LASER
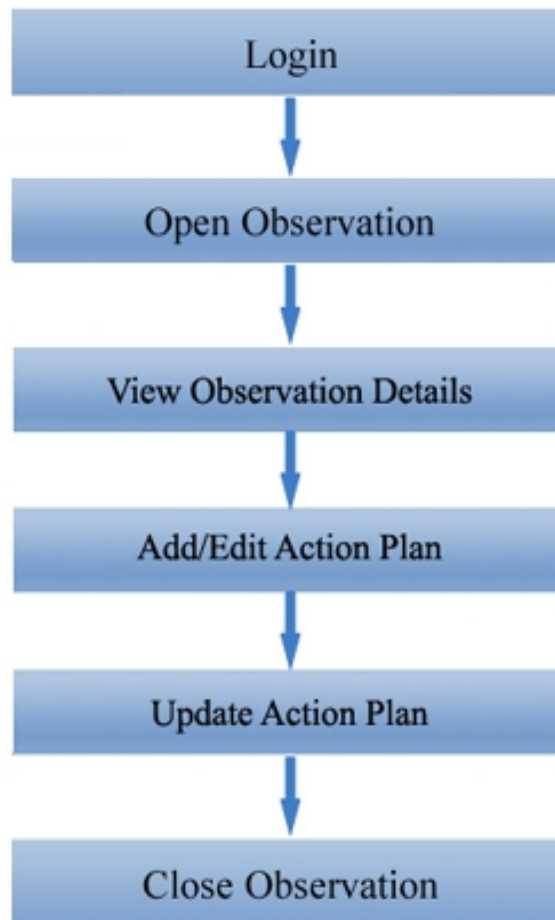# AUDIT REPORTING SYSTEM

Auditee Guide

NOTICES

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AUDITEE

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┌─────────────────────────────┐
│           Login             │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│      Open Observation       │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│   View Observation Details  │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│     Add/Edit Action Plan    │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│     Update Action Plan      │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│      Close Observation      │
└─────────────────────────────┘
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--Page | 4--Version 3.0

1 General Details

1.1 Login

Follow the below mentioned steps to login into LARS:

1) Open Internet Explorer or any other web browser. Type the appropriate LARS URL in the address bar and press **Enter,** the following Login page will be displayed.

Figure 1.1 Login page.

2) Enter the appropriate **Username** and **Password** in the login box.
3) Click on **Login.**

- *As soon as an auditor sends audit plan, respective auditee's will get their corresponding username and password at their registered email address.*

1.2 Forgot Password

1) Click **Forgot Password** link, below user name.

Figure 1.2.1 Forgot password page.

2) After clicking on Forgot Password following page will be displayed.

Figure 1.2.2 Forgot password page with email address.

1) Please enter your corporate email-id and click on **SEND PASSWORD** button.

2) Password will be sent to mentioned email-id, "Password has been sent" message will be displayed.

1.3 My Account

1) Once the user is logged in the system he/she can change password, by clicking on **My Account** link, which is at the right side top corner of your home page.
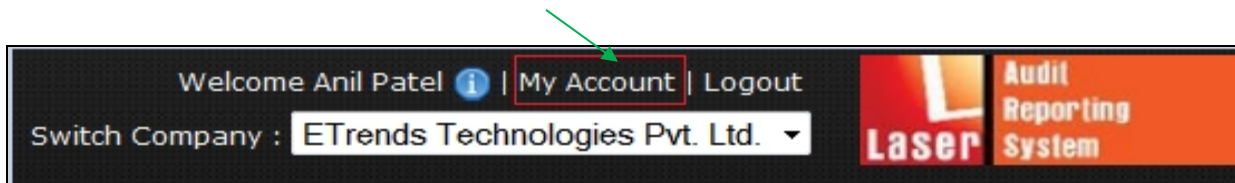
Fig 1.3 My Account link.

1.3.1 Change password

After clicking My Account link change password page will be displayed as shown below:
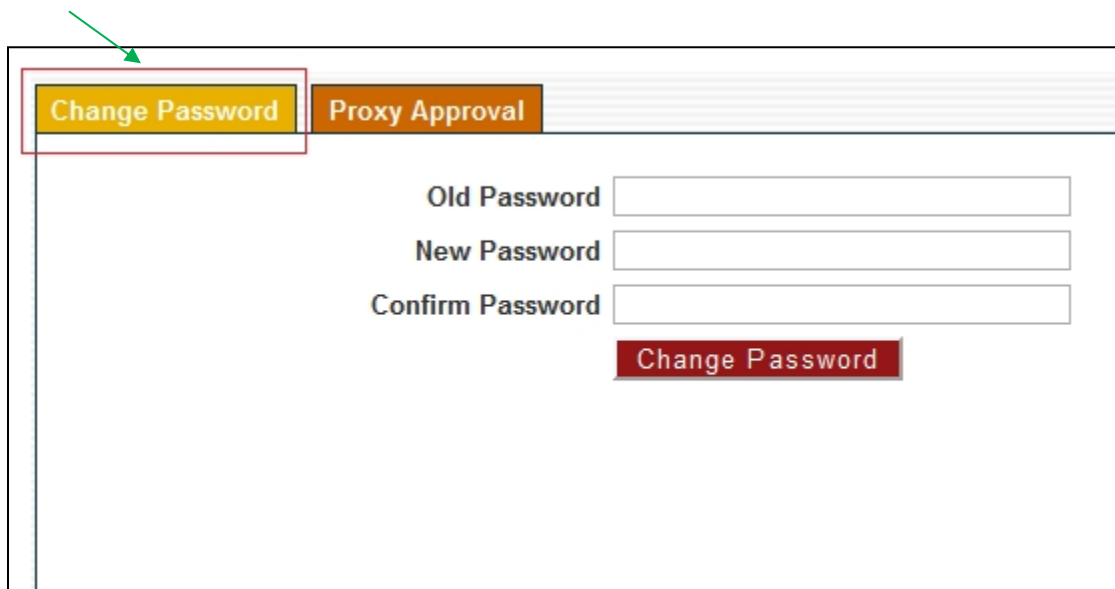
Figure 1.3.1 Change password page.

1) In case one wants to change password this option can be used.

2) Enter appropriate details and click on **Change Password** button.

3) "Password has been changed successfully" message will be displayed.

1.3.2 Proxy Approval

This option is available in My Account link.

1) If the user is going to be on leave then a proxy approval can be used using this option.
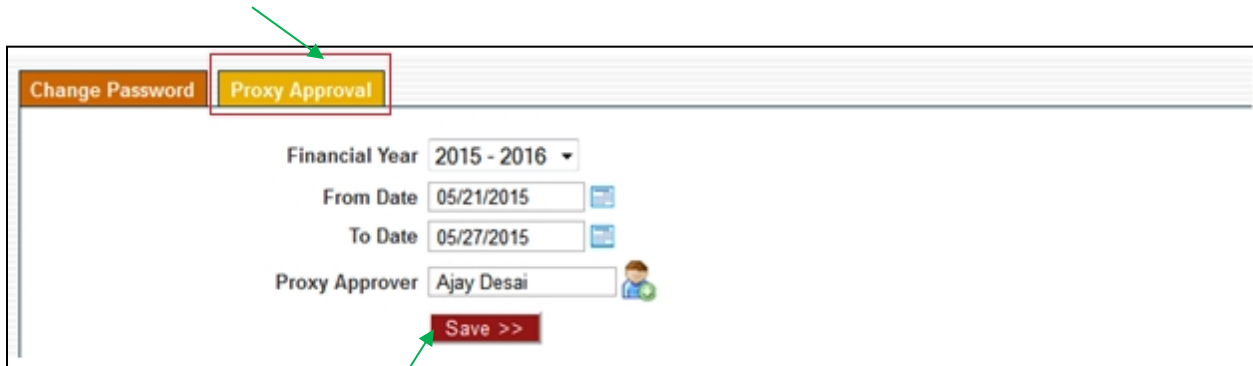
Fig 1.3.2 Proxy Approval page.

2) Select the Financial Year ,From and To Date and the Proxy Approver by clicking on

And click on Save **Save >>** as shown in the screen above.

3) One can also update details of the Proxy Approval using Manage Proxy Approval and using the filter option to get appropriate result.

Fig 1.3.3 Manage Proxy Approval page.

2 How To Manage Observations

- ◆ Observations.
  - View Open observations.
  - Update Auditee Action Plan.
  - View Completed observations.
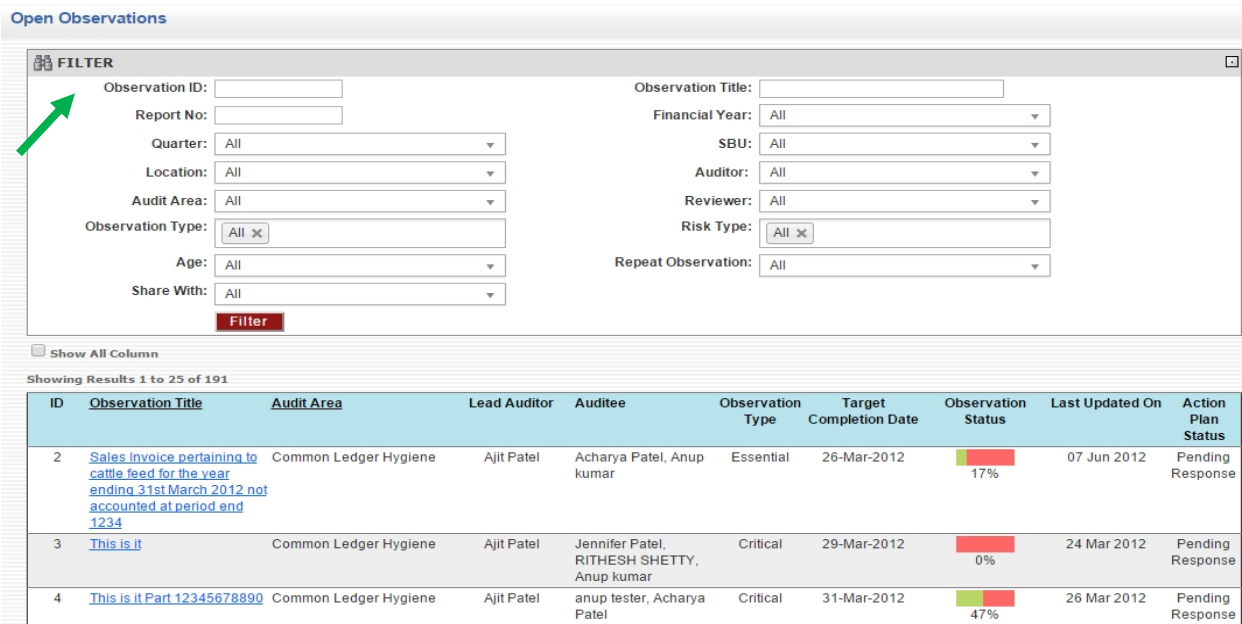
2.1 Observations

2.1.1 Open Observation

Auditee would be able to view all the observations assigned to him.

1) Click **Observation > Open Observations**.

Open Observations page will appear as shown below:

Figure 2.1.1 Open Observations page.

2) One can filter by selecting appropriate filter options like SBU, audit area, location, financial year, quarter, observation type, observation title, Auditor wise etc.

3) Click on name of Observation which appears in blue color under observation title.
All observation details entered by auditor will be displayed to auditee in viewable mode as shown below which shows **General Details** about that observation.

Figure 2.1.2 General details page.
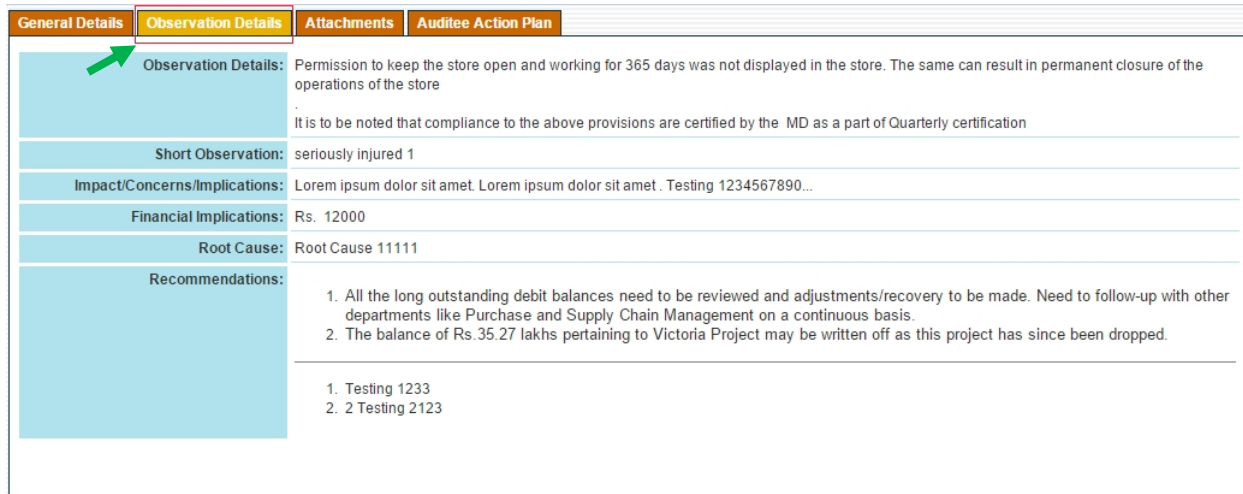
4) Click on **Observation Details**.

Observation details will be displayed as shown below:

Figure 2.1.3 Observation details page.

5) "**Attachments**" tab allows auditee to view files attached by auditor.
If auditor has given him update rights only then auditee's are able to update attached document.

Figure2.1.4 Attachments tab.

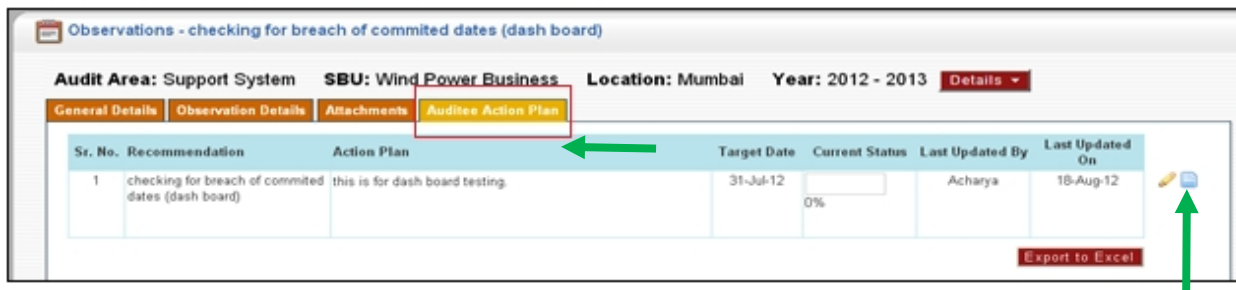6) Auditee will update action plan by clicking on "Auditee Action Plan".
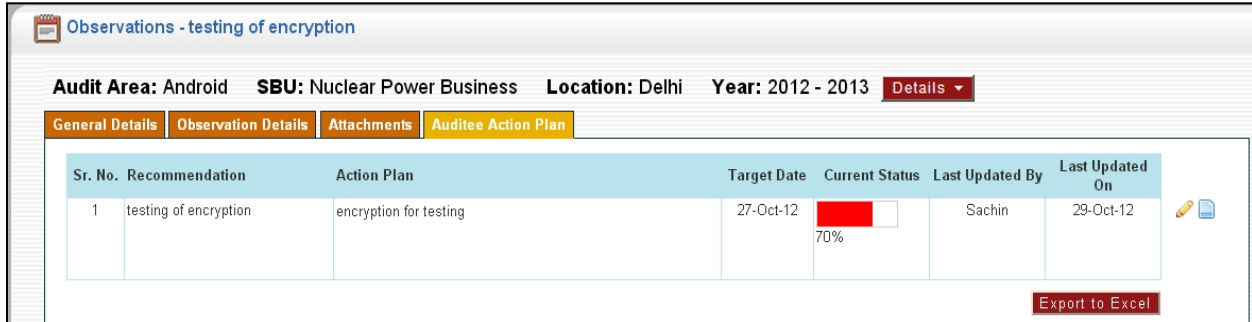

Figure 2.1.5 Auditee Action Plan page.

7) Click **Edit** icon to add or update action plan.
Following action plan page will open:

Figure 2.1.6 Update Action Plan page.

8) Add the appropriate data and update current status for observation.

9) Click "Update Action Plan" and it will appear under auditee action plan tab as shown in below image:

Figure 2.1.7 newly added action plan.

- *Auditee can create only one action plan for one recommendation.*
- *Lead Auditor can change current status of Auditee Action Plan only if auditee doesn't have control completion status right.*
- *Any value updated by auditee would be overwritten by the one which is updated by auditor.*

2.1.2 Completed Observation
Observations that are completed and signed off by the auditor will appear in completed observation tab.

1) Click **Observations > Completed Observations.**
Completed observations page will appear:

Figure 2.1.2.1 newly added action plan.

2) One can filter by selecting appropriate filter options like SBU, audit area, location, financial year, quarter, observation type, observation title etc.
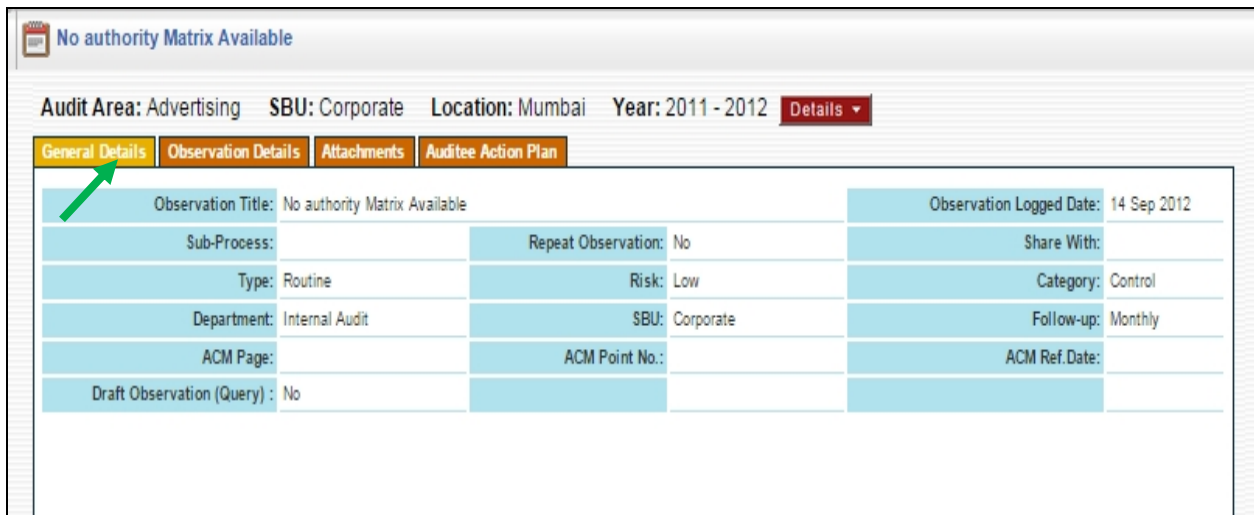
3) One can also export the details about the observation by clicking on

4) Click on name of Observation which will appear in blue color under observation title as shown in the figure above.
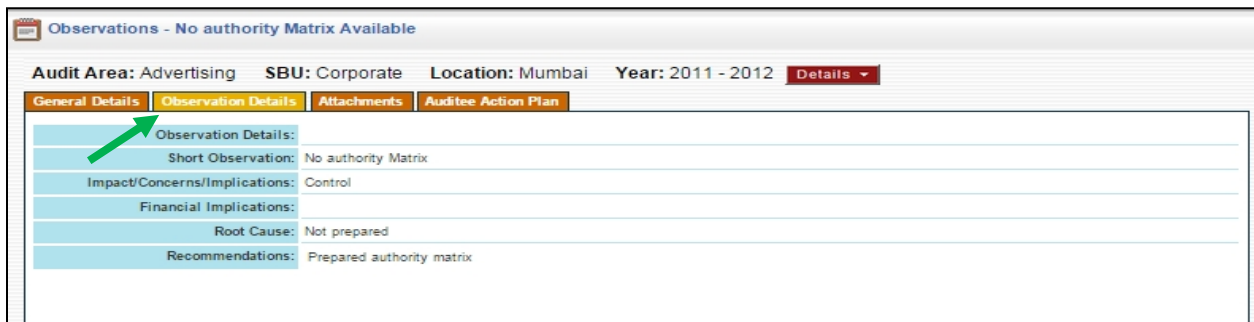All observation details entered by auditor will be displayed to auditee in viewable
 mode as shown below.

5) General Details:

Figure 2.1.2.2 General Details page of Completed Observation.

6) Click Observation Details:

Figure 2.1.2.3 Observation Details page of Completed Observation.
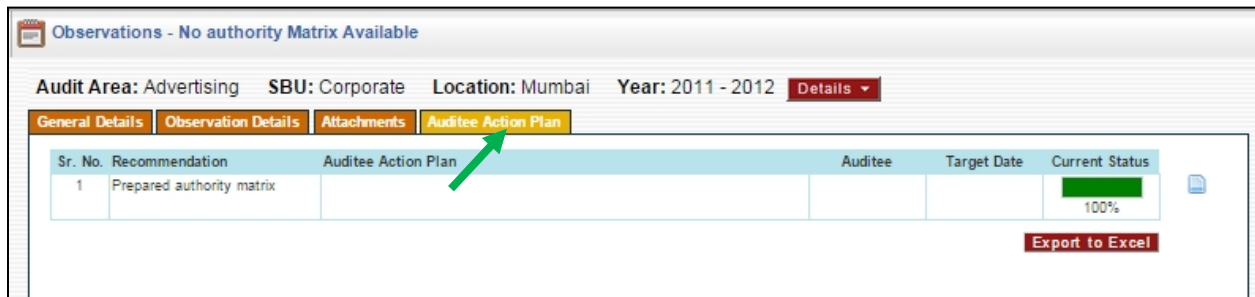
7) Auditee Action Plan:

Figure 2.1.2.4 Audit Action Plan page.

8) Action:

One can view the report for an observation, by clicking on ▣ file icon.
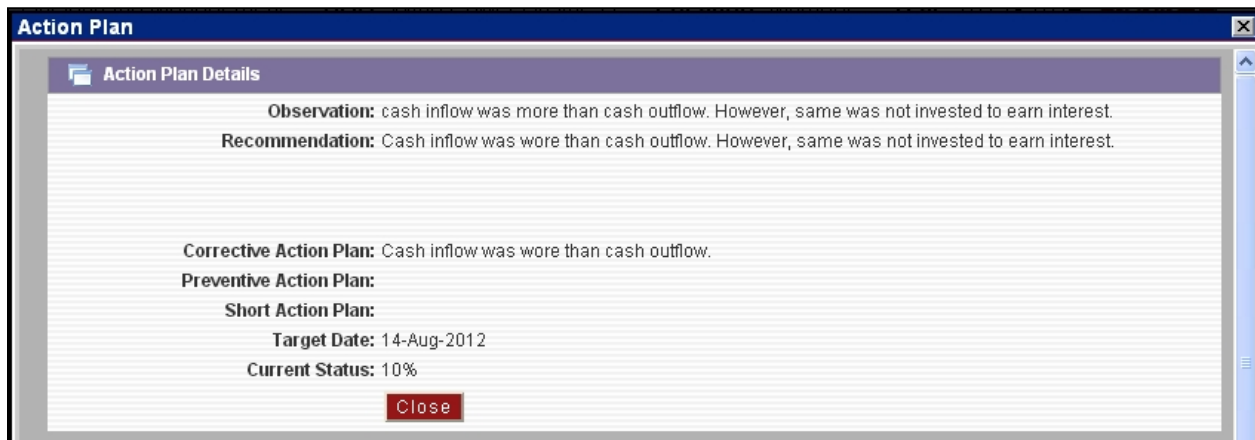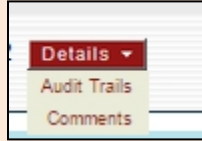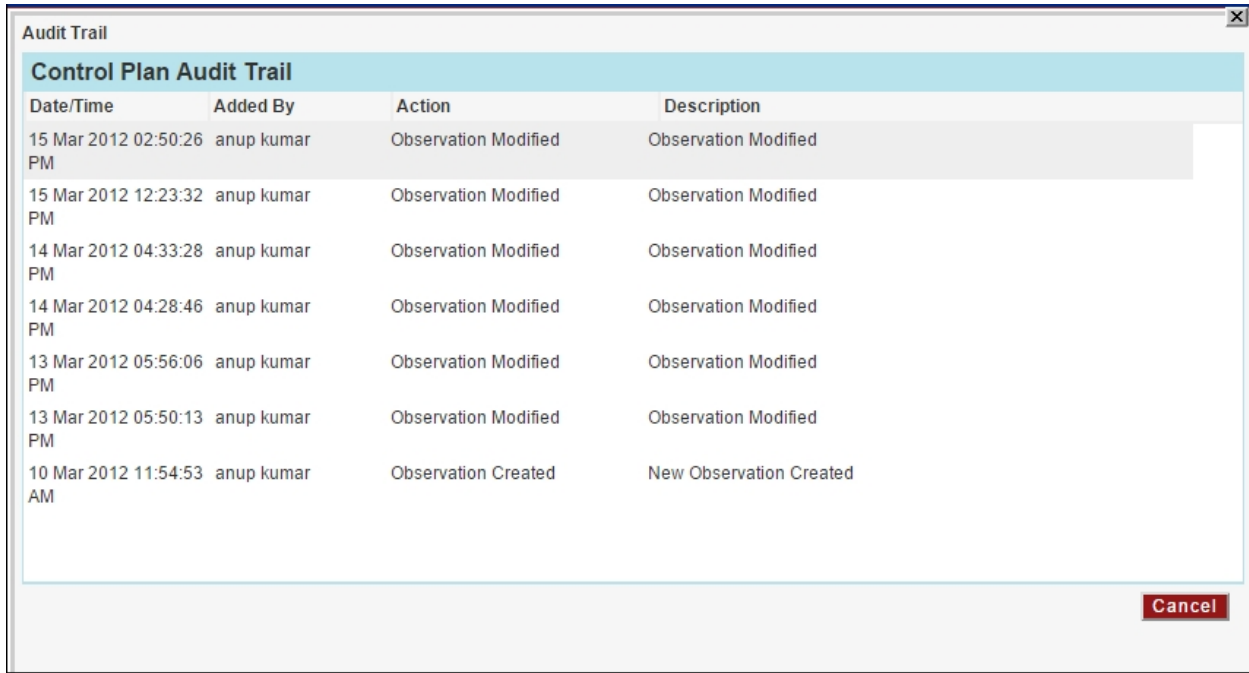
The following modal window would be opened.

Figure 2.1.2.5 Audit Action Plan Details page.

- *One can also check the Audit Trails and put the necessary comments if required using Details option*

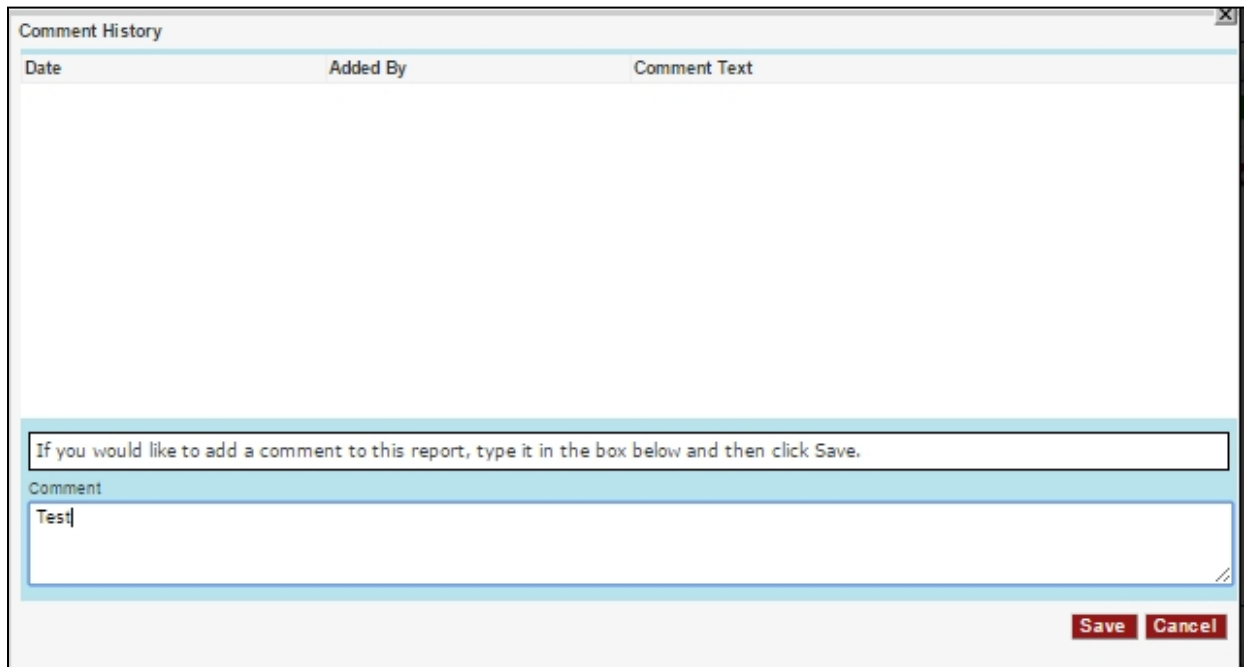After clicking on Audit Trails following screen will be displayed

Figure 2.1.2.6 Audit Trails page.

After clicking on comments under Details dropdownlist following screen is displayed
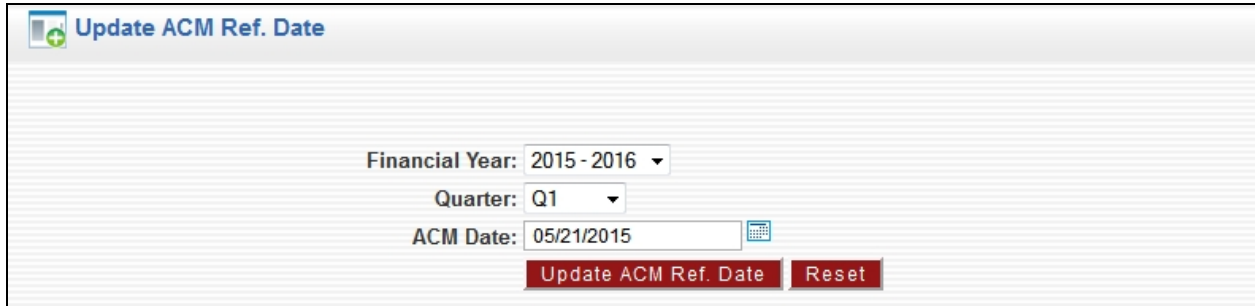

Figure 2.1.2.7 Comments page.

User needs to enter the comments if any and click on save.

2.1.3 Update ACM Ref.Date

1) To update ACM Ref.Date we need to go through Observations>ACM Ref.Date

2) After clicking on ACM Ref.Date following screen would be displayed

Figure 2.1.3 Update ACM Ref.Date page.

3) Select the required Financial year and Quarter and select the ACM date and click on
 the Date will be updated for that quarter.