

Internal Audits

Report	No	Title	Strt Date	End Date	Status
Add New	002	ISO 9000			PLANNED
Edit	001	ISO 9000			OPEN
Delete					

When you click the **Report** button, the PDF **Report Viewer** opens in a new window.

You can **change the caption labels** in all reports throughout the ISOXpress application. Use this feature to coordinate reports with any caption changes that you might have made in data entry forms.

Internal Audit Report

Report | Attachments | **Template**

INTERNAL AUDIT RECORD - Audit No:

Audit No./Title:

Ref. Audit Criteria:

Lead Auditor:

Period Covered (From-To Dates):

Status:

Attachments:

Audit Plan:

Process Location Auditor

Edit Labels

Save

Cancel

Spell Check

The Report window has three tabs. To change captions, select the **Template** tab. You must be logged in as an **Administrators (Admin)** to see this tab.

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When you click the **Edit Labels** button, all labels on the form turn into editable text boxes.

The blue tinted fields are now **text boxes**. Just place the cursor in the box and type over to change the text of the label.

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Audit No./Title:

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Spell Check

When done, click the **Save** button. If you don't want to save your changes, click **Cancel**.

Captions are not tied to individual records, but to the report template itself. In other words, after you change captions, the new captions will appear on all reports, even when displaying old records that were created before the captions were changed.

You can also spell check your captions.

End of Slide Show. Thank You for Watching