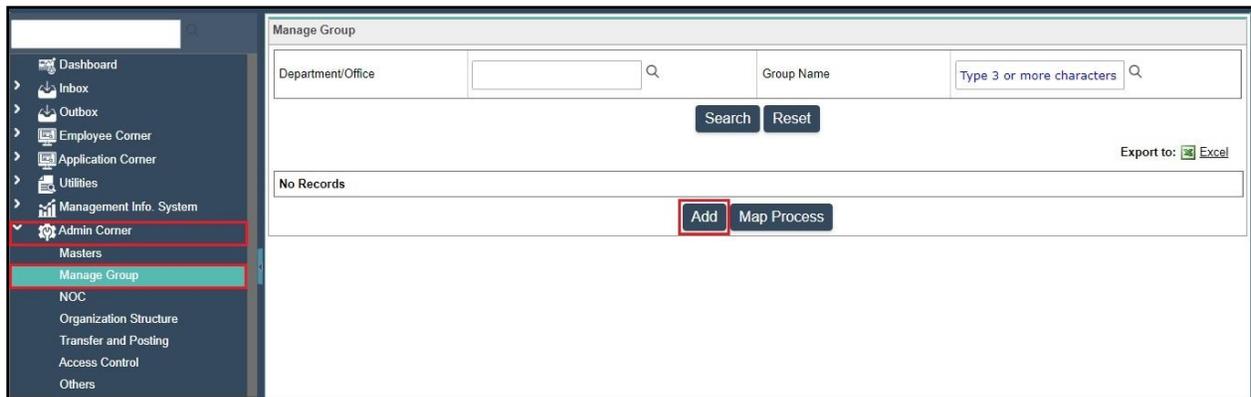


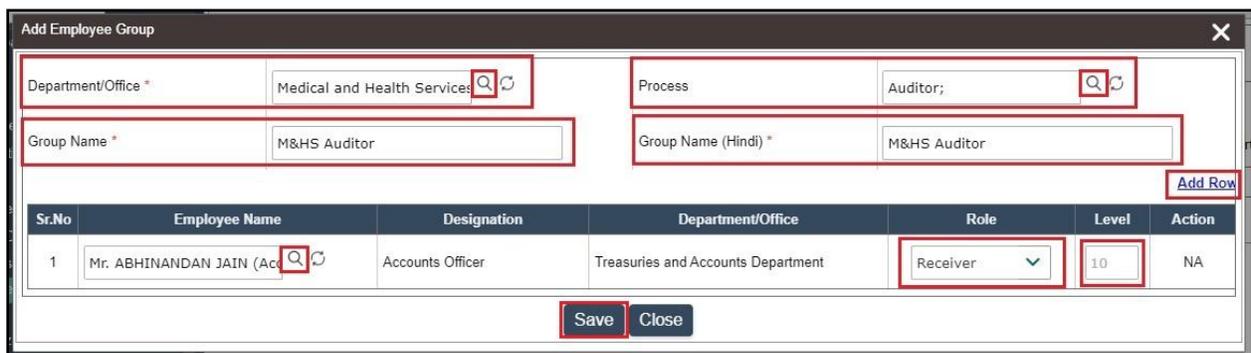
# Manual for Nodal to create Audit Team and to provide Access of Audit

**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



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



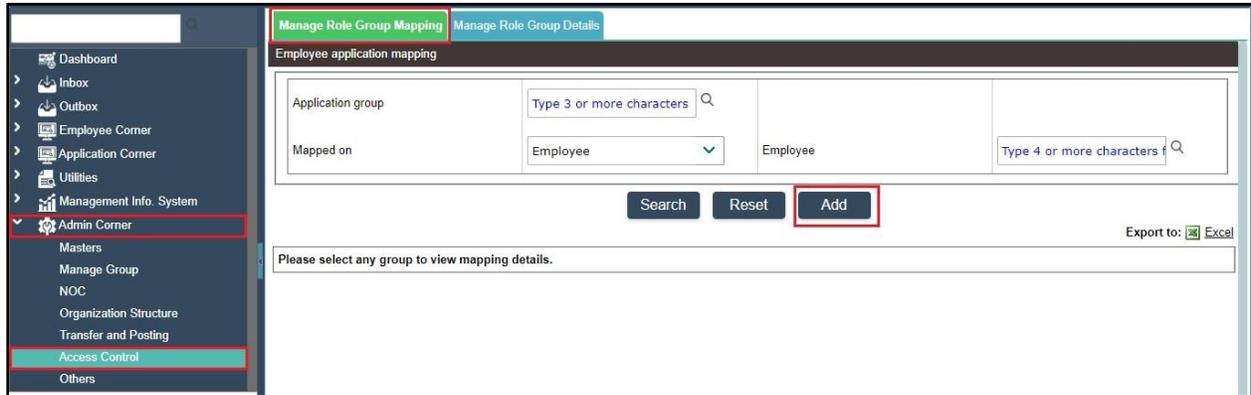
- **Department/Office\*** Select particular office for which audit will be done.
- **Process** Select "Auditor" as a process.
- **Group Name\*** Will be auto filled as you select Process.
- **Add Row** To add more row if audit team members are more then one.
- **Role** First member always be Receiver 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



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



- 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.



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

