Task are created and assigned in the web app under **Registers/Administrative/Internal Audit Reports**

On the home screen a new task will show:
1. Click on it to go straight to the Internal Audit Reports register.

2. Or from the main menu click Registers, then Internal Audit Reports
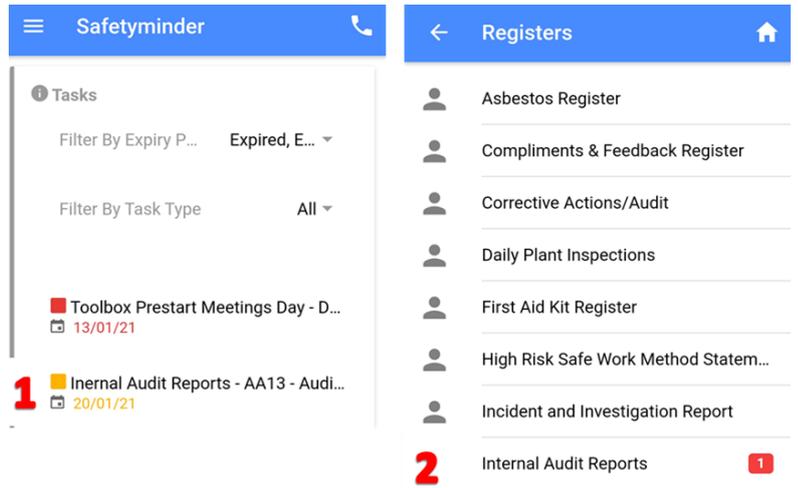
3. Click on the item to be completed and select View Details from the Actions.

4. Fill in all the required details on the form.

5. Click COMPLETE when the report is finished.

This will mark the task as signed off in the web app and attached the completed Form to the task.