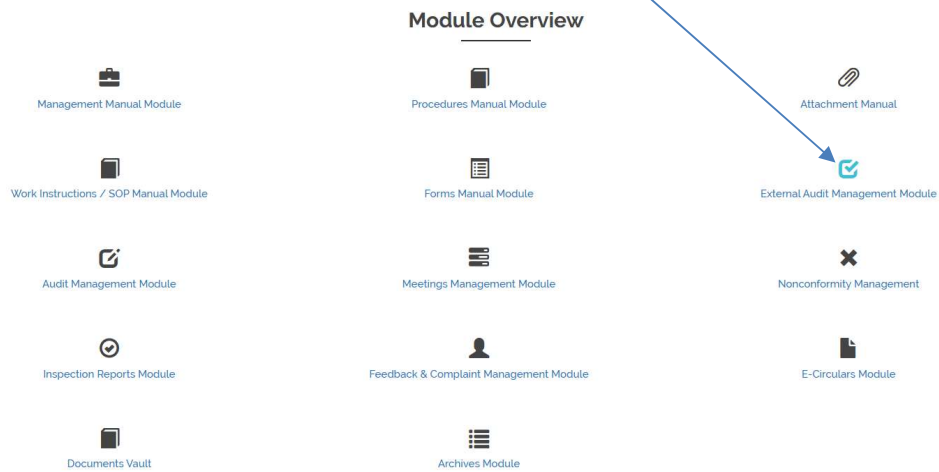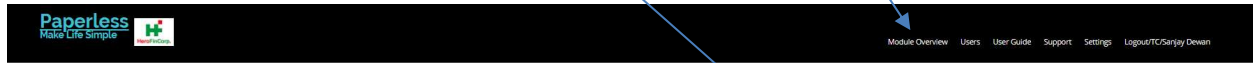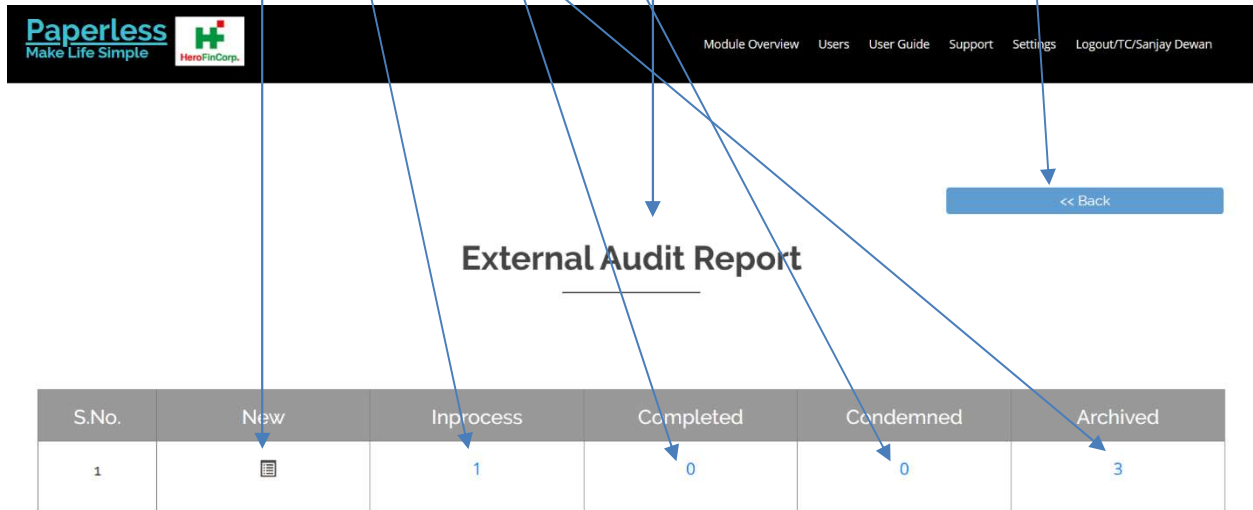# External Audit Management Module

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

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

Module Overview

Management Manual Module	Procedures Manual Module	Attachment Manual
Work Instructions / SOP Manual Module	Forms Manual Module	External Audit Management Module
Audit Management Module	Meetings Management Module	Nonconformity Management
Inspection Reports Module	Feedback & Complaint Management Module	E-Circulars Module
Documents Vault	Archives 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.

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

<< Back

External Audit Report

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 dashboad.

`<< Go To Dashboard`

External Audit Report

Name of auditing company / cert. body	Enter name of auditing company / cert. body here	Audit reference No.	Enter audit reference no. here
Audit report date	26-12-2023	Audit location	Enter audit location here
Audit criteria	Enter audit criteria here	Auditors name	Enter auditors name here
Upload audit report	Choose File No file chosen		

LIST OF NON-CONFORMITIES

S.No.	Description
1	Enter non-conformities description here

LIST OF NON-CONFORMITIES

S.No.	Description
1	Enter non-conformities description here

`Add Row Non-Conformities` `Delete Last Row`

LIST OF OBSERVATIONS

S.No.	Description
1	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.

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.

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.

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

<< 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	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'

Email Confirmation

1. One 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.

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

Send Mail

Go To Dashboard

Go to Inprocess Section

Paperless Management System states

Email has been sent to selected recipients.

OK
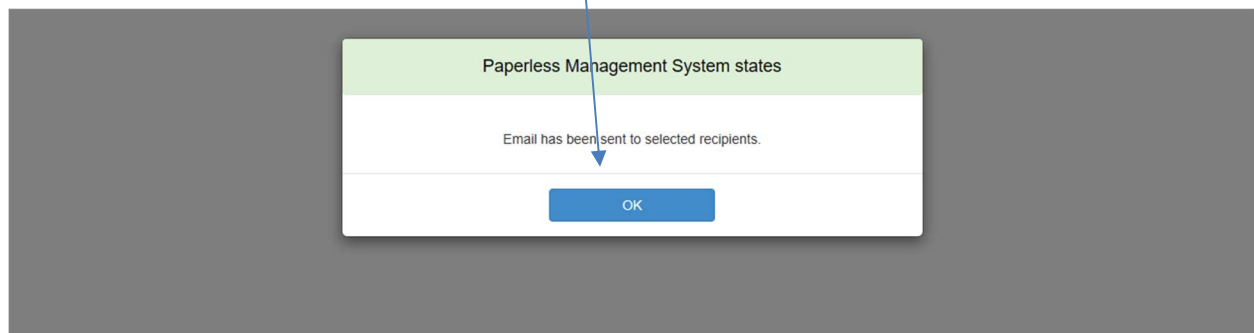
Publishing External Audit Report

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.

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.

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.

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

Send Mail

Go To Dashboard

Go to Completed Section
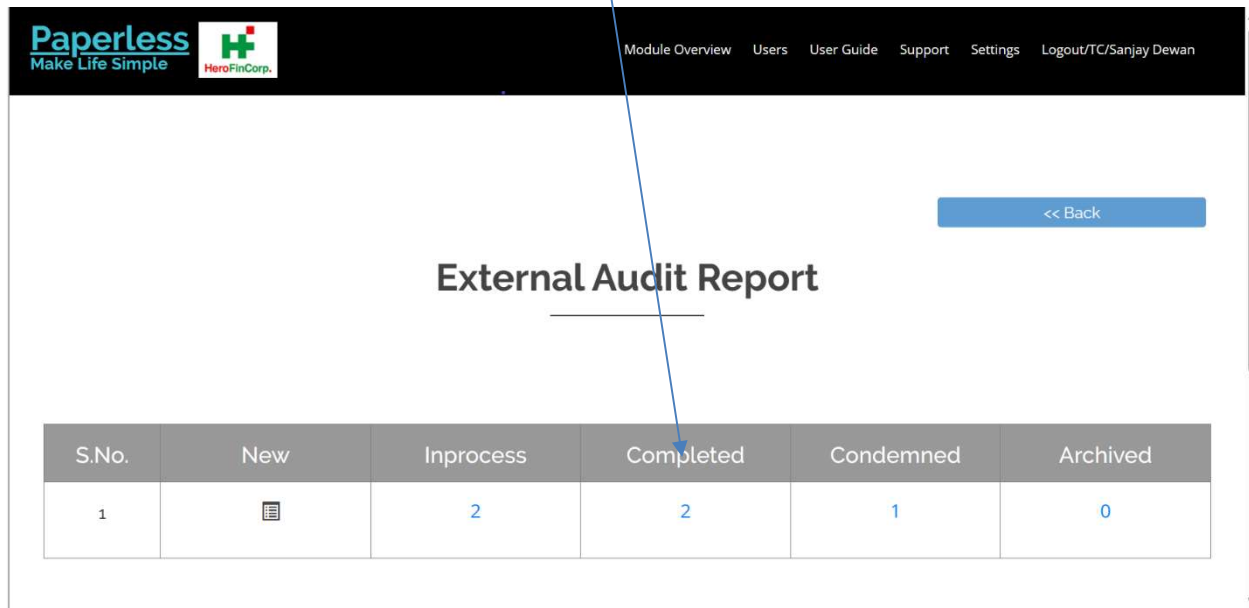
Paperless Management System states

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' .
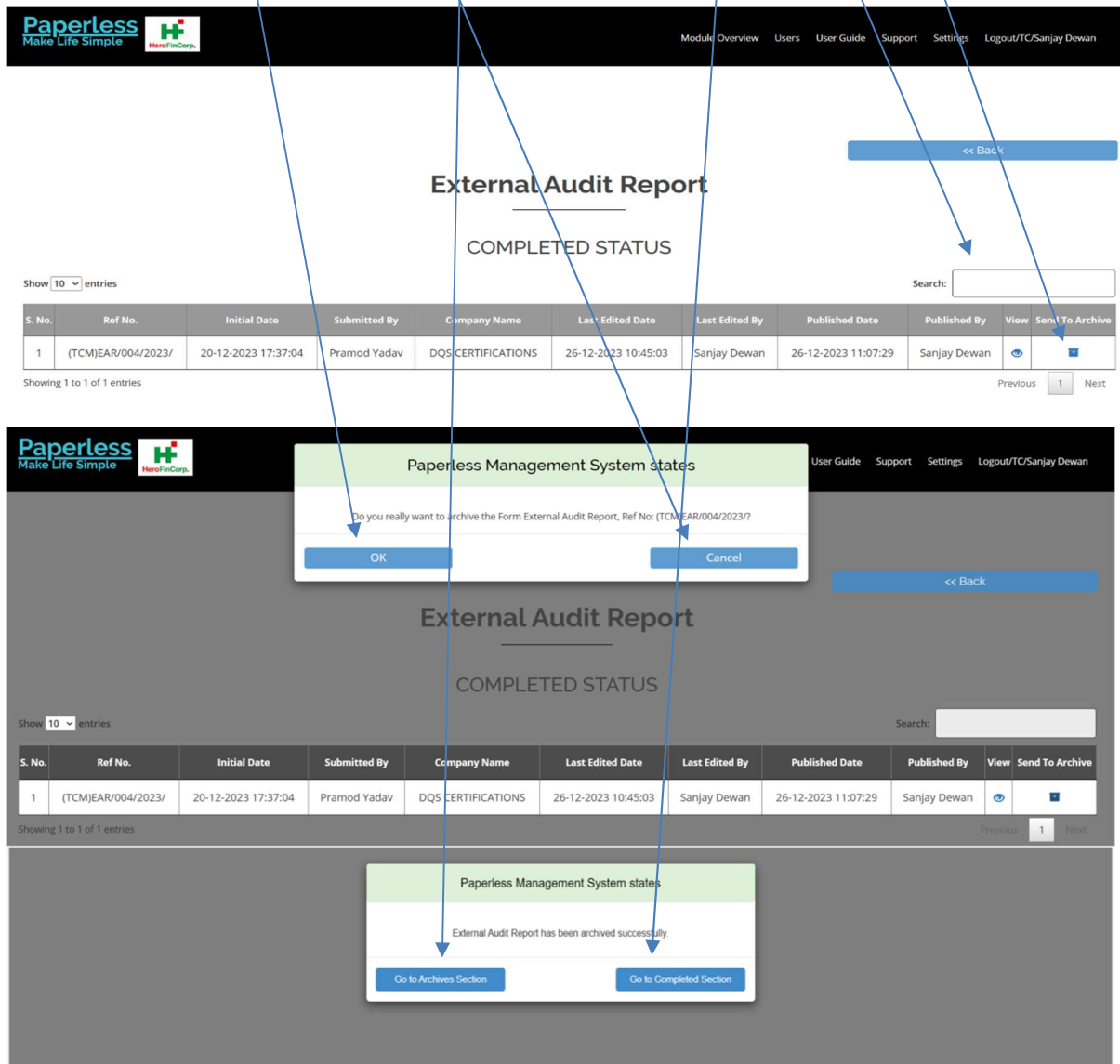
Completed Status Dashboard

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.

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.

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.

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.