From Registers / Administrative Registers / Internal Audit Reports select **+ADD NEW**.

1. Select the Staff member who will complete the internal audit.

2. Select the date it should be completed by.

3. Choose the Template to be used.
   Note: only forms with the template type "Audit Report Internal" will show in the list.

4. Click 💾 **SAVE**

5. Signed Off will show as ticked once the form has been completed on the mobile app.

6. The completed form will populate under documents once completed on the mobile app.

7. Click **+ADD FILE** if you need to attached more files as shown: **Adding Documents.**

The task is available to complete in the mobile app under Registers / Internal Audit Reports