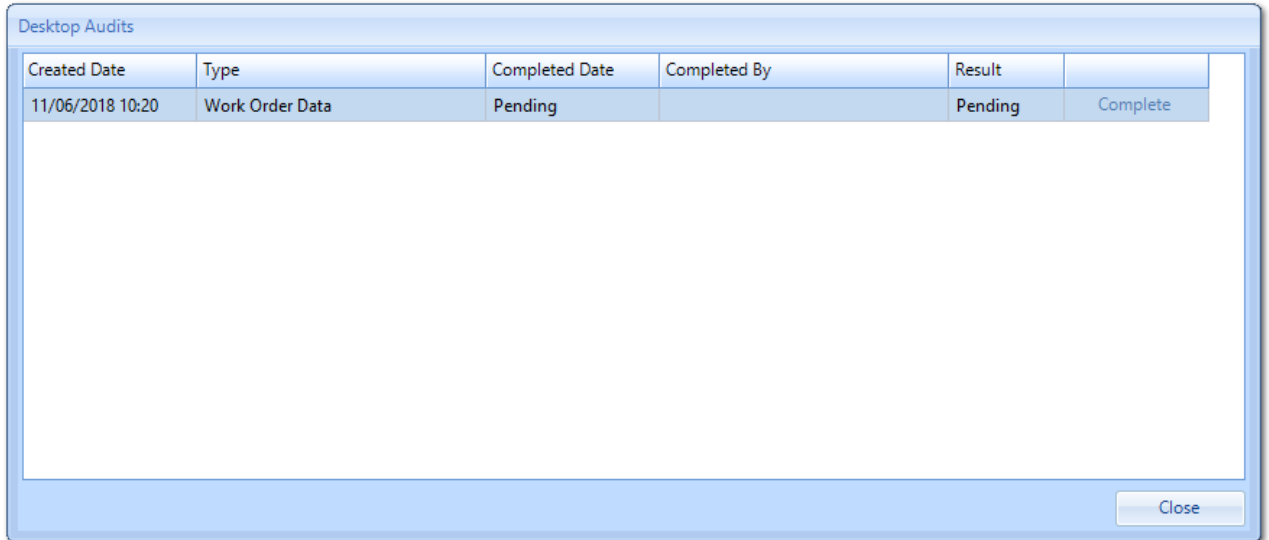


Perform Desktop Audit

Wed, Jan 17, 2024 [Select Work Order for Audit](#)

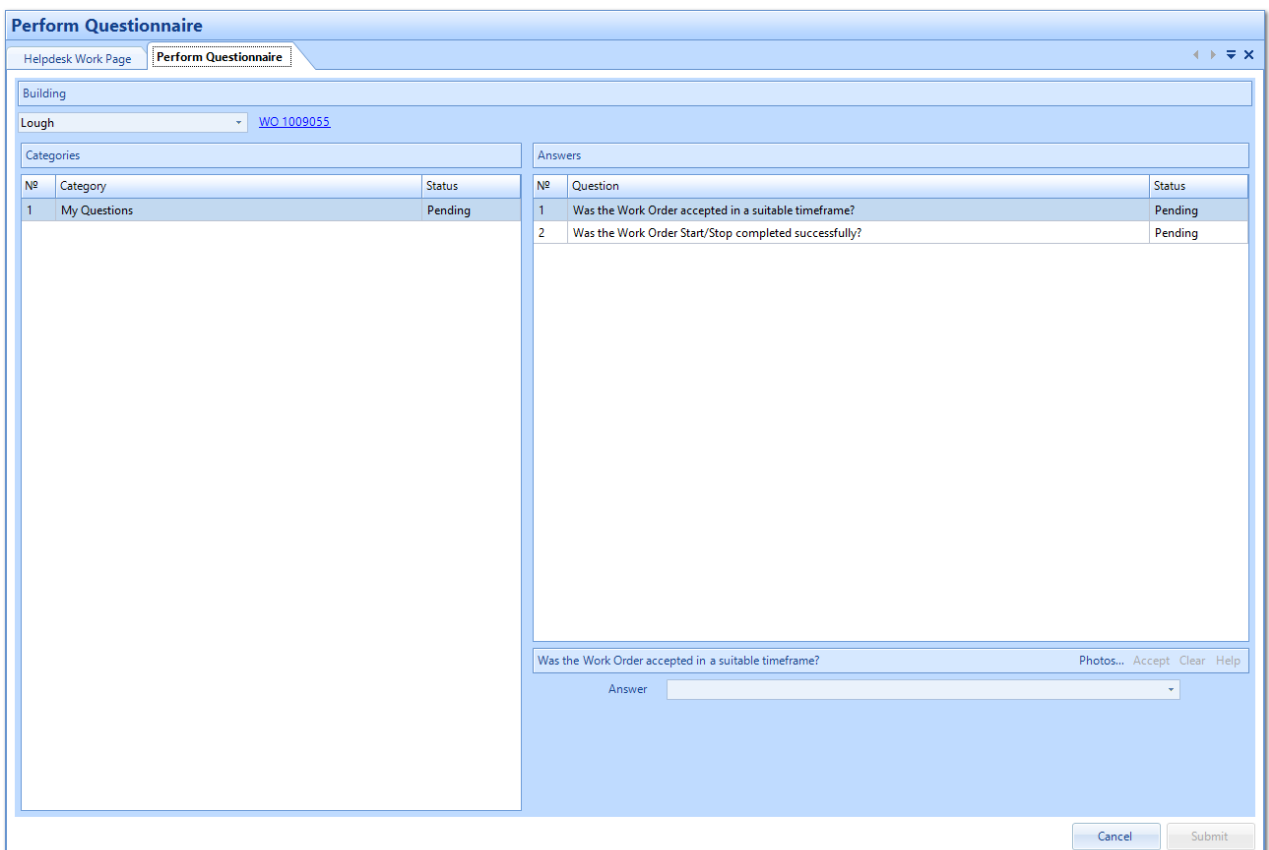
Once a Work Order has been marked for Audit, the User now has the option to perform the Audit on the Work Order.

1. On a Work Order Marked for Audit, go to the Agent Actions menu. Then go to Audit and choose "Perform Desktop Audit". This will display a screen containing all the Desktop Audits related to the WO. Click "Complete" next to the desired Audit to answer the Audit questions.



Created Date	Type	Completed Date	Completed By	Result	Complete
11/06/2018 10:20	Work Order Data	Pending		Pending	Complete

2. This next screen shows the questions that need to be answered to complete the Audit. This works similar to Questionnaires, showing Categories on the left with each Question related to that Category on the right. The main differences are all questions are mandatory and that the WO is displayed along with the Building.



NR	Category	Status
1	My Questions	Pending

NR	Question	Status
1	Was the Work Order accepted in a suitable timeframe?	Pending
2	Was the Work Order Start/Stop completed successfully?	Pending

Was the Work Order accepted in a suitable timeframe? Photos... Accept Clear Help

Answer

Cancel Submit

Once all questions have been answered, click "Submit" to complete the Audit. This will then update the WO Event log.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=162>