

Internal Audits

When you create or edit a record, such as an Internal Audit record, you can **upload attachments** associated with the record.

Exit Setups Admin Help

Edit Internal Audit

Internal Audit

Audit No./Title: **001** * **ISO 9001 Internal Audit - Regular Semiannual** *

Ref. Audit Criteria: ISO 9001:2008

Lead Auditor: Matthew Chase

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

Comments

The default title of the attachment is the **file name**. To change the title, select it, and type over.

An attachment can be any **PDF file**. Click the **Add New** button to add a new attachment.

Attachments

To add attachment, browse to select a PDF file. (Change file name to title by typing over.)

Attachment	Check to delete
Audit 001 checklist.pdf	<input type="checkbox"/>
Process Map	<input checked="" type="checkbox"/>

Add New Open

To **delete attachments**, check the delete check box for the attachments you want to delete and click the **Apply** button.

Edit Caption Labels

Cancel

Apply

audit: 001 - ISO 9001 Internal A

No Title Tune Process Due Date Status

Internal Audit Report

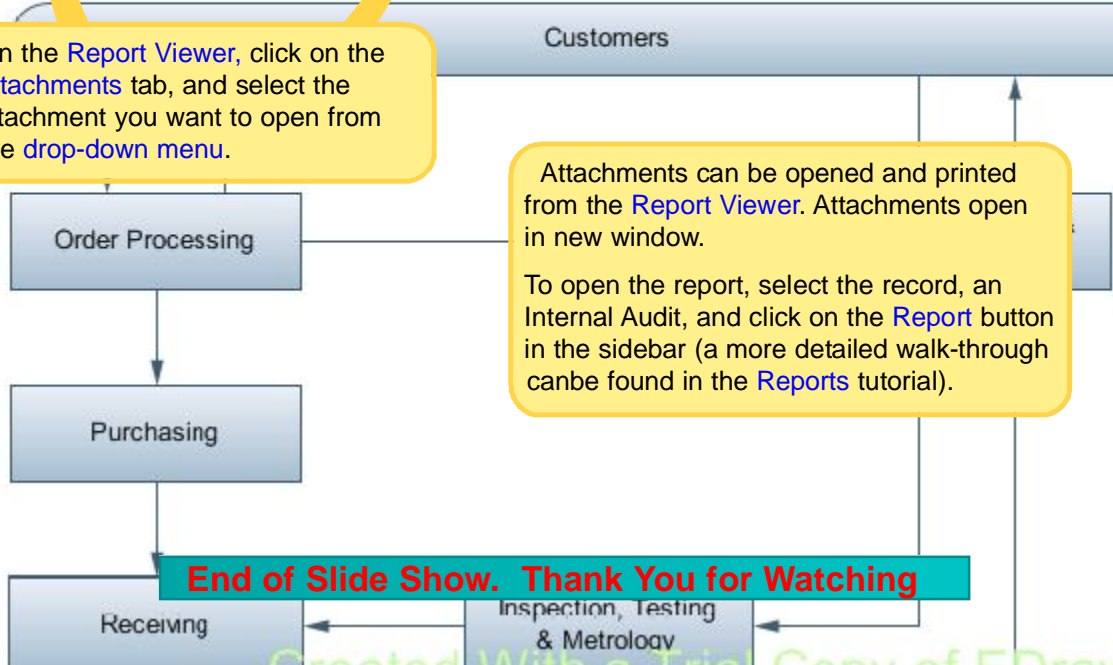
Report Attachments Template

- Process Map
- Audit 001 checklist.pdf
- Process Map

In the **Report Viewer**, click on the **Attachments** tab, and select the attachment you want to open from the **drop-down menu**.

Attachments can be opened and printed from the **Report Viewer**. Attachments open in new window.

To open the report, select the record, an Internal Audit, and click on the **Report** button in the sidebar (a more detailed walk-through can be found in the **Reports** tutorial).



End of Slide Show. Thank You for Watching