

Select Module: Internal

Internal Audits

Report	No	Title	Strt Date	End Date	Status
Add New	002	ISO 9001 Internal Audit - Regular Semiannual			PLANNED
Edit	001	ISO 9001 Internal Audit - Regular Semiannual	7/31/2008	6/30/2009	OPEN

Buttons: Print List

Internal Audit Report

Report Attachments Template

YOUR company logo here **Your Company Name, Inc. - c**

INTERNAL AUDIT RECORD - Audit No: 001 (printed 6/26/2008)

Audit No./Title:	001	ISO 9001 Internal Audit - F
Ref. Audit Criteria:	ISO 9001:2008	
Lead Auditor:	Matthew Chase	
Period Covered (From-To Dates):	7/31/2008	6/30/2009
Status:	OPEN	

Comments:

To generate a PDF report for a given record, select the record and click the Report button. The report opens in a special Report Viewer window

To generate and open a PDF report with the full list of items in a grid, click the Print List button next to the grid. The list in the report will be sorted in the same order as the grid. (To sort the grid, click the column header.)

All records and lists in ISOXpress can be viewed, exported and printed as PDF reports.

Internal Audit Report

Report Attachments Template

The Report Viewer opens in new window.

To view attachments associated with the record, click the Attachments tab (see next slide).

Under the Templates tab you can change the report caption labels (see slide 4).

In the Adobe Reader (PDF Reader) toolbar, there are buttons for saving the report as a PDF file, printing, zooming, etc.

Audit No./Title: 001 Internal Audit - Regular Semiannual

Lead Auditor: Matthew Chase

Period Covered (From-To Dates): 7/31/2008 6/30/2009

Status: OPEN

Comments: THIS IS NOT A PART OF THE APPLICATION. This document is purpose is to demonstrate the functioning of the application.

Attachments: Audit 001 checklist.pdf

8.50 x 11.00 in | 1 of 1

Internal Audit Report

Report Attachments Template

Process Map

Audit 001 checklist.pdf

Process Map

99.8%

Customers

Order Processing

Purchasing

Service Provision & Quality Planning

8.50 x 11.00 in

1 of 1

To view attachments associated with the record, click the **Attachments** tab.

Open this **drop-down** list to select the attachment you want to display.

Internal Audit Report

Report Attachments **Template**

You must be logged in as **Administrator** to see this tab.

INTERNAL AUDIT RECORD - Audit No:

Audit No./Title:

Ref. Audit Criteria:

Lead Auditor:

Period Covered (From-To Dates):

Status:

Comments:

Attachments:

Audit Plan:

Process	Location	Auditor	Plan Date

Audit Findings:

No.	Title	Type	Process

Edit Labels

Save

Cancel

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.

More detailed instructions can be found in the **Report Captions** tutorial.

End of Slide Show. Thank You for Watching