



Working with the Audit File

# AUDIT MANAGER – BASIC CUSTOMER INFORMATION

June 2022

Simply  
leveraging  
Quality.

# Audit File - Menu

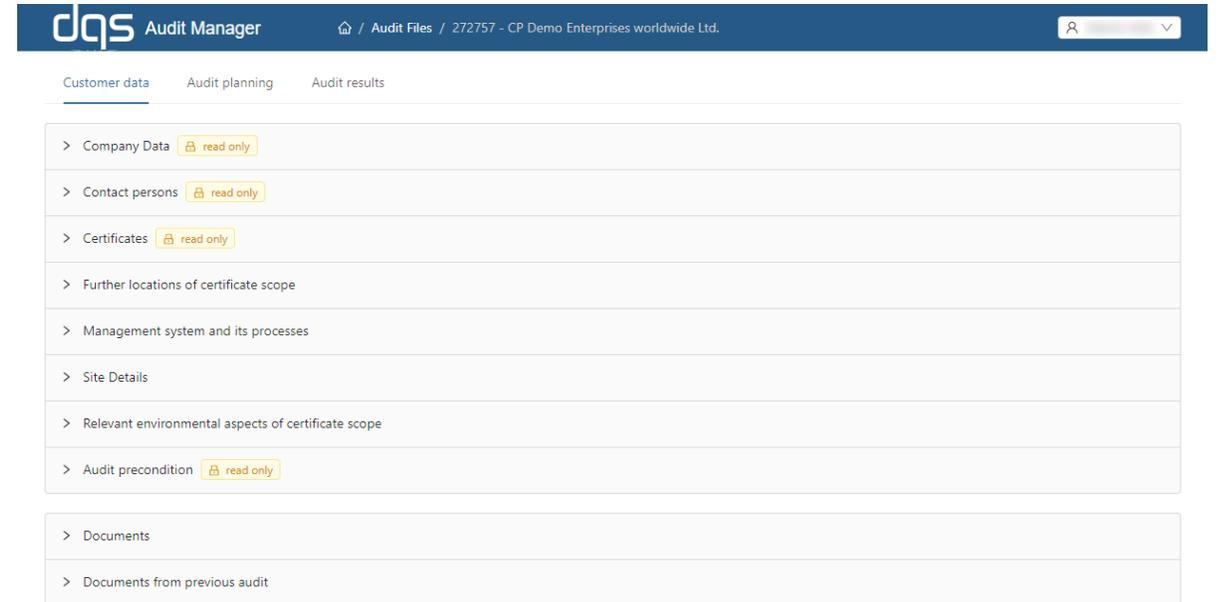
- Any audit file has three main sections:
  - **Customer data** (basic information, sites, processes) usually open
  - **Audit planning** (audit schedule)
  - **Audit results** (action plan management)

The screenshot displays the 'dqs Audit Manager' interface. The top navigation bar includes the logo, the text 'Audit Manager', and a breadcrumb trail: 'Home / Audit Files / 272757 - CP Demo Enterprises worldwide Ltd.'. A search bar is located on the right side of the header. Below the header, there are three main menu items: 'Customer data', 'Audit planning', and 'Audit results'. The 'Customer data' menu item is highlighted with a blue underline. A red box highlights the 'Customer data' menu item in the top navigation bar, and a red arrow points from this box to a larger red-bordered box below the main content area. This larger box contains the same three menu items: 'Customer data', 'Audit planning', and 'Audit results', with 'Customer data' again highlighted with a blue underline. The main content area below the menu items lists various audit-related sections, each with a right-pointing chevron and a 'read only' status icon:

- > Company Data read only
- > Contact persons read only
- > Certificates read only
- > Further locations of certificate scope
- > Management system and its processes
- > Site Details
- > Audit precondition read only
- > Documents
- > Documents from previous audit

# Audit File - Button

- The categories marked with a „read only“ – Button you can read but not edit
- The categories not marked with a „read only“ – Button you can edit by yourself



The screenshot displays the 'dqs Audit Manager' interface. The top navigation bar includes the logo, the text 'Audit Manager', and a breadcrumb trail: 'Home / Audit Files / 272757 - CP Demo Enterprises worldwide Ltd.'. A search bar is located on the right. Below the navigation bar, there are three tabs: 'Customer data' (active), 'Audit planning', and 'Audit results'. The main content area shows a list of categories, each with a chevron icon and a 'read only' button (indicated by a lock icon):

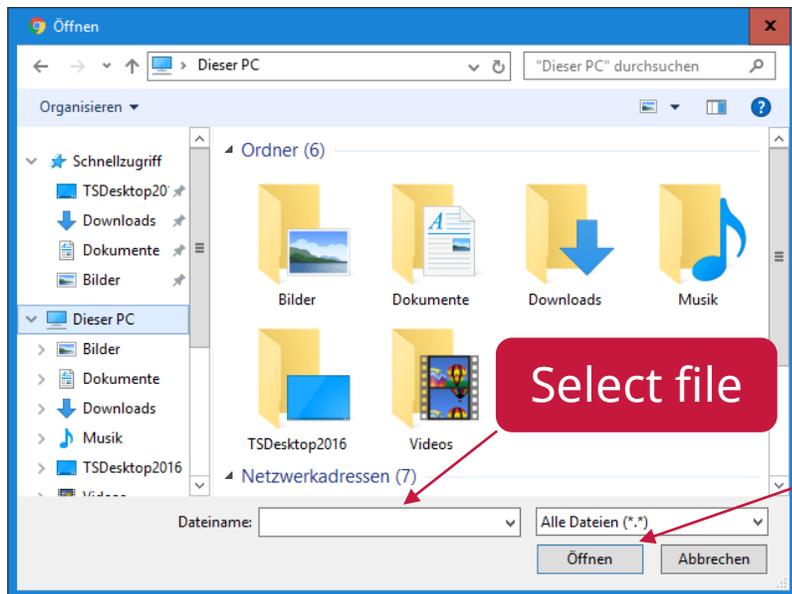
- > Company Data read only
- > Contact persons read only
- > Certificates read only
- > Further locations of certificate scope
- > Management system and its processes
- > Site Details
- > Relevant environmental aspects of certificate scope
- > Audit precondition read only

Below this list, there are two more categories:

- > Documents
- > Documents from previous audit

# Audit File - Documents

- Here you can upload other documents that are important for the audit
- As well as download documents that have been created by the author



Create new entry

\* Title  **Type in title**

Description (optional)  **Type in description**

\* Document type  **Select document type**

\* Files  **Upload document**

Click or drag file to this area to upload  
Support for a single or bulk upload. Strictly prohibit from uploading company data or other band files

Cancel Upload

Documents

Upload Document(s) Download Edit Delete

Title	Document type	Filename	File size	Description (optional)	Creator	Created
Uploaded data will appear here						

> Documents from previous audit

# Audit File - Saving

- After editing all information, click on „Save Audit File“.

The image displays two side-by-side screenshots of a web application interface for saving an audit file. The left screenshot shows the 'Save Audit File' button highlighted with a red box and an arrow pointing to it. The right screenshot shows the 'auditfile saved' confirmation message displayed in a green box with a checkmark. The interface includes sections for 'Site Details', 'Relevant environmental aspects of certificate scope', 'Audit precondition', 'Documents', and 'Please inform us about any changes to this audit file:'. The footer contains 'Terms of use', 'Data protection policy', and version information.

- The information that your audit file has been saved will now be displayed.
- Notify your auditor of the changes you have made at this time.

# Inform Your Auditor About the Processing Status

- For each section of the audit file, you have the option to inform your auditor about its current processing status at the end of the page.
- For this, you can place one or more checkmarks at the respective position and add text information for the auditor.

The option for action plans only appears if action are required.

> Site Details

> Relevant environmental aspects of certificate scope

> Audit precondition 🔒 read only

> Documents

> Documents from previous audit

Please inform us about any changes to this audit file:

Data has been checked and revised, please update all records accordingly.

All required data for planning of the next audit has been completely entered.

Action plans have not yet been maintained.  Action plans have partly been maintained.  Action plans have completely been maintained.

Details about changes / further information

Terms of use Data protection policy API 3.0.701 online version: 3.0.986.26b92113 (usa7)

# Close the Audit File and Log Out

- When you have finished editing the audit file, please close the file and log out of the Audit Manager.

The screenshot shows the Audit Manager interface. At the top, there are three expandable sections: 'Site Details', 'Relevant environmental aspects of certificate scope', and 'Audit precondition' (with a 'read only' lock icon). Below these are two more expandable sections: 'Documents' and 'Documents from previous audit'. The main content area is titled 'Please inform us about any changes to this audit file:' and contains three radio button options: 'Data has been checked and revised, please update all records accordingly.', 'All required data for planning of the next audit has been completely entered.', and 'Action plans have not yet been maintained. Action plans have partly been maintained. Action plans have completely been maintained.' Below this is a text input field labeled 'Details about changes / further information' and a 'Submit information to auditor' button. At the bottom of the form, there are two buttons: 'Save Audit File' and 'Close'. A red box highlights the 'Close' button, and a red arrow points from it to a larger blue 'Close' button on the right side of the slide.

# Important Links

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

Deutsch	English
<a href="#">1. Login und Freischaltung</a>	<a href="#">1. Sign up and Login</a>
<a href="#">2. Öffnen der Auditdatei</a>	<a href="#">2. Opening an audit file</a>
<a href="#">3. Auditdatei gesperrt</a>	<a href="#">3. Audit file is locked</a>
<a href="#">4. Arbeiten in der Auditdatei</a>	<a href="#">4. Working with the audit file</a>
<a href="#">5. FAQ</a>	<a href="#">5. FAQ</a>

<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

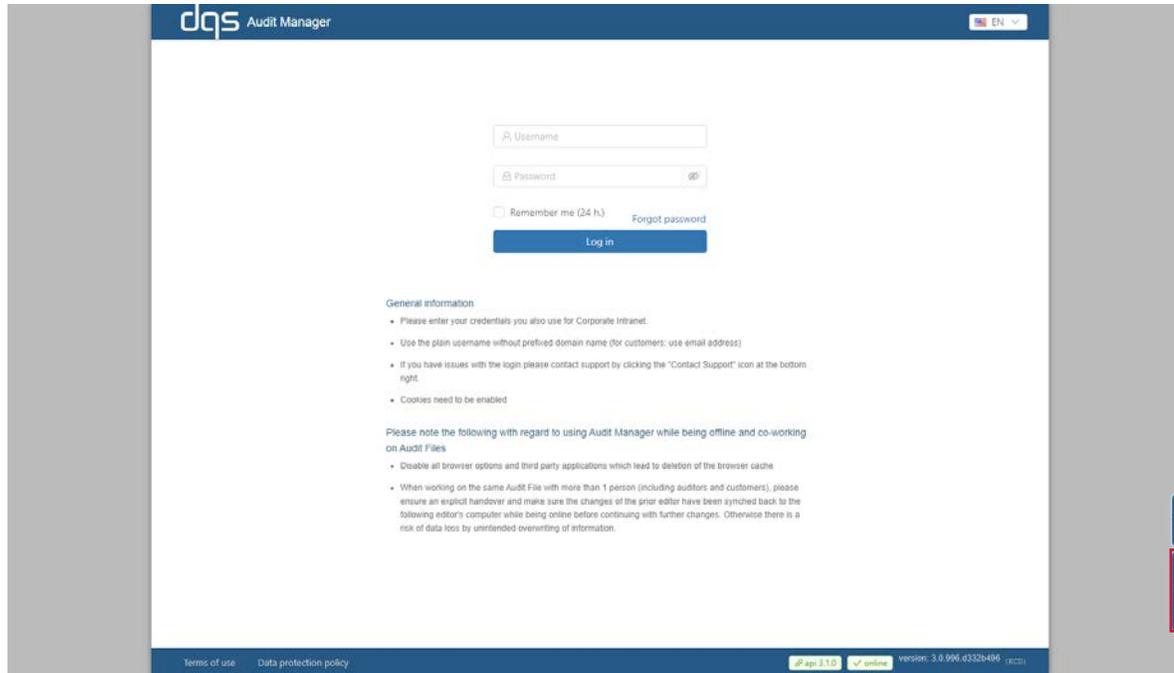
Please note the following with regard to using Audit Manager while being offline and co-working on Audit Files

- 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 | dqs 3.1.0 | online | version: 3.9.999.0220490 (v3.1)

# Support

## Need any help?



- Use „Contact support“ in the Audit Manager or contact our hotline at [auditmanager@dqs.de](mailto:auditmanager@dqs.de)

Contact support

# 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](mailto:auditmanager@dqs.de)

0049 69 95427-555



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