Audits work

1

Tabs (Audit Filters)

• Tabs: Display different audit statuses such as:
  • All Audits
  • New Audit
  • In Progress
  • Completed

Interaction:

• Clicking on each tab filters the audits displayed in the table.

• When the "New Audit" tab is clicked, it redirects the user to a separate "New Audit" page, where they can create a new audit.

• Similarly, clicking the "In Progress" or "Completed" tabs will navigate to pages specifically showing those audit statuses.

• This navigation behavior applies to all four tabs, directing users to their respective audit management pages.

2

Status: Displays the current audit status.

• yet to start
• Assigned
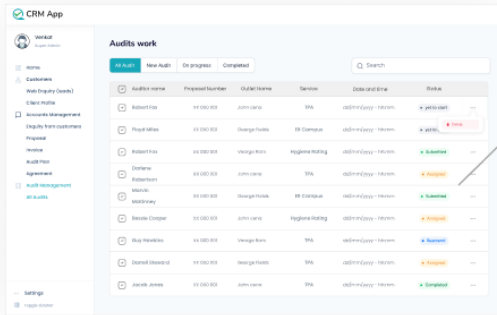• Submitted
• Reamend

Status Symbols:

• The status column shows the current progress of each audit, represented by four possible statuses:

1. Yet to Start: Indicates that the audit has not started yet.

2. Recommended: Shows that recommendations or next steps have been provided.

3. Assigned: Displays that the audit has been assigned to a specific individual or team.

4. Submitted: Signifies that the audit has been completed and submitted.

Interaction:

• When the audit reaches the "Submitted" stage, the status in the table will automatically update to "Submitted".

• This behavior applies across all four status symbols. As the audit progresses, the status column dynamically reflects the current stage of the audit process.
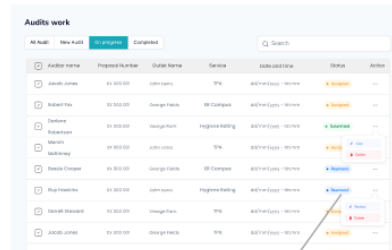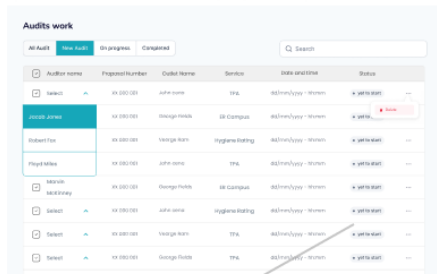
Audits work

③

All audit

- The All Audits status screen displays audits with all possible statuses, including Yet to Start, Assigned, Reamend, and Submitted.

On progress

- The In Progress screen displays audits with the statuses Assigned, Submitted, and Reamend. For audits with the Submitted status, the meatball icon allows users to edit or delete the audit. For audits with the Reamend status, the icon enables users to review or delete the audit.

New audit

- The New Audit screen only displays audits with the Yet to Start status. Users can select an auditor's name from a dropdown menu to assign the audit. Additionally, users can choose the specific work for the auditor. A meatball icon is provided for deleting the request if needed.

Audits work

Audits work

All Audit | New Audit | On progress | **Completed**

🔍 Search

	Auditor name	Proposal Number	Outlet Name	Service	Date and time	Status	
☑	Floyd Miles	XX 000 001	John cena	TPA	dd/mm/yyyy - hh:mm	● Completed	···
☑	Robert Fox	XX 000 001	George Fields	ER Campus	dd/mm/yyyy - hh:mm	● Completed	···
☑	Darlene Robertson	XX 000 001	Veorge Ram	Hygiene Rating	dd/mm/yyyy - hh:mm	● Completed	···
☑	Marvin McKinney	XX 000 001	John cena	TPA	dd/mm/yyyy - hh:mm	● Compl	···
☑	Bessie Cooper	XX 000 001	George Fields	ER Campus	dd/mm/yyyy - hh:mm	● Completed	···
☑	Guy Hawkins	XX 000 001	John cena	Hygiene Rating	dd/mm/yyyy - hh:mm	● Completed	···
☑	Darrell Steward	XX 000 001	Veorge Ram	TPA	dd/mm/yyyy - hh:mm	● Completed	···
☑	Jacob Jones	XX 000 001	George Fields	TPA	dd/mm/yyyy - hh:mm	● Completed	···
☑	Jacob Jones	XX 000 001	John cena	TPA	dd/mm/yyyy - hh:mm	● Completed	···

⬇ Download the report
🗑 Delete

Completed

- Once the audit process is completed, the status changes to Completed. At this stage, a meatball icon is available, which allows users to download the report or delete the audit.