Manual for Nodal to create Audit Team and to provide Access of Audit

Creation of Audit Team Audit Team is a group of members who will audit the files in a office/Department online through e-File on RAJKAJ. There is a provision to create audit team/group.

Path : Admin Corner >> Manage Group >>Add

	Q	Manage Group					
>	Fr Dashboard 스 Inbox	Department/Office	Q	Group Name	Type 3 or more characters		
> >	Outbox	Search Reset					
>	Application Corner				Export to: 🕱 Excel		
>	🛃 Utilities	No Records					
>	Management Info. System	Add Man Process					
~	🔯 Admin Corner	Aul map Flocess					
	Masters						
	Manage Group						
	NOC						
	Organization Structure						
	Transfer and Posting						
	Access Control						
	Others						

After click on Add button a window will appear in which you have to add/define audit team members as below-

Add Employee Group								×
Department/Office * Medical an Group Name * M&HS Aud		Medical and Health Services 🔍 🕽		Process Auditor;			QC	
		M&HS Auditor		Group Name (Hindi) *	M&HS Auditor			
								Add Row
Sr.No	Employee Name	e Designation		Department/Office	Role	s [Level	Action
1 Mr.	ABHINANDAN JAIN (Ac	QC Accounts Officer	Tre	asuries and Accounts Department	Receiver	~	10	NA
Save Close								

- Department/Office* Select particular office for which audit will be done.
- Process
- Group Name* Will be auto filled as you select Process.
- Add Row To add more row if audit team members are more then one.

Select "Auditor" as a process.

- Role First member always be Receiver and last one will be Approver.
- Level Enter values like 10, 20, 30.... Or 1, 2, 3....

Note :- Use search glass to select Department/Office, Process and Employee/Member.

Fill all fields and click on Save button, audit team will be created.

Access Rights to Audit team members You have to provide Access rights to Audit team members to audit files.

Path : Admin Corner >> Access Control >> Manage Role Group Mapping >> Add

	Q.	Manage Role Group Mapping Manage Role Group Details					
	🚟 Dashboard	Employee application mapping					
>	📥 Inbox						
>	🕁 Outbox	Application group	Type 3 or more characters				
>	Employee Corner						
>	Application Corner	Mapped on	Employee 💙	Employee	Type 4 or more characters f Q		
>	🛃 Utilities	Search Reset Add Export to: Search Please select any group to view mapping details.					
>	Management Info. System						
~	🔯 Admin Corner						
	Masters						
	Manage Group						
	NOC						
	Organization Structure						
	Transfer and Posting						
	Access Control						
	Others						

After click on Add button a window will appear in which you have to provide details as below-

Employee Application Mapping					
Map Application To	Post	~	Post		
Application Group	Auditor_Group	;	5		
		9	ave Close		

- Map Application To Select "Post"
- Post Select Audit members. You can select multiple employees.
- Application Group Select "Auditor_Group"

Fill all fields and click on Save button, access rights for audit will be assigned to selected members.

Files on which audit will be done need to Send To Auditor by file lying with Employee.

Now files Send To Auditor from respective office, will be visible in Rajkaj account of Audit team as Inbox >> E-File >> Auditor.

Q.	Received Auditor	
🚟 Dashboard	Export to: K Excel	~
Y 👍 Inbox		-
E-File and free second	L	
File Tracking		
Dak(s)		
Leave		
PAR		

Note :- Files received for audit will be visible here in read only mode .