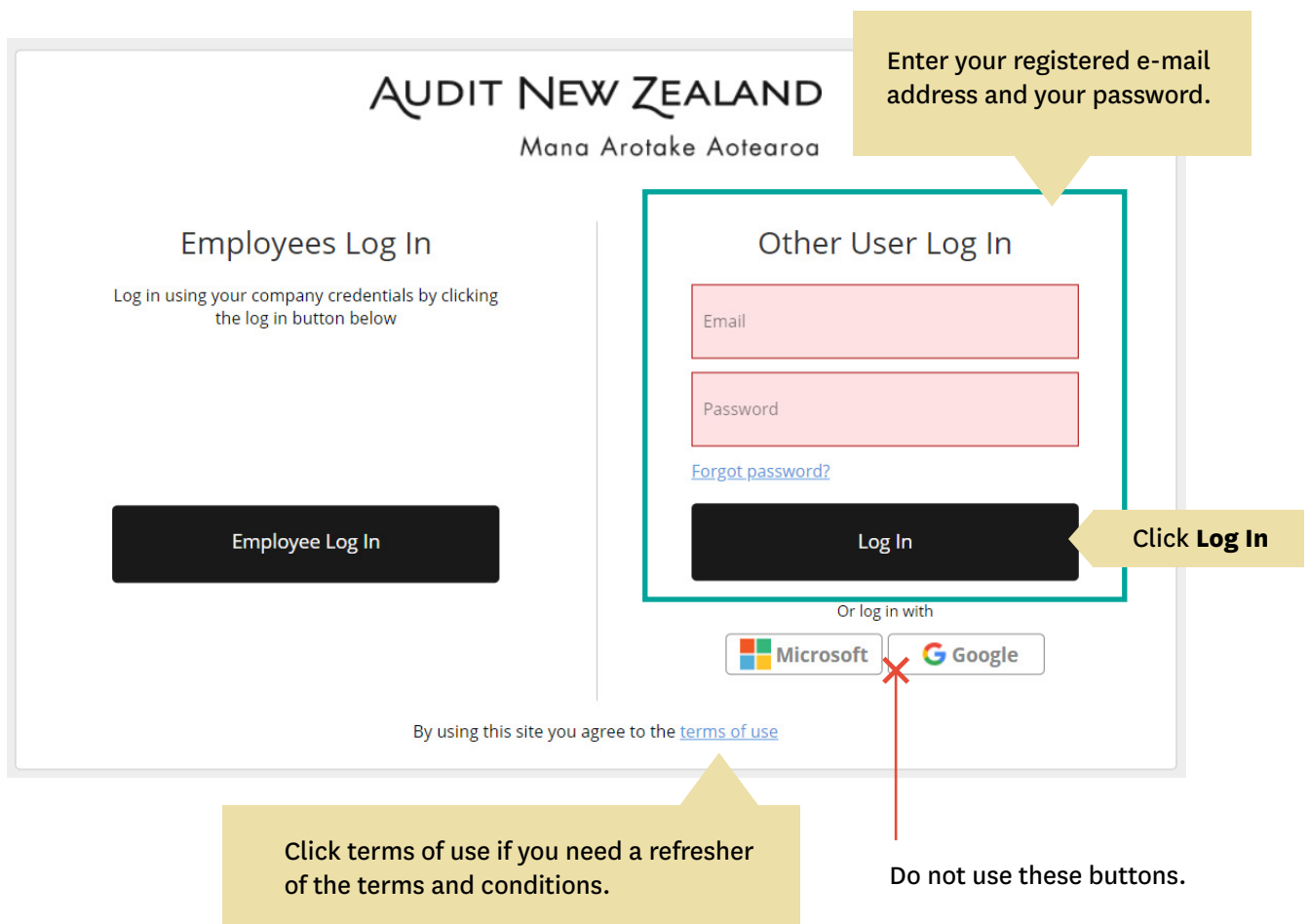
After your initial registration, you can use the links in the e-mail notifications your receive or click this link to access the system again: www.auditnz.auditdashboard.com

On the log in page, you should use the option on the right-hand side, “Other User Log In”.

Enter your e-mail address and the password you set. Click log In.

Do not use the options to log in with Microsoft or Google.

If you forget your password, you can use the “Forgot password” to get a reset link.
Audit New Zealand staff will never ask you for your password.



The screenshot shows the Audit New Zealand login page. The header includes the logo and the text "AUDIT NEW ZEALAND Mana Arotake Aotearoa". There are two main login sections: "Employees Log In" and "Other User Log In". The "Other User Log In" section is highlighted with a red box and contains an "Email" input field, a "Password" input field, a "Forgot password?" link, and a "Log In" button. Below this are "Or log in with" buttons for Microsoft and Google, with a red 'X' over the Google button. At the bottom, there is a link to the "terms of use". Annotations in yellow callouts provide instructions: "Enter your registered e-mail address and your password." points to the input fields; "Click Log In" points to the "Log In" button; "Click terms of use if you need a refresher of the terms and conditions." points to the "terms of use" link; and "Do not use these buttons." points to the Microsoft and Google buttons.

AUDIT NEW ZEALAND
Mana Arotake Aotearoa

Employees Log In
Log in using your company credentials by clicking the log in button below

Employee Log In

Other User Log In

Email

Password

[Forgot password?](#)

Log In

Or log in with

Microsoft Google

By using this site you agree to the [terms of use](#)

Enter your registered e-mail address and your password.

Click Log In

Click terms of use if you need a refresher of the terms and conditions.

Do not use these buttons.

Your dashboard

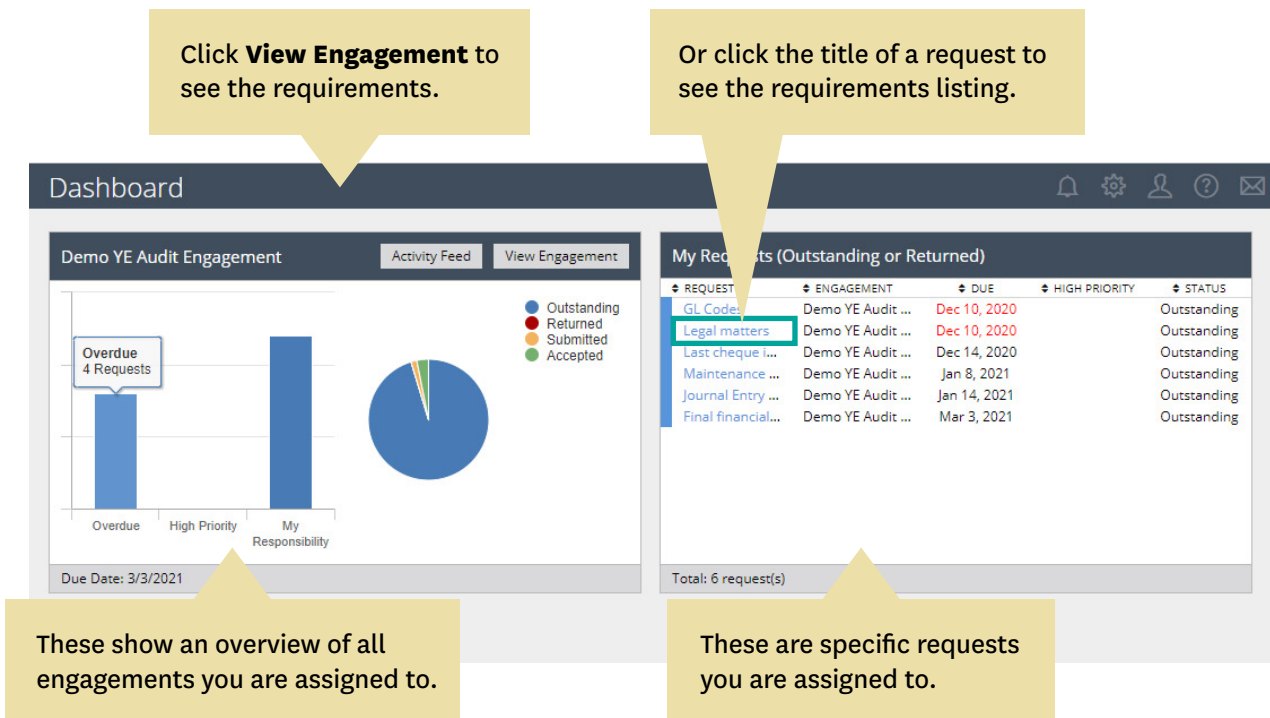
Once you are logged on, you will automatically be taken to your dashboard screen.

The Dashboard contains helpful status updates and useful engagement metrics to help answer important questions like: What is outstanding? and Who needs to do what next?

Your dashboard will show the status of requests for files. Your audit team will set up separate engagements for each audit visit.

We encourage you to review your Dashboard each time you login. A snapshot of the engagement status is also sent right to your inbox, so you can keep track of where things stand without even logging in. For more information on notifications, refer to: [notifications](#).

To launch an engagement, simply click “View Engagement” or click on the name of a request allocated to you.



The dashboard is titled "Dashboard" and features a navigation bar with icons for notifications, settings, user profile, help, and email. The main content is divided into two panels:

- Left Panel: Demo YE Audit Engagement**
 - Buttons: Activity Feed, View Engagement
 - Legend: Outstanding (blue), Returned (red), Submitted (orange), Accepted (green)
 - Bar chart: Overdue (4 Requests), High Priority, My Responsibility
 - Pie chart: Status distribution
 - Due Date: 3/3/2021
- Right Panel: My Requests (Outstanding or Returned)**

REQUEST	ENGAGEMENT	DUE	HIGH PRIORITY	STATUS
GL Codes	Demo YE Audit ...	Dec 10, 2020		Outstanding
Legal matters	Demo YE Audit ...	Dec 10, 2020		Outstanding
Last cheque i...	Demo YE Audit ...	Dec 14, 2020		Outstanding
Maintenance ...	Demo YE Audit ...	Jan 8, 2021		Outstanding
Journal Entry ...	Demo YE Audit ...	Jan 14, 2021		Outstanding
Final financial...	Demo YE Audit ...	Mar 3, 2021		Outstanding

Total: 6 request(s)

Callouts provide the following instructions:

- Click **View Engagement** to see the requirements.
- Or click the title of a request to see the requirements listing.
- These show an overview of all engagements you are assigned to.
- These are specific requests you are assigned to.

The engagement request list

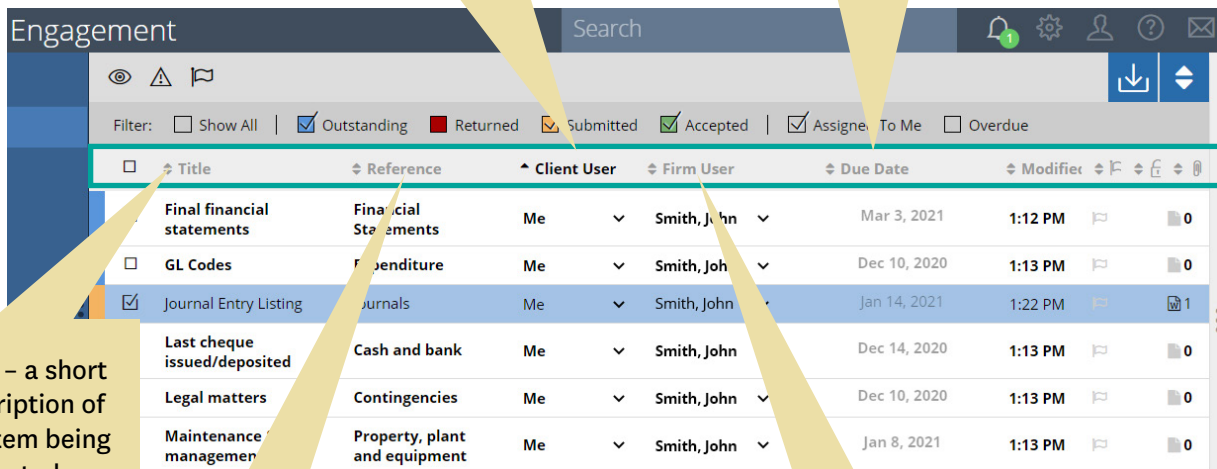
After launching an engagement, you will be brought to the Engagement Request List which is the heart of AuditDashboard.

Each line represents an individual request for information.

You will use the Engagement Request List to respond to each request made by your audit team by providing file uploads, comments, or a combination of both. This means we can securely and efficiently collaborate on the engagement together.

Client User (your team) – the person who is providing the information to the audit team.

Due date – the date the information requested is due.



The screenshot shows the 'Engagement' interface with a search bar and filter options. The filter options include: Show All, Outstanding, Returned, Submitted, Accepted, Assign To Me, and Overdue. The table below lists several requests with columns for Title, Reference, Client User, Firm User, Due Date, and Modifier.

Title	Reference	Client User	Firm User	Due Date	Modifier
Final financial statements	Financial Statements	Me	Smith, John	Mar 3, 2021	1:12 PM
GL Codes	Expenditure	Me	Smith, John	Dec 10, 2020	1:13 PM
Journal Entry Listing	Journals	Me	Smith, John	Jan 14, 2021	1:22 PM
Last cheque issued/deposited	Cash and bank	Me	Smith, John	Dec 14, 2020	1:13 PM
Legal matters	Contingencies	Me	Smith, John	Dec 10, 2020	1:13 PM
Maintenance management	Property, plant and equipment	Me	Smith, John	Jan 8, 2021	1:13 PM

Title – a short description of the item being requested.

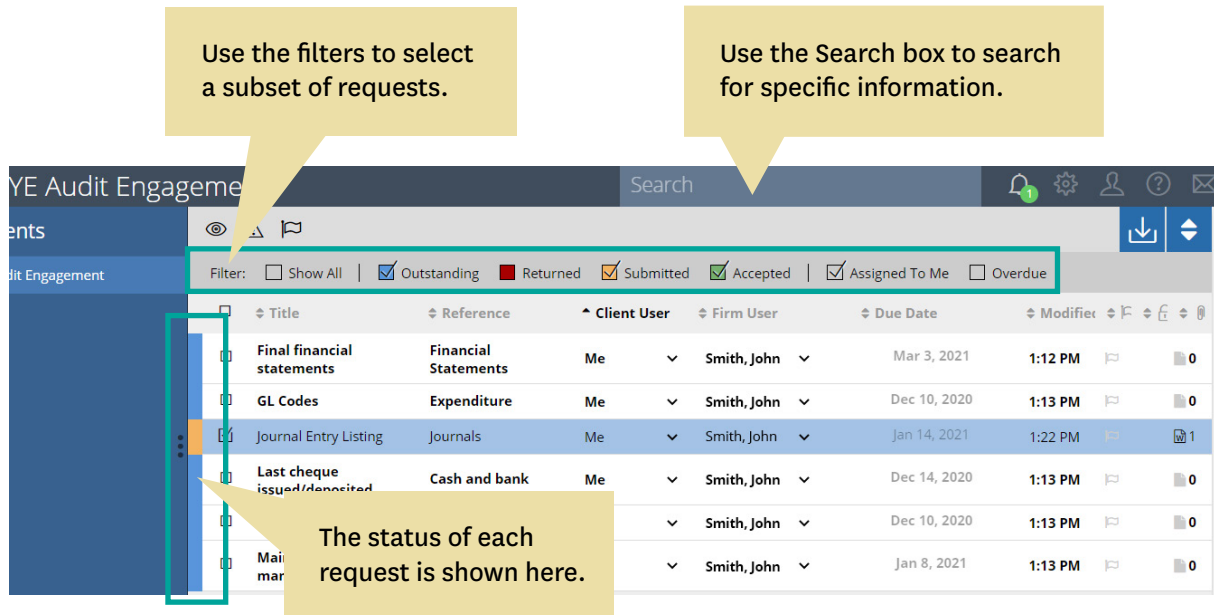
Reference – an indication of the section of the audit that the request pertains to eg. the financial statement line item.

Firm User – the Audit New Zealand team member who is requesting the information.

Navigating the engagement request list

The engagement request list has many features to make using it quick and easy for everyone.

The status of each request is shown by the coloured bar down the left side of the request list.



The screenshot shows the 'Audit Engagement Request List' interface. At the top, there is a search bar and a filter bar. The filter bar includes options for 'Show All', 'Outstanding', 'Returned', 'Submitted', 'Accepted', 'Assigned To Me', and 'Overdue'. Below the filter bar is a table with columns for Title, Reference, Client User, Firm User, Due Date, Modified, and Status. The table contains several rows of request data. A callout points to the filter bar, stating 'Use the filters to select a subset of requests.' Another callout points to the search bar, stating 'Use the Search box to search for specific information.' A third callout points to the colored bars on the left side of the table, stating 'The status of each request is shown here.'

- **Filter:** Filter to view Outstanding Requests, Submitted Requests, Returned Requests and Accepted Requests as well as Requests Assigned to Me or Overdue Requests to easily find the request(s) you are looking for. Use the coloured square tick boxes at the top of the screen to filter requests by their status.
- **Search:** Use the search function in the top right of the screen to search for a specific request.
- **Sort:** You can sort by clicking the header Title, Reference, Client User, Firm User, Due Date, Modified, Status, or paper clip column to easily find the request(s) you're looking for.

If a request is in bold then a change has been made to this request since you last logged in.

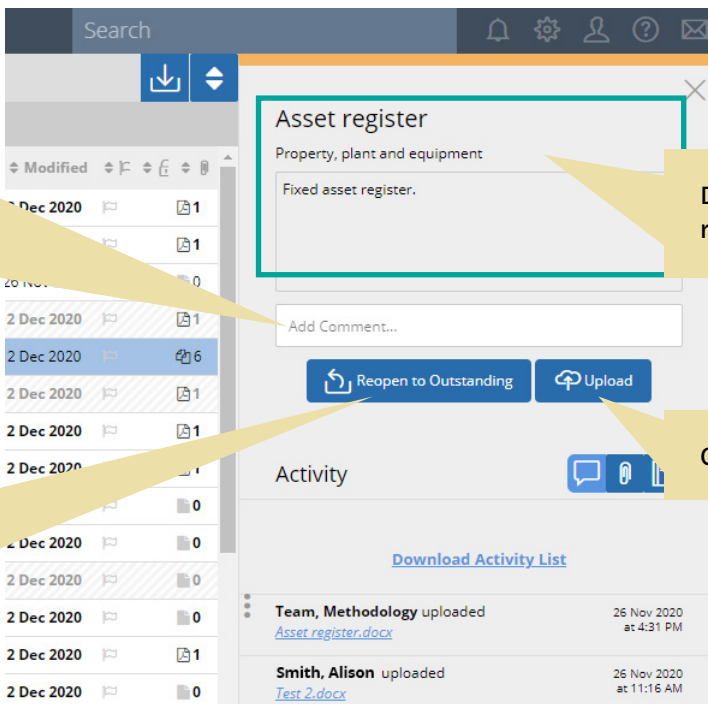
All rows in the engagement list can be multi-selected by using SHIFT or CTRL keys and selecting individual rows. This can be used to apply bulk changes to Users for example.

Requests start out as Outstanding, then are Submitted by you to the audit team, and either Accepted or Returned by the audit team.

You can reassign a request to another client user by clicking the dropdown and selecting a name in the client user comment. This can be completed for multi-selected requests.

Viewing and actioning requests

Click on a request to view more details or complete an action. A smaller window will populate on the right hand side of the screen.



The screenshot shows a sidebar with a list of requests, a main details pane for a selected request, and an activity feed. Callout boxes provide instructions:

- You can add a comment to send to the audit team by entering it in this box.** (Points to the 'Add Comment...' text box)
- Details of the information request are shown here.** (Points to the 'Asset register' details box)
- Click here to re-open a submitted request.** (Points to the 'Reopen to Outstanding' button)
- Click here to upload a file.** (Points to the 'Upload' button)

In the light grey box at the top of the screen you will find details of what is required.

Use the upload button to upload a file. You can also drag and drop the file on top of the request line or anywhere on the details pane to upload a file.

Once you upload a file, the request will automatically turn yellow (submitted) on the status bar. If you still have more to upload or have not finished, simply click the “Reopen to Outstanding” box.

You will know the upload is complete when you receive a notification in the upper right hand corner and a file icon appears beside the request.

Use the white text box to add a comment if you want to provide more details to the auditor.

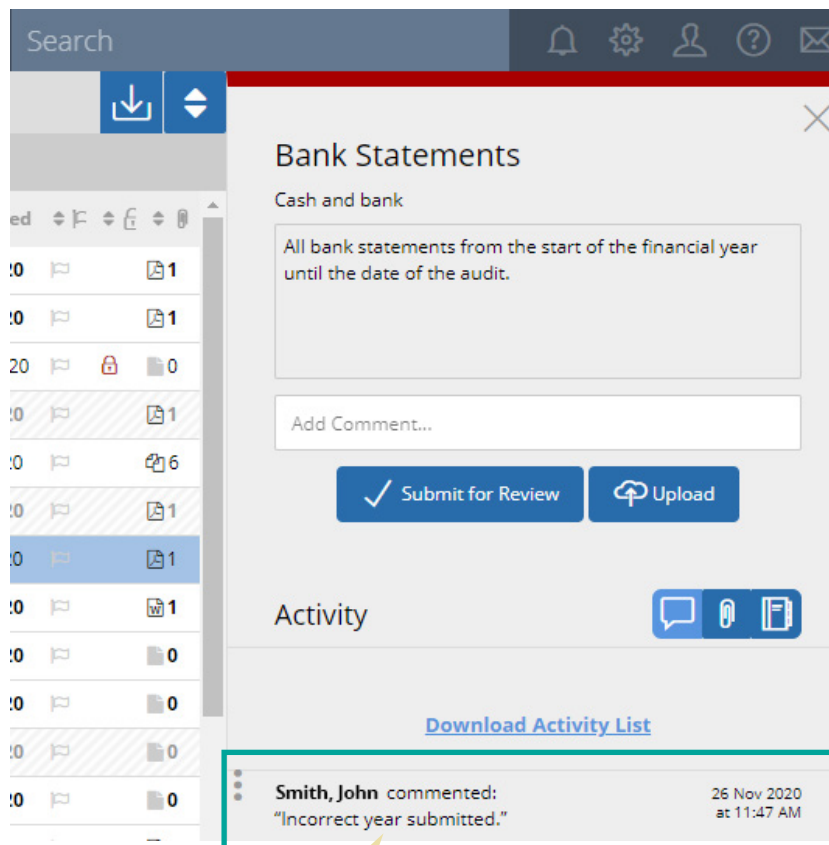
The activity list will show the history of comments and uploads. You can also download a previously uploaded document or a file provided by your audit team by clicking on the name of the document in the activity feed.

Returned requests

When you submit a request, your audit team will review this.

After your audit team has evaluated the file(s), they will either mark the request as Accepted or they can Return it to you and add a comment indicating what action is required before the request can be accepted. For example, a new version may be required if the total does not agree to the trial balance. When a member of your audit team leaves a comment, the request turns bold indicating that the status has changed to unread. Bold is also used to differentiate new and modified requests.

If a request is marked red (returned), there will be a narrative in the comment box summarising the reason for return. The narrative will show in the activity list below.



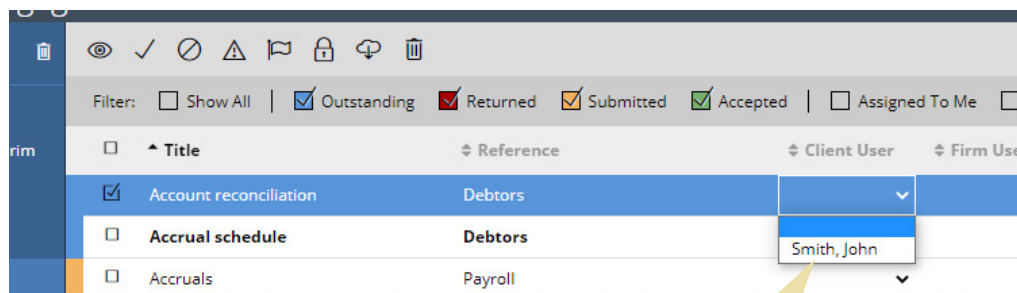
The screenshot shows the 'Bank Statements' request interface. The top bar is red, indicating the request is returned. The main content area shows the request details, including a comment box and 'Submit for Review' and 'Upload' buttons. The activity list at the bottom shows a comment from John Smith: "Incorrect year submitted." dated 26 Nov 2020 at 11:47 AM. A yellow callout box points to this comment.

Any comments left by the audit team will show here.

Managing users

You can reallocate who has been assigned to a request. Select the relevant request and select the dropdown box in the “Client User” column. Find the appropriate user and select their name.

This can be completed for multiple requests at the same time by multi-selecting all required requests.



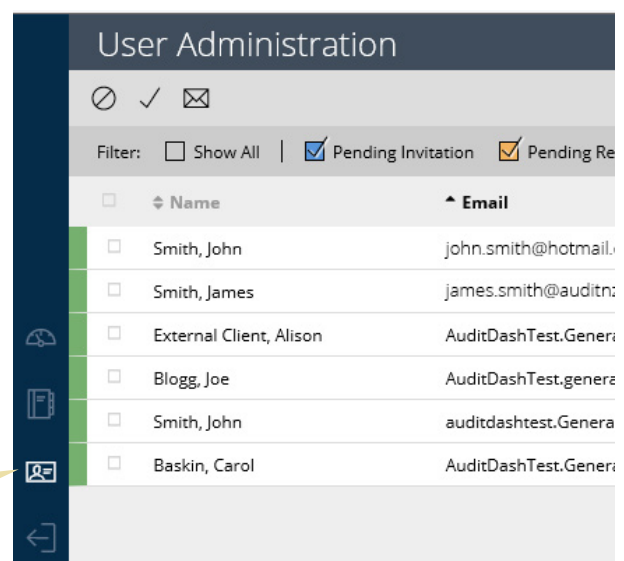
Selected the user from the dropdown menu.

Adding new users

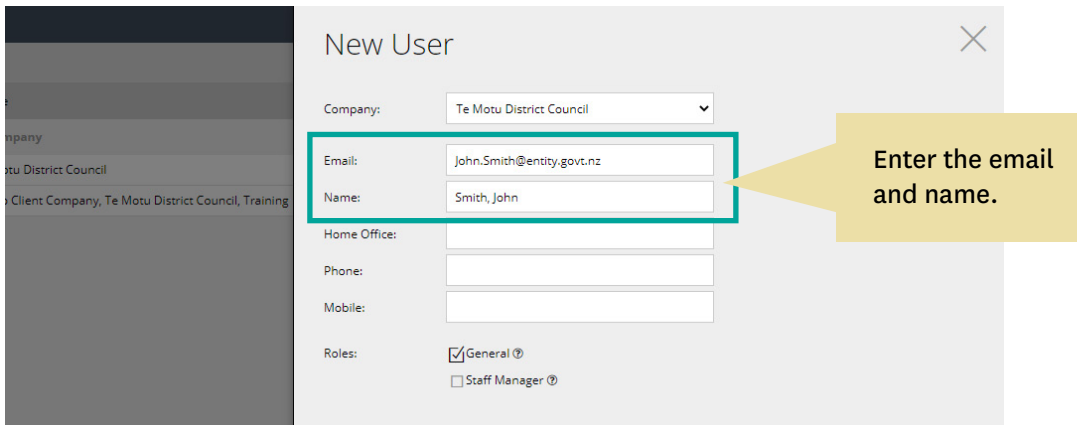
If you cannot find the user you need, they may need to be added to AuditDashboard. You can contact your audit team to add a new user.

Your audit team may have given somebody at your organisation access to add users themselves. This would usually be the person at your organisation who deals with your audit team the most, such as your Finance Manager. If they have this access, they can follow the instructions below:

A “Staff Manager” can add new users to Audit Dashboard by navigating to the “Users” panel, selecting your organisation and clicking the plus button in the top right-hand corner. The name and email address of the new user will need to be entered before clicking the “Save” button.



Select users from the menu on the left.



New User

Company:

Email:

Name:

Home Office:

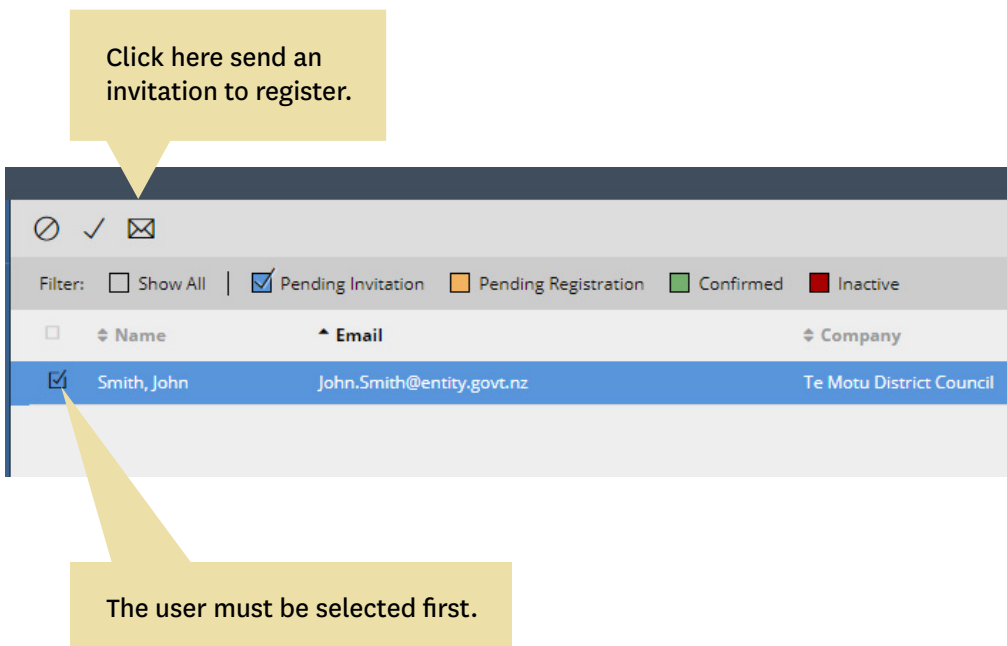
Phone:

Mobile:

Roles: General Staff Manager

Enter the email and name.

Once the user has been added they will show as “Pending Invitation” until the Staff Manager selects the new user and clicks the envelope to push an invitation to the new user to register.



Click here send an invitation to register.

The user must be selected first.

Name	Email	Company
Smith, John	John.Smith@entity.govt.nz	Te Motu District Council

The user will then need to be added to the engagement. Please contact your audit team to ask them to add the user to the engagement.

Notifications

By default, you will automatically receive *Weekly Key Engagement Metric Summaries* for all active engagements.

There are three types of email notifications in AuditDashboard:

1. **Weekly Key Engagement Metric Summaries**

You will receive Key Engagement Metric Summaries in your inbox, every Monday morning. The email notification includes a snapshot of engagement metrics across your active engagements.

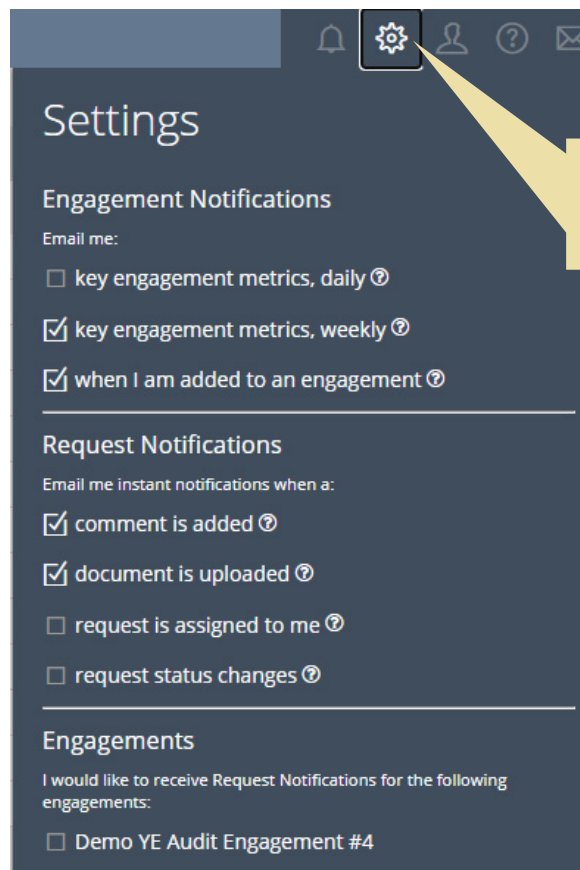
2. **Daily Key Engagement Metric Summaries**

Similar to Weekly Key Engagement Metric Summaries, Daily Summaries include a snapshot of engagement metrics across your active engagements. If you choose this option, the email notification arrives every weekday morning.

3. **Instant Request Notifications**

If you choose this option and you are assigned to a request, Request Notifications instantly notify you via email when a comment is added, a document is uploaded, a request is assigned to you or the request status changes.

You can change your notification settings by navigating to Settings located in the upper right hand corner of your screen to opt in/out of receiving notifications.



Click here to change your notifications settings.

Restricted requests

All requests and uploaded documents are visible to every user that has access to the engagement, unless the request has been restricted.

You can request that your audit team restricts a request if it is related to a sensitive matter (for example employee information, minutes, severance agreements), and they can restrict access on your behalf.

If you have access to a restricted request, you will see a red padlock in one of the right hand columns.

Title	Reference	Client User	Firm User	Due Date	Modified	Actions
meeting minutes	minutes	Smith, John	Smith, John	Mar 3, 2021	2020	
Accruals	Payroll	Client Test, Alison	Smith, John	Oct 15, 2020	3:47 PM	
New & terminated employee listing	Payroll		Smith, John	Mar 3, 2021	3:47 PM	
Reconciliation to ledger	Payroll		Smith, John	Mar 3, 2021	3:47 PM	
Significant changes	Payroll		Smith, John	Mar 3, 2021	3:48 PM	
System Reconciliation	Payroll		Smith, John	Mar 3, 2021	3:43 PM	

You can click on the request and the restricted button to see what users have access to the request.

The user assigned to the request must also be on the list of people who can access it. If you change who is responsible for the request after the restriction has been set to somebody who was not on the original list of users to access the request, please check the restriction to see who can access it. If the new person responsible is not on the list, please advise your audit team who will amend the restriction.

Items with a red padlock are restricted and visible only to those given access to the request.

New & terminated employee listing
Payroll

Listing, generated from the payroll system, of new employees and employees who have left, and all performance, redundancy and severance payments.

Add Comment...

Activity

Restrict Access

This request is restricted

Only the users listed below can see or edit the request, its attachments, and its comments.

Professionals

- Smith, John (John.Smith@auditnz.parliament.nz)
- Smith, James (James.Smith@auditnz.parliament.nz)
- Smith, Sue (Sue.Smith@auditnz.parliament.nz)

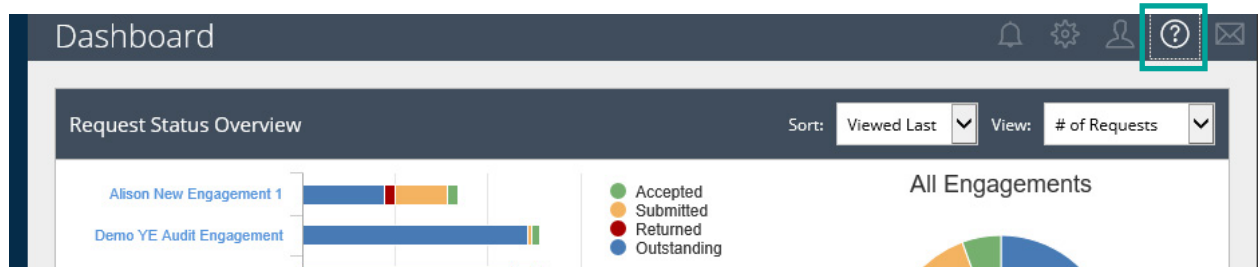
Clients

- Blogg, Joe (AuditDashTest.general04@gmail.com)

You will not be able to see a request in your request list, if your access has been restricted.

More Help

From within AuditDashboard, you can access the help menu by clicking on the question mark icon in the top right hand corner.



Or you can use access the help menu using this link: [AuditDashboard Help Centre](#).