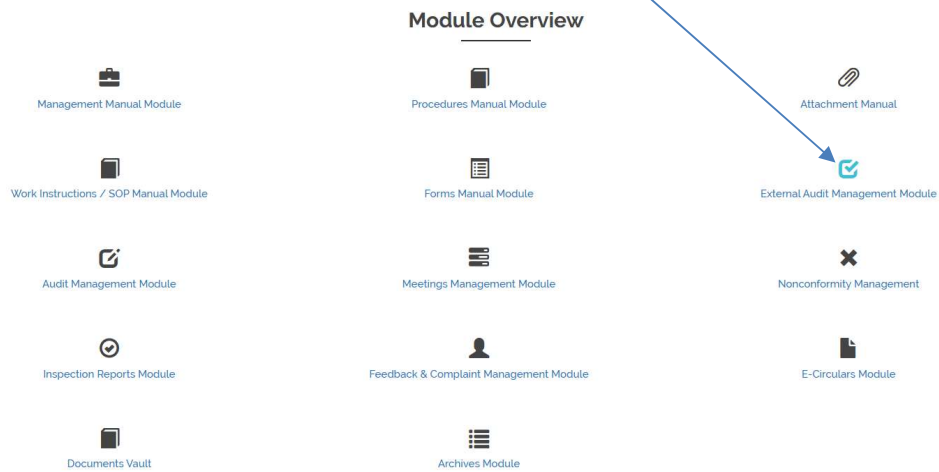
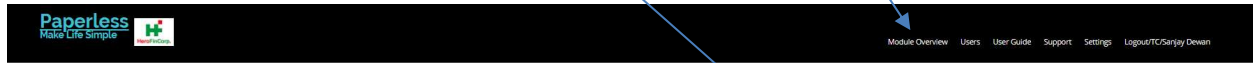



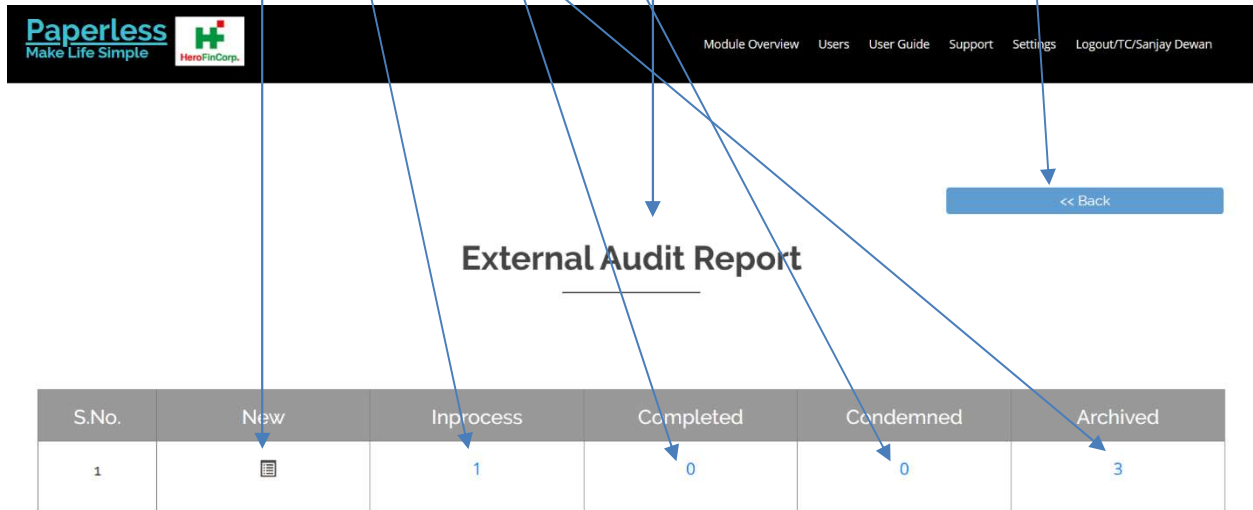
External Audit Management Module


1. All external reports, including audit reports can be stored in this module.
2. Click on the 'Module Overview' at the navigation bar.
3. Following page will open.
4. Click on 'External Audit Management Module'.



External Audit Report Dashboard

1. Upon clicking the 'External audit report dashboard' the dashboard will open displaying following information.
2. Click on  to start working on an external audit report.
3. All inprocess forms show up here.
4. All completed forms show up here.
5. All condemned (trash) forms show up here.
6. All Archived Form show here.
7. By clicking on 'Back' button to go back to the module overview dashboard.



S.No.	New	Inprocess	Completed	Condemned	Archived
1		1	0	0	3

Filling Up a New External Audit Report

1. Once you click 'New' the following page will open. Fill in all the relevant details.
2. Upload your audit report here in PDF format.
3. You can add and delete an extra row in the 'Add Row non- conformities and Delete Last Row' using this button.
4. You can add and delete an extra row in the 'Add Row Observations and Delete Last Row' or Delete Last Row' using this button.
5. Click to save the form.
6. By clicking on 'Go to Dashboard' button to go back to the external audit report dashboard.

<< Go To Dashboard

External Audit Report

Name of auditing company / cert. body	<input type="text" value="Enter name of auditing company / cert. body here"/>	Audit reference No.	<input type="text" value="Enter audit reference no. here"/>
Audit report date	<input type="text" value="26-12-2023"/>	Audit location	<input type="text" value="Enter audit location here"/>
Audit criteria	<input type="text" value="Enter audit criteria here"/>	Auditors name	<input type="text" value="Enter auditors name here"/>
Upload audit report	<input type="button" value="Choose File"/> No file chosen		

LIST OF NON-CONFORMITIES

S.No.	Description
1	<input type="text" value="Enter non-conformities description here"/>

Add Row Non- Conformities
Delete Last Row

LIST OF OBSERVATIONS

S.No.	Description
1	<input type="text" value="Enter observations description here"/>

Add Row Observations
Delete Last Row

Submit

External audit Report Mail Confirmation

1. Once you submit the added new form the 'Email Confirmation' page will open. Here you can send the document / form to any internal or external user.
2. Write any comment from sender here.
3. On the right panel you can send the document by email to any internal users or clients, as per your choice, by checking the box against their names.
4. On the left panel you can send the document by email to any of the external user by typing their email ids separated with commas.
5. Click on 'Send Mail' and the document will be delivered via email to all recipients with your comments.
6. An alert box will show up then click 'OK'.
7. Click on 'Go to Dashboard' button to go back to the main dashboard.
8. Click on 'Go to Inprocess Section' button to go back to the inprocess dashboard.

The screenshot displays the 'External Audit Report has been saved successfully.' confirmation page in the Paperless Management System. The page features a header with the 'Paperless Make Life Simple' logo and navigation links. The main content area includes a 'Comments from sender' text area, a 'Send Mail' button, and two navigation buttons: 'Go To Dashboard' and 'Go to Inprocess Section'. A modal dialog box at the bottom states 'Paperless Management System states' and 'Email has been sent to selected recipients.' with an 'OK' button.

External Audit Report has been saved successfully.

Comments from sender

Write comments from sender

You can enter multiple email id's below, separated by commas, for sending this form to any receiver / third party

Please select users / clients for creating a working group who shall be involved in working and closure of this form.

Send Mail

Go To Dashboard





Go to Inprocess Section

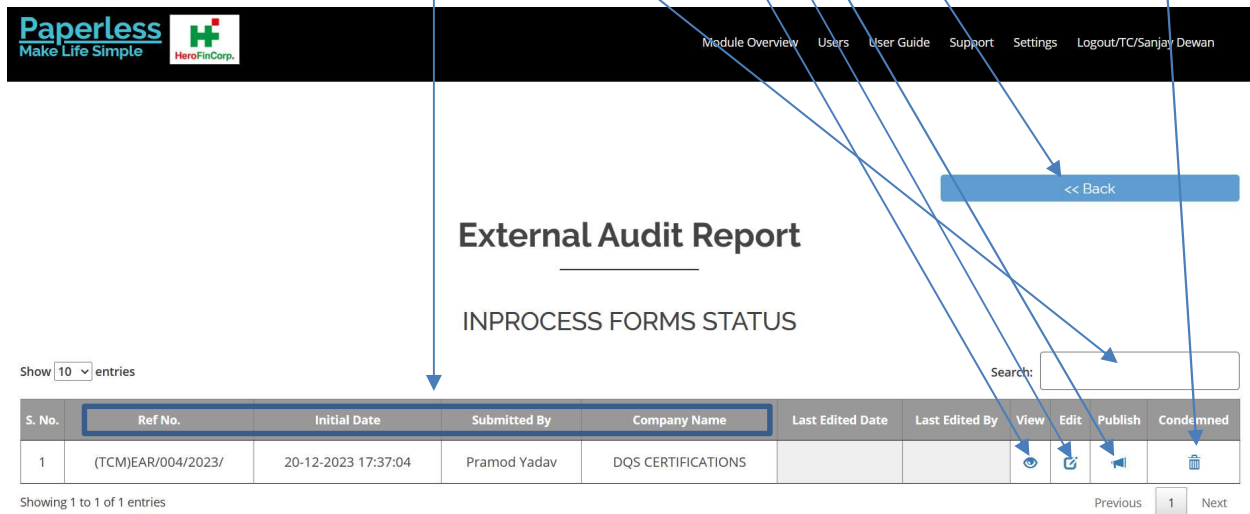
Paperless Management System states

Email has been sent to selected recipients.

OK

Inprocess Status Dashboard

1. The 'Inprocess' dashboard allows the user to see and access all the required information.
2. You can view the audit report by clicking on 
3. You can edit the audit report by clicking on 
4. You can publish the audit report by clicking on 
5. You can Condemned (Condemned: Unfit for use) the audit report by clicking on 
6. By clicking on 'Back' button to go back to the previous page.
7. You can search here any external audit report.



The screenshot shows the 'External Audit Report' dashboard. At the top, there is a navigation bar with the Paperless logo and HeroFinCorp logo on the left, and links for Module Overview, Users, User Guide, Support, Settings, and Logout/TC/Sanjay Dewan on the right. Below the navigation bar, there is a '<< Back' button. The main heading is 'External Audit Report' followed by 'INPROCESS FORMS STATUS'. There is a search bar with the label 'Search:'. Below the search bar is a table with the following columns: S. No., Ref No., Initial Date, Submitted By, Company Name, Last Edited Date, Last Edited By, View, Edit, Publish, and Condemned. The table contains one entry with the following data: S. No. 1, Ref No. (TCM)EAR/004/2023/, Initial Date 20-12-2023 17:37:04, Submitted By Pramod Yadav, Company Name DQS CERTIFICATIONS. Below the table, there is a pagination bar showing 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'. Annotations with arrows point from the numbered list to specific elements: 1 points to the main heading, 2 points to the View icon, 3 points to the Edit icon, 4 points to the Publish icon, 5 points to the Condemned icon, 6 points to the Back button, and 7 points to the Search bar.





Module Overview Users User Guide Support Settings Logout/TC/Sanjay Dewan

External Audit Report

INPROCESS FORMS STATUS

Show 10 entries

Search:

S. No.	Ref No.	Initial Date	Submitted By	Company Name	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)EAR/004/2023/	20-12-2023 17:37:04	Pramod Yadav	DQS CERTIFICATIONS						

Showing 1 to 1 of 1 entries

Previous 1 Next

Viewing the External Audit Report

1. Click on 'View' at the Inprocess forms status dashboard.
2. You can View the audit report by clicking here.
3. Here you can see the external audit report and you can also see the uploaded PDF file from here.
4. By clicking on 'Back' button to go back to the external audit report dashboard.



[<< Back](#)

External Audit Report

INPROCESS FORMS STATUS

Showing 10 entries Search:

S. No.	Ref No.	Initial Date	Submitted By	Company Name	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)EAR/004/2023/	20-12-2023 17:37:04	Pramod Yadav	DQS CERTIFICATIONS						

Showing 1 to 1 of 1 entries Previous **1** Next

[<< Back](#)

HERO FINCORP LTD

External Audit Report

Name of auditing company / cert. body	DQS CERTIFICATIONS	Audit reference No.	HFCL/2024
Audit report date	20-12-2023	Audit location	BASANT LOK
Audit criteria	ISO 9001:2015	Auditors name	VASHU KUAMR
Upload audit report	View external audit report		

LIST OF NON-CONFORMITIES


S.No.	Description
1	Training records missing
2	JDs not available

LIST OF OBSERVATIONS

S.No.	Description
-------	-------------

Editing External Audit Report

1. Click on 'Edit' at the Inprocess forms status dashboard.
2. The edit form will open up showing the 'external audit report' form showing the entries.
3. Edit the form as necessary.
4. Upload your revised audit report here in PDF format, as appropriate.
5. Here you can also see the previous uploaded PDF file from here.
6. You can add and delete an extra row in the 'Add Row non- conformities and Delete Last Row' using this button.
7. You can add and delete an extra row in the 'Add Row Observations and Delete Last Row' or Delete Last Row' using this button.
8. Update the relevant details and click 'Submit'

Paperless Make Life Simple  [Module Overview](#) [Users](#) [User Guide](#) [Support](#) [Settings](#) [Logout/TC/Sanjay Dewan](#)

[<< Back](#)

External Audit Report

Name of auditing company / cert. body	<input type="text" value="DCS CERTIFICATIONS"/>	Audit reference No.	<input type="text" value="HFCL/2024"/>
Audit report date	<input type="text" value="20-12-2023"/>	Audit location	<input type="text" value="BASANT LOK"/>
Audit criteria	<input type="text" value="ISO 9001:2015"/>	Auditors name	<input type="text" value="VASHU KUAMR"/>
Upload audit report	<input type="button" value="Choose File"/> No file chosen		

[View external audit report](#)

LIST OF NON-CONFORMITIES

S.No.	Description
1	<input type="text" value="Paperless management system External audit report 1"/>

LIST OF OBSERVATIONS

S.No.	Description
1	<input type="text" value="Paperless management system audit report 1"/>

Email Confirmation

1. Once you submit the edit form the 'Email Confirmation' page will open. Here you can send the document / form to any internal or external user.
2. Write any comment from sender here.
3. On the right panel you can send the document by email to any internal users or clients, as per your choice, by checking the box against their names.
4. On the left panel you can send the document by email to any of the external user by typing their email ids separated with commas.
5. Click on Send Mail and the document will be delivered via email to all recipients with your comments.
6. An alert box will show up then click 'OK'.
7. Click on 'Go to Dashboard' button to go back to the main dashboard.
8. Click on 'Go to Inprocess Section' button to go back to the inprocess dashboard.

External Audit Report has been updated successfully.

Comments from sender

Write comments from sender

You can enter multiple email id's below, separated by comas, for sending this form to any receiver / third party

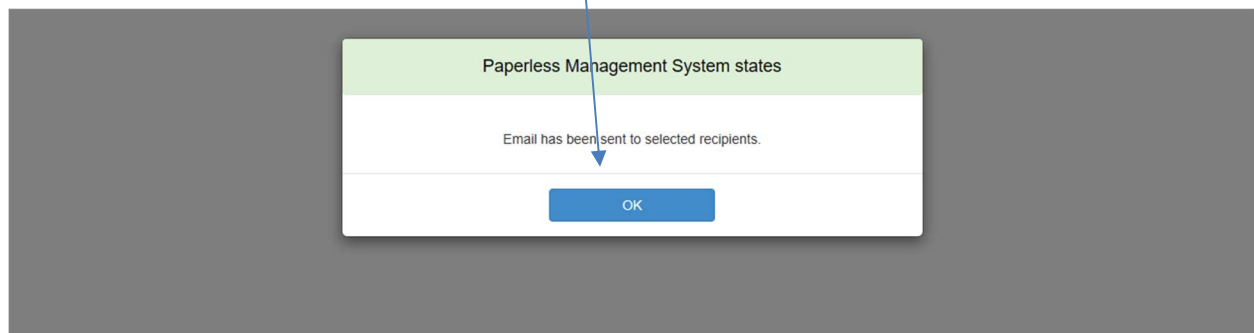
Please select users / clients for creating a working group who shall be involved in working and closure of this form.

<input type="checkbox"/> Abhishek Kumar	<input type="checkbox"/> Balaji Thakur	<input type="checkbox"/> Bhabani Shankar Sutar	<input type="checkbox"/> Gautam Mitra
<input type="checkbox"/> Gopal Jhamtani	<input type="checkbox"/> Harihar Das	<input type="checkbox"/> Harsh Parmar	<input type="checkbox"/> Manish Sharma
<input type="checkbox"/> Mohit Gupta	<input type="checkbox"/> Naveen Siddarth	<input type="checkbox"/> Nihar Dagli	<input type="checkbox"/> Paritush Das
<input type="checkbox"/> Prabuddh Agrawal	<input type="checkbox"/> Pramod Yadav	<input type="checkbox"/> Prashant Bhatt	<input type="checkbox"/> Puja Vachher
<input type="checkbox"/> Roshan Dayma	<input type="checkbox"/> Sanjay Dewan	<input type="checkbox"/> Shah Kunal Devendrakumar	<input type="checkbox"/> Shibu Senthil Kumar
<input type="checkbox"/> Shruti Handa	<input type="checkbox"/> Sonu Chaurasia	<input type="checkbox"/> Sudip Banerjee	<input type="checkbox"/> Sundeep P Bhandhali
<input type="checkbox"/> Uditi Chharia	<input type="checkbox"/> Vineet Agrawal		

Send Mail

Go To Dashboard

Go to Inprocess Section



Publishing External Audit Report

1. Once your report is complete and final you can publish it.
2. Click on 'Publish (📄)' at the dashboard to publish external audit report.
3. Please remember that once you publish the external audit report no amendments or changes can be done.
4. Click 'OK' in the alert box if you agree with the statement in the alert box.
5. Click 'OK' again if you finally agree to publish external audit report.
6. By clicking on 'Cancel' you can cancel to publish the form.

The screenshot shows the Paperless Management System interface. At the top, there are logos for Paperless (Make Life Simple) and HeroFinCorp. The main header includes 'Paperless Management System states', 'User Guide', 'Support', 'Settings', and 'Logout/TC/Sanjay Dewan'. A central dialog box asks: 'Do you really want to publish the Form External Audit Report, Ref No: (TCM)EAR/004/2023/ as you would not be able to edit it after publishing?'. Below the dialog is a table titled 'External Audit Report' with the subtitle 'INPROCESS FORMS STATUS'. The table has columns: S. No., Ref No., Initial Date, Submitted By, Company Name, Last Edited Date, Last Edited By, View, Edit, Publish, and Condemned. The first row contains data for report (TCM)EAR/004/2023/ submitted by Pramod Yadav. A 'Publish' button with a document icon is visible in the table's action column. A '<< Back' button is also present.

This screenshot is similar to the one above, showing the same interface. The dialog box now asks: 'You agree to publish the Form External Audit Report, Ref No: (TCM)EAR/004/2023/?'. The 'Publish' button in the table below is now highlighted with a blue background, indicating it has been clicked. The rest of the interface, including the table and navigation buttons, remains the same.

Email Confirmation for Publishing

1. Once you submit the document / form for publishing a new page will open up. Here you can send the document / form to any internal or external user.
2. Write any comment from sender here.
3. Click on 'Send Email'.
4. On the right panel you can send the document by email to any internal users or clients, as per your choice, by checking the box against their names.
5. On the left panel you can send the document by email to any of the external user by typing their email ids separated with commas.
6. Click on 'Go to Dashboard' to go back to the main dashboard.
7. Click on 'Go to Complete Section' to go back to the completed module dashboard.
8. An alert box will show up then click 'OK'.

External Audit Report has been published successfully.

Write comments from sender

Comments from sender

You can enter multiple email id's below, separated by comas, for sending this form to any receiver / third party

Please select users / clients for creating a working group who shall be involved in working and closure of this form.

Abhishek Kumar, Gopal Jhamtani, Mohit Gupta, Prabuddh Agrawal, Roshan Dayma, Shruti Handa, Udit Chharia, Balaji Thakur, Harihar Das, Naveen Sidharth, Pramod Yadav, Sanjay Dewan, Sonu Chaurasia, Vineet Agrawal, Bhabani Shankar Sutar, Harsh Parmar, Nihar Dagli, Prashant Bhatt, Shah Krunal Devendrakumar, Sudip Banerjee, Gautam Mitra, Manish Sharma, Paritush Das, Puja Vachher, Shibu Senthil Kumar, Sundeep P Bhanshali

Send Mail

Go To Dashboard

Go to Completed Section

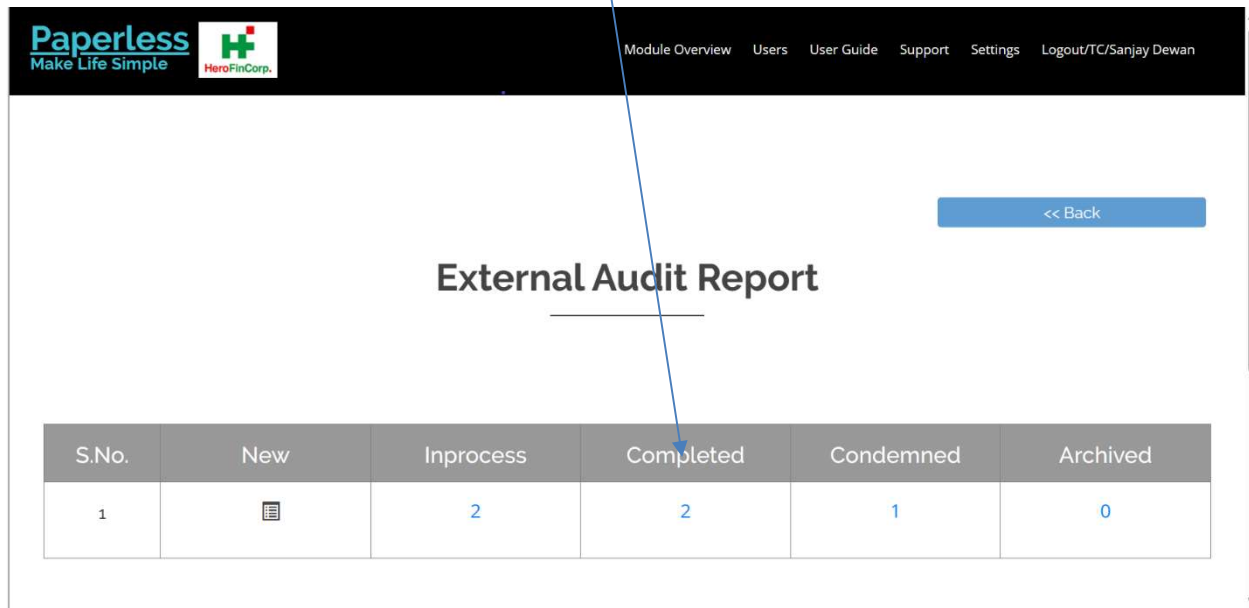
Paperless Management System states

Email has been sent to selected recipients.


OK

Completed Status Dashboard


1. Here you can view all completed external audit reports.
2. Click the number shown under 'Completed' .

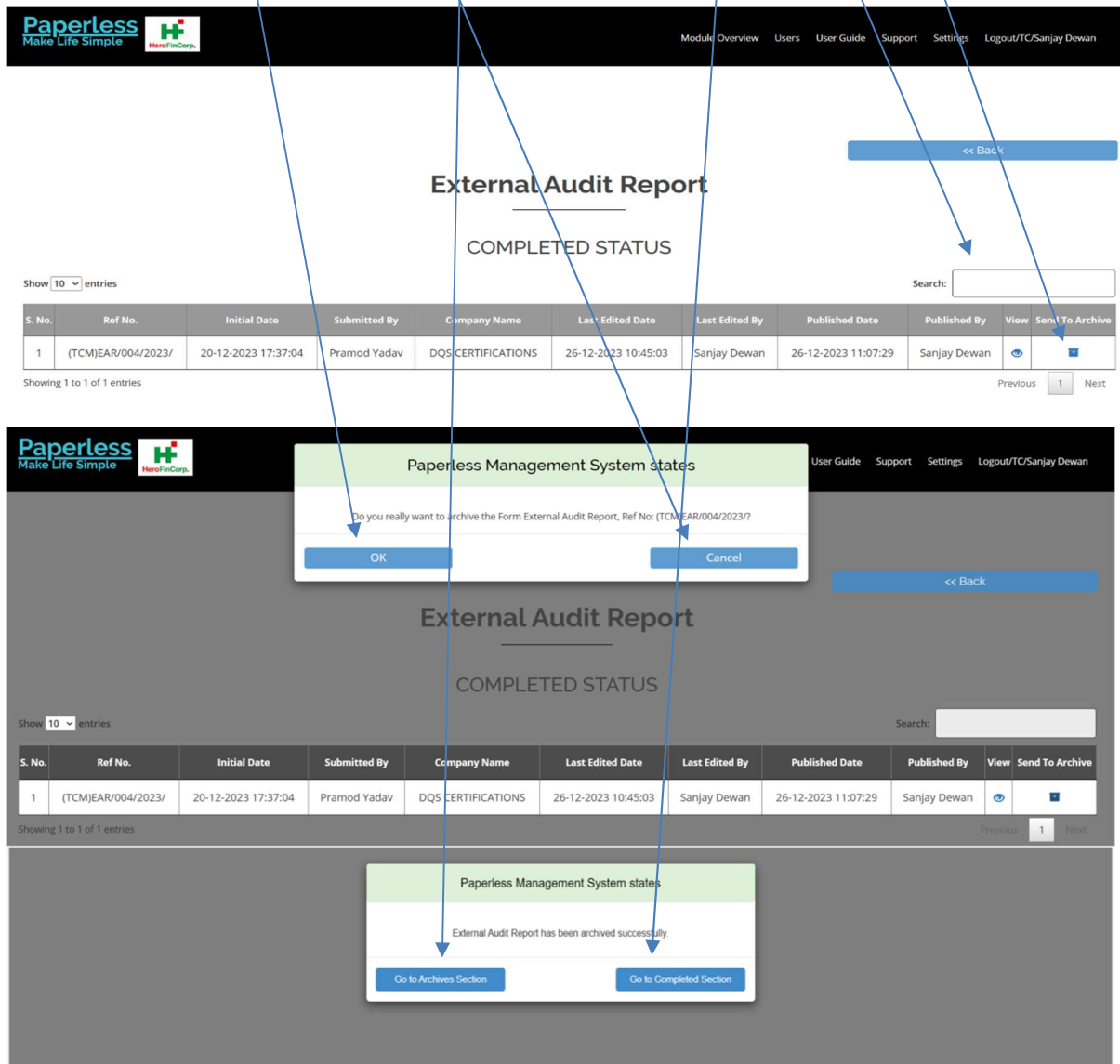


The screenshot displays the 'External Audit Report' dashboard. At the top left, there are logos for 'Paperless Make Life Simple' and 'HeroFinCorp.'. The top right navigation bar includes links for 'Module Overview', 'Users', 'User Guide', 'Support', 'Settings', and 'Logout/TC/Sanjay Dewan'. A blue button labeled '<< Back' is located in the top right corner of the main content area. The main heading 'External Audit Report' is centered. Below the heading is a table with the following data:

S.No.	New	Inprocess	Completed	Condemned	Archived
1		2	2	1	0

Completed Status Dashboard



1. Upon clicking on the number under 'Completed' following page opens.
2. You can search here any completed status external audit report.
3. You can archive any external audit report by clicking on 
4. Click 'OK' in the alert box if you agree with the statement in the alert box.
5. Click 'Cancel' in the alert box if you not agree with the statement in the alert box.
6. Again you will see the alert box of 'Successfully Archived'.
7. Then you will see 'Go to Archived Section' and 'Go to Completed Section' button the alert box.
8. By clicking the button 'Go to Archived Section', you will directly go to the archived external audit report in the Archive Module.
9. By clicking the button 'Go to Completed Section', you will go to the completed section dashboard.



The screenshot displays the 'External Audit Report' dashboard in the 'COMPLETED STATUS' section. The dashboard includes a search bar, a table of reports, and a 'Send To Archive' button. A modal dialog box is shown, asking for confirmation to archive the report (Ref No: (TCM)EAR/004/2023/7). The dialog has 'OK' and 'Cancel' buttons. Below the dialog, the dashboard is shown again, but with a different modal dialog box that displays the message 'External Audit Report has been archived successfully' and two buttons: 'Go to Archives Section' and 'Go to Completed Section'.

External Audit Report
COMPLETED STATUS

Show 10 entries

S. No.	Ref No.	Initial Date	Submitted By	Company Name	Last Edited Date	Last Edited By	Published Date	Published By	View	Send To Archive
1	(TCM)EAR/004/2023/	20-12-2023 17:37:04	Pramod Yadav	DQS CERTIFICATIONS	26-12-2023 10:45:03	Sanjay Dewan	26-12-2023 11:07:29	Sanjay Dewan		

Showing 1 to 1 of 1 entries

Search:

Previous 1 Next



Paperless Management System states

Do you really want to archive the Form External Audit Report, Ref No: (TCM)EAR/004/2023/7

OK Cancel

External Audit Report
COMPLETED STATUS

Show 10 entries

S. No.	Ref No.	Initial Date	Submitted By	Company Name	Last Edited Date	Last Edited By	Published Date	Published By	View	Send To Archive
1	(TCM)EAR/004/2023/	20-12-2023 17:37:04	Pramod Yadav	DQS CERTIFICATIONS	26-12-2023 10:45:03	Sanjay Dewan	26-12-2023 11:07:29	Sanjay Dewan		

Showing 1 to 1 of 1 entries

Search:

Previous 1 Next

Paperless Management System states

External Audit Report has been archived successfully.

Go to Archives Section Go to Completed Section

Condemned External Audit Report

1. Click on 'Condemned (🗑️)' at the external audit report dashboard.
2. You can condemn the external audit report, as appropriate, by clicking on. 🗑️
3. Click 'OK' in the alert box if you agree with the statement in the alert box.
4. Click 'Cancel' if you want to cancel the action.
5. A message will show up with successfully condemned message.
6. Then you will see 'Go to Dashboard' and 'Go to Condemned Section' button the alert box.
7. By clicking the button 'Go to Dashboard, you will directly go to the Dashboard.
8. By clicking the button 'Go to Condemned Section', you will go to the condemned section dashboard.

Paperless Management System states

User Guide Support Settings Logout/TC/Sanjay Dewan

Do you really want to condemn the Form External Audit Report, Ref No: (TCM)EAR/001/2023/?

OK Cancel

<< Back

External Audit Report

INPROCESS FORMS STATUS

Show 10 entries Search:

S. No.	Ref No.	Initial Date	Submitted By	Company Name	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)EAR/004/2023/	20-12-2023 17:37:04	Pramod Yadav	DOS CERTIFICATIONS	26-12-2023 10:45:03	Sanjay Dewan	👁️	✏️	📢	🗑️
2	(TCM)EAR/001/2023/	19-12-2023 17:33:27	Sanjay Dewan	QHSE Risk Consultants LLP	19-12-2023 17:47:52	Sanjay Dewan	👁️	✏️	📢	🗑️

Showing 1 to 2 of 2 entries

Previous 1 Next

Paperless Make Life Simple HeroFinCorp.


Module Overview Users User Guide Support Settings Logout/TC/Sanjay Dewan

External Audit Report has been condemned successfully.

Go To Dashboard

Go to Condemned Section

Condemned Dashboard

1. Here you can view the all condemned reports.
2. Click the number shown under 'Condemned' and go to the condemned status dashboard.
3. You can search here any condemned external audit reports.
4. You can view the condemned report by clicking on 
5. Click on 'Back' to go back to the previous page.

External Audit Report

CONDEMNED STATUS

Show entries

Search:

S.No.	Ref No.	Initial Date	Submitted By	Company Name	Last Edited Date	Last Edited By	Condemned Date	Condemned By	View
1	(TCM)EAR/003/2023/	20-12-2023 11:02:54	Roshan Dayma	QHSE Risks Consultants LLP	26-12-2023 11:17:43	Sanjay Dewan	26-12-2023 11:31:20	Sanjay Dewan	

<< Back



HERO FINCORP LTD

External Audit Report

Name of auditing company / cert. body	QHSE Risks Consultants LLP	Audit reference No.	Paperless management system external audit report 2
Audit report date	21-12-2023	Audit location	Mayur vihar, delhi
Audit criteria	Paperless management system external audit report 2	Auditors name	Prabhudh Agrawal
Upload audit report	View external audit report		

LIST OF NON-CONFORMITIES


S.No.	Description
1	Paperless management system external audit report 2

LIST OF OBSERVATIONS

S.No.	Description
1	Paperless management system external audit report 2

HERO FINCORP LTD
34, Community Centre, Basant Lok, Vasant Vihar, New Delhi-110057
Date transmitted 02-01-2024 16:34:33

Archives Dashboard

1. Here you can view the all archived reports .
2. Click the number shown under 'Archived' and you will go to the archives dashboard.
3. You can search here any archived external audit report.
4. You can view any external audit report by clicking on 
5. Click on 'Back' to go back to the previous page.



External Audit Management

ARCHIVED STATUS

Show entries

Search:

S. No.	Ref No.	Initial Date	Submitted By	Company Name	Last Edited Date	Last Edited By	Published Date	Published By	Archived Date	Archived By	View
1	(TCM)EAR/004/2023/	20-12-2023 17:37:04	Pramod Yadav	DQS CERTIFICATIONS	26-12-2023 10:45:03	Sanjay Dewan	26-12-2023 11:07:29	Sanjay Dewan	26-12-2023 11:08:25	Sanjay Dewan	
2	(TCM)EAR/001/2023/	19-12-2023 17:33:27	Sanjay Dewan	QHSE Risk Consultants LLP	19-12-2023 17:47:52	Sanjay Dewan	20-12-2023 17:39:34	Pramod Yadav	20-12-2023 17:39:52	Pramod Yadav	
3	(TCM)EAR/003/2023/	20-12-2023 11:02:54	Roshan Dayma	QHSE Risks Consultants LLP			20-12-2023 11:04:07	Roshan Dayma	20-12-2023 11:04:54	Roshan Dayma	
4	(TCM)EAR/002/2023/	19-12-2023 19:05:06	Roshan Dayma	QHSE Risk Consultants LLP	19-12-2023 19:11:19	Roshan Dayma	20-12-2023 10:59:39	Pramod Yadav	20-12-2023 10:59:48	Pramod Yadav	

Showing 1 to 4 of 4 entries

Previous Next

