



Audit File Is Locked

AUDIT MANAGER – BASIC CUSTOMER INFORMATION

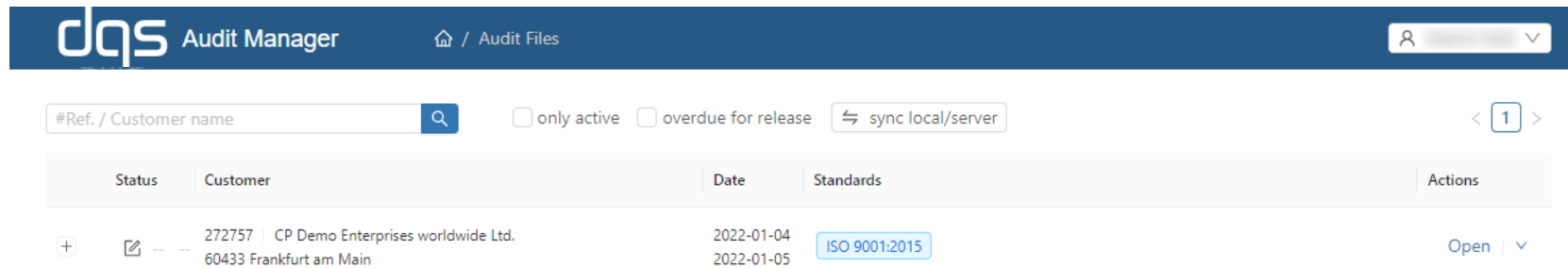
June 2022

Simply
leveraging
Quality.

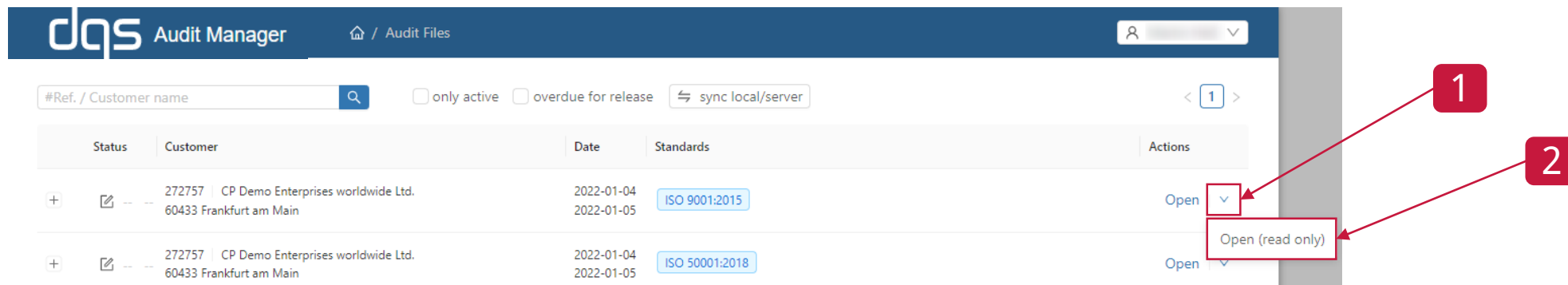
Opening the Audit File

- There are two ways of opening audit file:

1. Click the audit file



2. Click the arrow – Click „Open (read only)“



Audit File - Locked

- To prevent loss of data we have ensured that only one person can work on any given audit file at the same time.
- Please contact your auditor, if you attempt to open an audit file and receive a message that it is being processed by them.

Status	Customer	Date	Standards	
+ 	272757 CP Demo Enterprises worldwide Ltd. 60433 Frankfurt am Main	2022-01-04 2022-01-05	ISO 9001:2015	 

Audit File in use by user: 

Audit File – Locked – By Yourself

- It may happen that you receive the announcement that the audit file is currently in treatment by yourself.
- Following reasons are possible:
 - You have already opened the same audit file in another browser or another tab in the same browser.
 - Then please use this one or close it correctly.
 - You have not closed the audit file „properly“ the last time (for example by simply closing the browser without previous log-off).
 - Close the file with the „Close“ - Button and reopen it.

Important Links

<https://docs.dqs.de/am/dqs>

Deutsch	English
1. Login und Freischaltung	1. Sign up and Login
2. Öffnen der Auditdatei	2. Opening an audit file
3. Auditdatei gesperrt	3. Audit file is locked
4. Arbeiten in der Auditdatei	4. Working with the audit file
5. FAQ	5. FAQ

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<https://auditmanager-beta.dqs-holding.com/#/>

dqs Audit Manager EN

Username

Password

Remember me (24 h.) [Forgot password](#)

Log in

General information

- Please enter your credentials you also use for Corporate Intranet.
- Use the plain username without prefixed domain name (for customers: use email address)
- If you have issues with the login please contact support by clicking the "Contact Support" icon at the bottom right.
- Cookies need to be enabled

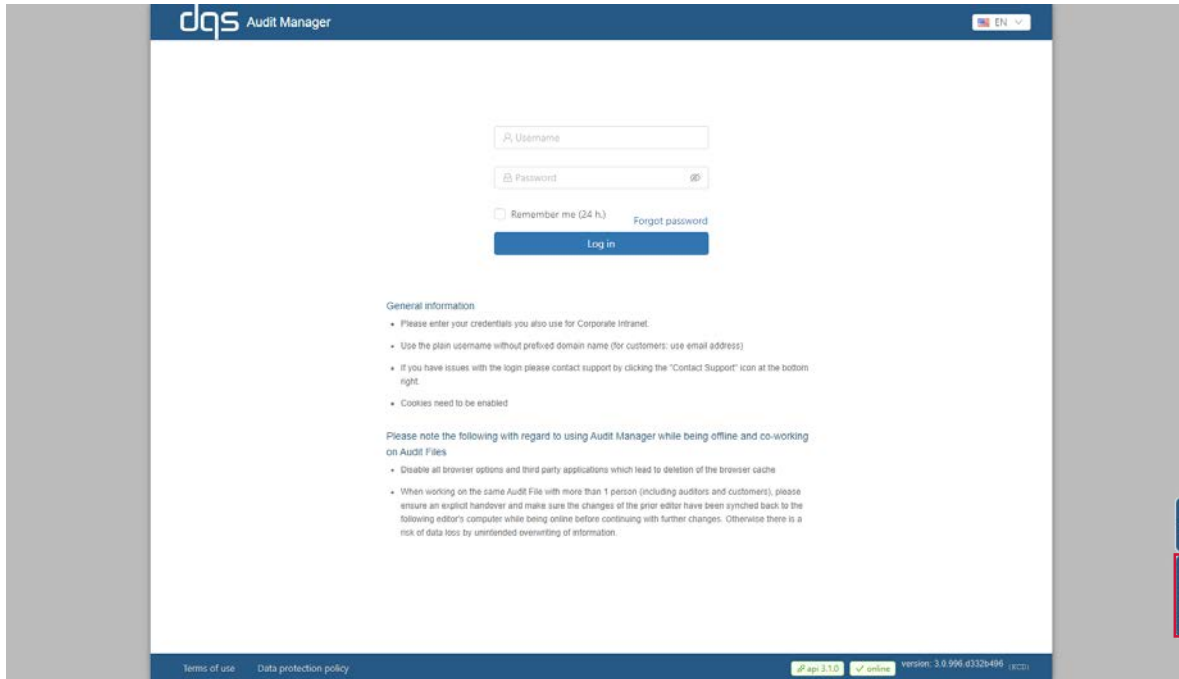
Please note the following with regard to using Audit Manager while being offline and co-working on Audit Files

- Disable all browser options and third party applications which lead to deletion of the browser cache
- When working on the same Audit File with more than 1 person (including auditors and customers), please ensure an explicit handover and make sure the changes of the prior editor have been synced back to the following editor's computer while being online before continuing with further changes. Otherwise there is a risk of data loss by unintended overwriting of information.

[Terms of use](#) [Data protection policy](#) [API 3.1.0](#) [Online](#) [Version: 3.9.999.0220499 \(v3.1\)](#)

Support

Need any help?



- Use „Contact support“ in the Audit Manager or contact our hotline at auditmanager@dqs.de

Support

- Are you missing any information in the user's guide or have questions about the Audit Manager?
- We are happy to hear suggestions!
- Our hotline is waiting for you:

DQS Audit Manager Projektteam

auditmanager@dqs.de

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