

TeamMate AM 12.5 TeamEWP Reader Guide

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Introduction to TeamEWP Reader

TeamEWP Reader provides view only access for External Auditors to Projects in the TeamEWP Module that they are sent. The Reader also allows:

- users to Generate Reports and save them externally, and
- users to export Workpapers and save them externally.

Installing TeamEWP Reader

TeamEWP Reader is installed by running the TeamEWP Reader exe. This guide assumes installation has been completed for you. If not, consult your TeamMate Champion.

Getting Started with TeamEWP Reader

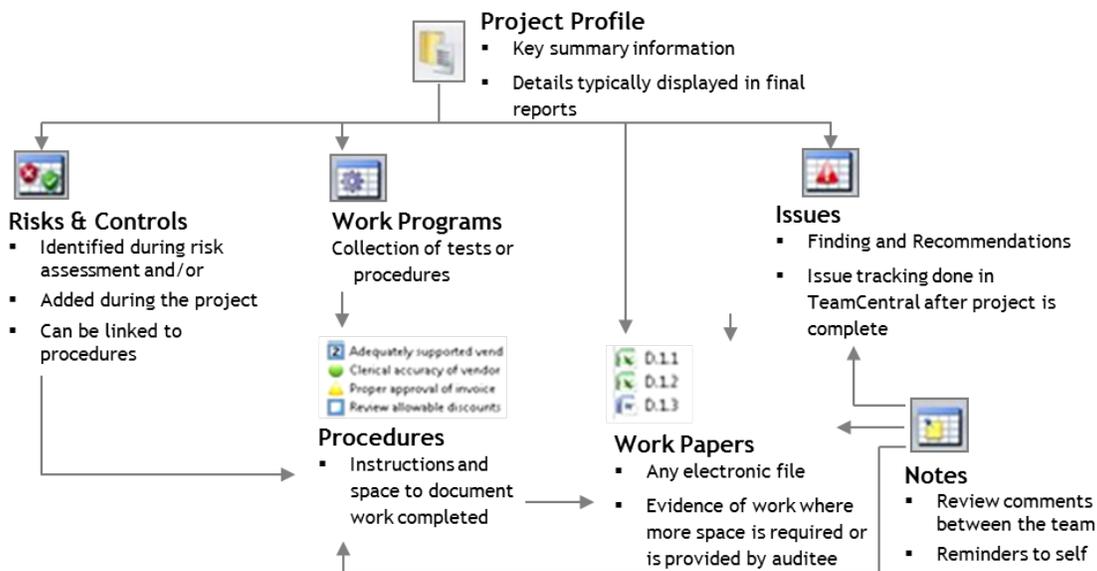
To help as you begin working in TeamEWP, this section will provide you a basic explanation of TeamEWP and of the TeamEWP project structure and components. Deeper in this guide, you will find a more detailed walkthrough of the concepts introduced at this time.



TeamEWP Basics

- **TeamEWP Explorer:** The first screen you come to in TeamEWP is the TeamMate Explorer. The Explorer screen has a tab structure that organizes your projects based on filters you can choose to set. From here you enter a project by double-clicking on the project title you want to access.
- **TeamEWP Projects:** A project in TeamEWP is typically a single audit or assignment. The project contains all of the related Procedures, attached Work Papers, Issues, and reports for that project.

Key Components of TeamEWP Project



- **Risks and Controls:** As the audit profession has moved toward risk based auditing, TeamMate has incorporated risk and control identification, testing, and rating into TeamEWP workflow. Risks and Controls can be documented in the TeamStore, linked to procedures, and brought into projects all at once using the concept of smart auditing.
- **Work Program:** Work Programs are grouping of Procedures and all associated Work Papers. A Work Program corresponds to a traditional audit program.
- **Procedure:** Procedures are the instructions or testing guidelines used to perform the work. Procedures are also used to document the results of testing or work carried out.
- **Work Paper:** A Workpaper is any attachment brought into the project as a reference or as support for a particular audit. TeamMate considers any 3rd party document from any electronic source as a Work Paper. Since most organizations use Microsoft Office, TeamMate has integrated TeamEWP functionality into MS Word and Excel.
- **Issue:** Issues are items that are to be reported either to management or that you wish to track as part of project findings. It is a best practice to create the Issue where the finding was first noted. Issues in TeamMate also include places to capture recommendations, ownership, and management's response.
- **Notes:** Notes can be used to facilitate communication during the review process. Notes have also allow users to leave memos to themselves.

TeamEWP Concepts

Within a TeamEWP project there are additional concepts that you should understand to get the most out of the application. This section will serve as an introduction to many of those concepts. In this and other TeamMate guides, you will find more detailed information on each of these concepts.

- **Workflow Interface (Ribbons):** Navigation through a TeamEWP project is organized in Ribbons to logically guide you to the functionality you want to use.
- **File Structure and ARC:** TeamEWP Projects are organized with a basic file structure that is numbered with a system-driven referencing system called ARC (Audit Reference Code).
- **Sign-off and Review:** To evidence the sign-off and review process, TeamEWP has built in sign-off functionality that applies the preparer of the work, the reviewer's initials, and a time stamp to work papers and procedures.

See "*Team Roles*" in the TeamEWP User Guide for more information.

- **Top Down Review:** As a reviewer, you need to get to information in projects quickly. TeamEWP has summary views with grouping and filtering options, as well as open search functions, to take you to specific information efficiently.
- **TeamImage:** TeamImage allows users to scan hardcopy documents directly into your Project. Additionally you can choose to associate Adobe PDF documents with TeamImage. TeamImage allows the user to annotate the document, highlight and redact data, and other useful tools.

Data Privacy

TeamMate supports the concept of data privacy, which will segregate who has access to data based on partitions set up in TeamAdmin.

Accessing TeamEWP Reader

To launch TeamEWP Reader:

From Windows, select **Start | Programs | TeamMate | TeamEWP**.

NOTE: When first using TeamEWP Reader or using a new version of TeamEWP Reader, the program may take a few extra seconds to launch.

TeamEWP Explorer

The TeamEWP Explorer is a viewer that displays projects. The TeamMate Explorer's principal functions are to display a list of available projects. Multiple tabs can be created to organize projects so that it is easy to find the project you require. Although by default all projects are displayed in the Explorer, each user will only have access to those projects on which they are a team member or security group member. Common uses of TeamMate Explorer are:

- Opening Existing Projects
- Installing Replica or Backup Projects
- Viewing high level information related to the status of schedules via the Dashboard

Filtering for Partitions

When the data privacy feature is enabled, the partition field will be displayed on the Dashboard. When an Auditor accesses TeamEWP, the application will be able to determine to which partition(s) the user has access.

A Staff Auditor should be allowed to see and open Projects across all partitions even if he is not assigned directly to the Partition in TeamAdmin.

Security group membership or Team membership on a project from a specific Partition does not matter.

Explorer Functions

Explorer functions are accessed from the ribbon buttons at the top of the TeamEWP Explorer. Some functions only apply to projects in the central database and some functions only apply to distributed projects. The ribbon buttons are enabled and disabled accordingly. Functions available are:

- **Open:** Opens the currently selected project. Projects can also be opened by double-clicking using the left mouse button.
- **Restore:** Restores a back-up in the selected location. This is only enabled for distributed tabs as back-ups of a central database are managed by your organization's IT department.

See "Backups" in the TeamEWP User Guide for more information.

- **Replica:** Install a replica in the currently selected tab.

See "Replication (Working in Teams)" in the TeamEWP User Guide for more information.

- **Dashboard:** Shows and hides the Explorer dashboard.

See " *Distributed Project Explorer*" on [page 9](#) for more information.

- **Close:** Closes the TeamEWP Explorer.

To add or modify location tabs:

1. Click the **Organize** icon.
2. Select Insert Location Tab or Edit Location Tab.
3. Enter the new name of your location tab (if name change desired).
4. Select the database location: Distributed.
 - **Distributed:** Browse to the location on your PC or Network where your distributed projects are saved.
5. Click **OK**.

To delete location tabs:

1. Click the location tab to ensure you are in the location tab you need to remove.
2. Click the **Organize** tab.
3. Select **Remove Location** tab. You will receive a warning message, asking if you are sure you want to remove the tab.
4. Select **Yes**.

Distributed Project Explorer

The tab for distributed TeamEWP projects has a standard TeamEWP Explorer. The Standard Explorer can be used for centralized Explorer tabs.

Project List

A distributed tab displays a list of all projects saved in the network location or local file path that the tab is mapped to. The project information displayed in TeamMate Explorer includes:

- **Project Code:** Code defined by your department that identifies your projects. This code can contain alpha, numeric, and special characters.
- **Project Name:** The name of the project.
- **Unit:** Generally an organizational unit name that the project is associated with. Accessed from the Profile | General tab | Unit text field.
- **Start Date:** The start date of the project.
- **Edit Date:** The date of the most recent edit to the project.
- **Status:** A project can be in one of seven workflow states or canceled or deferred.
- **Finalized:** An icon  is displayed indicating that the Project is finalized and no further changes can be made.

See "Finalization" in the TeamEWP User Guide for more information.

- **Sent to Central:** Displays the most recent date that your project was sent to TeamCentral.

Explorer Dashboard

The Standard Explorer displays a dashboard in the lower part of the Explorer window. The dashboard is similar to the Snapshot Viewer and provides a statistical overview of how the project is

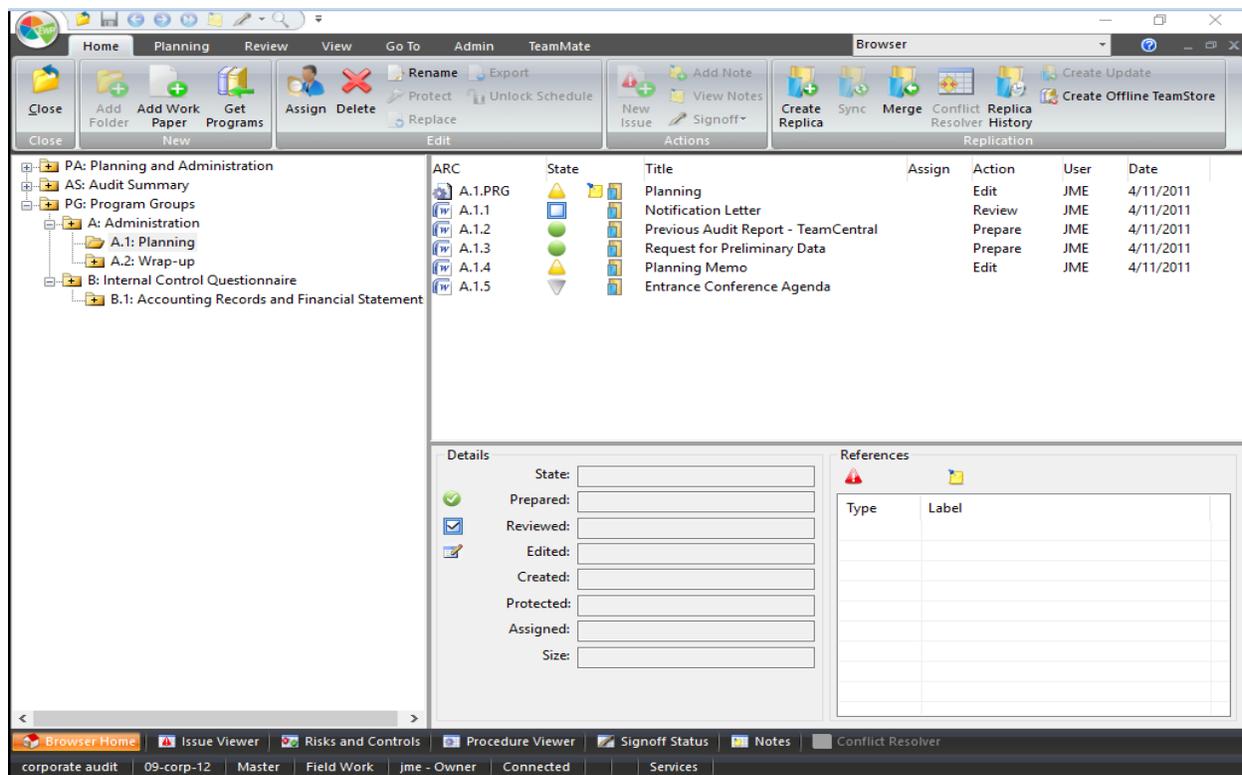
progressing. It can be used to identify how much work, by item, is in Not Started, In Progress, Prepared, Reviewed, Edited since Review or Added since Freeze state. The Dashboard button on the Explorer ribbon can be used to show or hide dashboards as necessary.

TeamEWP Browser, Ribbon Interface and Navigating a Project

The Browser is your starting point within your project file. The Browser is the index or table of contents, of the project and is the first screen displayed after opening the project. Everything contained in a TeamEWP project file can be accessed through the Browser. Although the Browser can give access to all Schedules in the Project, it is often easier to use the ribbon interface and other shortcuts to go directly to the many TeamEWP Viewers and find the information you require.

Browser

The Browser is divided into three resizable panes similar to Windows Explorer. The left pane displays the overall project structure and main folder names, the top right pane displays the contents of each folder, and the Info View which shows other information about an item selected in the top right pane. As you move through the folders in the left pane, the right pane will refresh to display the selected folders contents.



The typical TeamEWP project file has the following main folders:

- **Project Administration (PA Folder):** typically contains planning documents and administrative information. Some organizations choose to omit the PA folder. This folder is optional and may have been removed from your template(s).
- **Audit Summary (AS Folder):** contains all issues (findings) as well as any TeamEWP generated reports.
- **Program Groups (PG Folder):** contains the work programs and work papers. Unless programs are contained in your template, the PG folder will initially be empty.

Like Windows Explorer, double-clicking on a file or folder will open that file or folder. If the project file or Schedule selected is not a TeamEWP schedule (for example, a Microsoft Word document), TeamEWP will launch the schedule's native application.

The position in which schedules are added to the Browser will depend on the type of schedule being created, and to which area of the project the schedule applies. Based on its position in the project file, TeamEWP will then automatically assign an Audit Reference Code (ARC) to the schedule.

TeamEWP refers to all documents, spreadsheets, and other files as "schedules." The right-hand Browser window reveals important information about each individual schedule. Each schedule is assigned an ARC that serves as the number scheme in TeamEWP.

ARCs are the equivalent of cross-references and page numbers in paper-based project files. TeamEWP automatically generates and maintains ARCs. ARCs ensure that related work is always referenced consistently and appropriately, and that your references point to the correct location.

See "*File Structure and the ARC*" on [page 13](#) for more information.

State column symbols

Symbols in the State column indicate the last sign-off action of each item:

Icon	Name	Description
	Not Started	There has been no action.
	In Progress	The last action was an edit.
	Prepared	The last action was a preparer's signoff.
	Reviewed	The last action was a review signoff. '2' and '3' may appear in this icon to indicate a second or third review of a schedule.
	Edit Since Review	The last action was an edit after review.
	Conflict	A replication conflict caused by edits being made to the same document in separate replicas or a master and a replica.
	Add Since Freeze	The procedure was added to a frozen work program. This symbol will appear "inside" a work program at the new procedure, at the TeamMate Explorer snapshot, or at the Snapshot when the project file is opened.

Additional Browser Icons

Icon	Description
	The schedule contains one or more Issues. Clicking on the Issue icon opens the Issue Editor so that details of the Issue and its associated recommendations can be seen.
	The schedule contains one or more Notes. Clicking on the Note icon opens the Note viewer so that details of the Note can be seen.

Icon	Description
	The schedule was replicated.
	The schedule is marked as frozen.
	The schedule is confidential.

TIP: Use the Snapshot or Summary Viewers to quickly find information. While the Browser might seem like the most logical way to find information in the project file, the Snapshot or Summary Viewers are typically more efficient methods.

File Structure and the ARC

Each Folder and Schedule within the file has a unique ARC that is used to identify and store each Schedule and Folder in its correct place in the Browser. For TeamEWP Schedules, the ARC will be displayed in the Windows Title Bar.

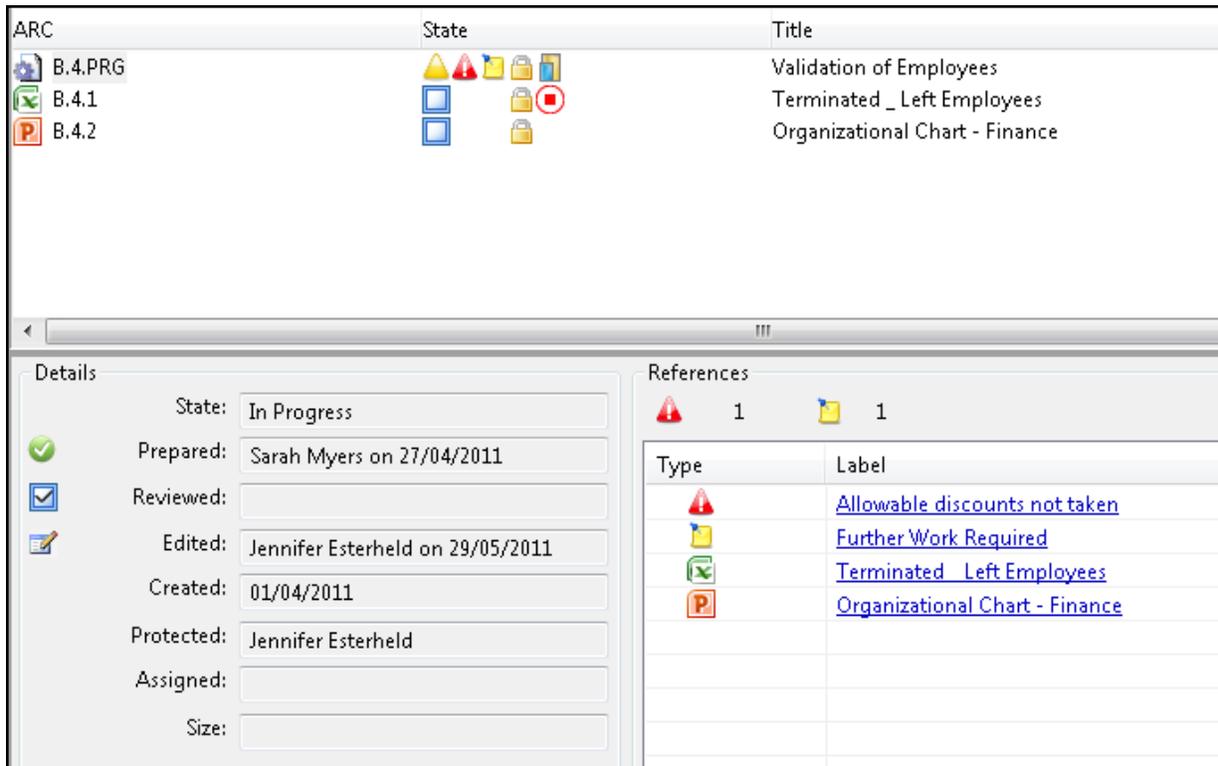
An ARC can be evaluated from left to right to determine its location in the Browser. For example, a hypothetical ARC "A.1.4" denotes:

- **The first portion of the ARC:** "A" denotes the Section of the Browser where the Schedule exists. The letter "A" represents the first Program Group in the project file (which may equate to your work program areas) created in the "Program Groups" parent folder.
- **The second portion of the ARC:** ".1" denotes the sub-folder within the Program Group folder. In the above example, the first Program added to Program Group A will be assigned the ARC A.1.
- **The last portion of the ARC:** ".4" denotes the number of the schedule that exists within the A.1 folder. In this case, .4 represents the 4th workpaper created in Program Folder A.1.
- In addition to determining where in the Browser the schedule is stored, the ARC also identifies the type of schedule being stored. Examples of different types of schedules include:
 - PRG denotes a Program
 - ISS denotes an Issue

Info View

The Browser includes an optional info view. When the info view is enabled it displays additional information about the schedule which is currently selected in the Browser. The additional information includes statistics, workflow state, last edit date, created date etc. It also shows all related schedules. The info view is a useful tool for seeing what Issues and Notes have been linked to a schedule.

An example of Info View showing statistics and related schedules for Work Program B.4.PRG



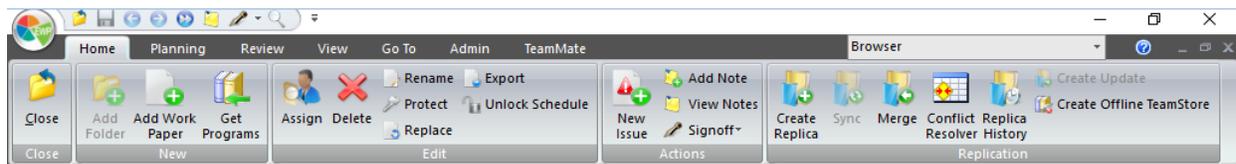
To turn the Info View on or off go to the View ribbon | Show panel and click the Info View ribbon button.

Ribbon Workflow Interface

TeamEWP utilizes a ribbon user interface which will be familiar to users of Microsoft Office product. Each view or 'screen' in a project has its own Home ribbon which includes all of the functionality and features available to a user in that screen.

Each ribbon is then sub-divided into different panels so that the features are organized logically. Depending upon your user role or project status some features may not be available to you, if this is the case the ribbon button will be disabled accordingly. If you are unsure what a particular button is used for, simply hover the mouse over the button and a tooltip will provide additional information about the feature.

Below is an example of the Browser Home ribbon.



The Browser Home ribbon has the following panels:

- **Close panel:** Close button. Closes the Browser (and also therefore the Project).
- **Actions panel:** The buttons on allow you to document Issues, add Notes or sign-off on completed work.

The other ribbons are common across all the views, meaning that no matter which view you are working, the same ribbons are available. The common ribbons have been carefully designed so that the features you require at each stage in the audit are easily located. As with the Home ribbon, each of the common ribbons are sub-divided into individual panels. More information about the specific features available in each of these ribbons can be found in the appropriate section of the user guide. The common ribbons in EWP are:

- Planning ribbon
- Review ribbon
- View ribbon
- Go To ribbon

Main Menu and Quick Access Bar

In addition to the common ribbons on the top left side of the screen in every view in TeamEWP also has the Main Menu button and a Quick Access tool bar.



The Main Menu button, the “round EWP” button, gives access to user preferences, help files and utilities.

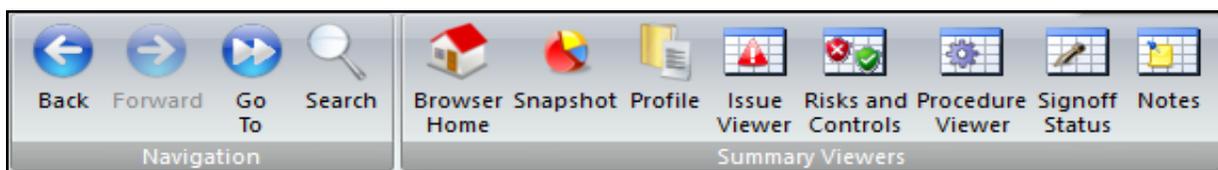
See "Tools and Utilities" in the TeamEWP User Guide for more information.

The Quick Access Bar to the right of the Main Menu button includes short cuts to the most commonly used features in TeamEWP. The drop down arrow next to the Quick Access Bar allows you to hide unused short cuts and also allows you to minimize the ribbon interface so that ribbons are only displayed when you click the ribbon name. This is useful if you are working on a small screen or if the screen resolution is poor.

Navigating a Project

Although the Browser can be used to navigate to all the schedules in your TeamEWP Project, it can be time consuming to locate the information you require.

To improve efficiency, TeamEWP Projects have a number of tools to help you navigate and find the information you require quickly including Summary Viewers which allow you to immediately access the data you require. More information about the features available in each of the individual Viewers can be found in the relevant section of this guide.

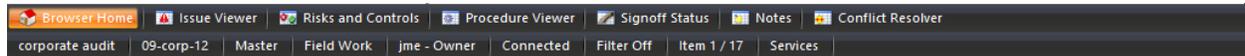


Forward and Back buttons allow you to move through a Project in the same way you might navigate a website. The Go-To and Search options provide you with other efficient ways of finding your data fast while the Browser Home button returns you instantly to the Browser 'home page' of the Project.

The tools are all accessible from the Go-To ribbon and the Viewers can be also be accessed the Go-To toolbar at the bottom of the screen.

Status Bar

Another useful feature available in all TeamEWP views are the Status Bar and Go-To bar which are found at the bottom of the screen. These toolbars are enabled by default but can be hidden by going to the View ribbon | Show panel.



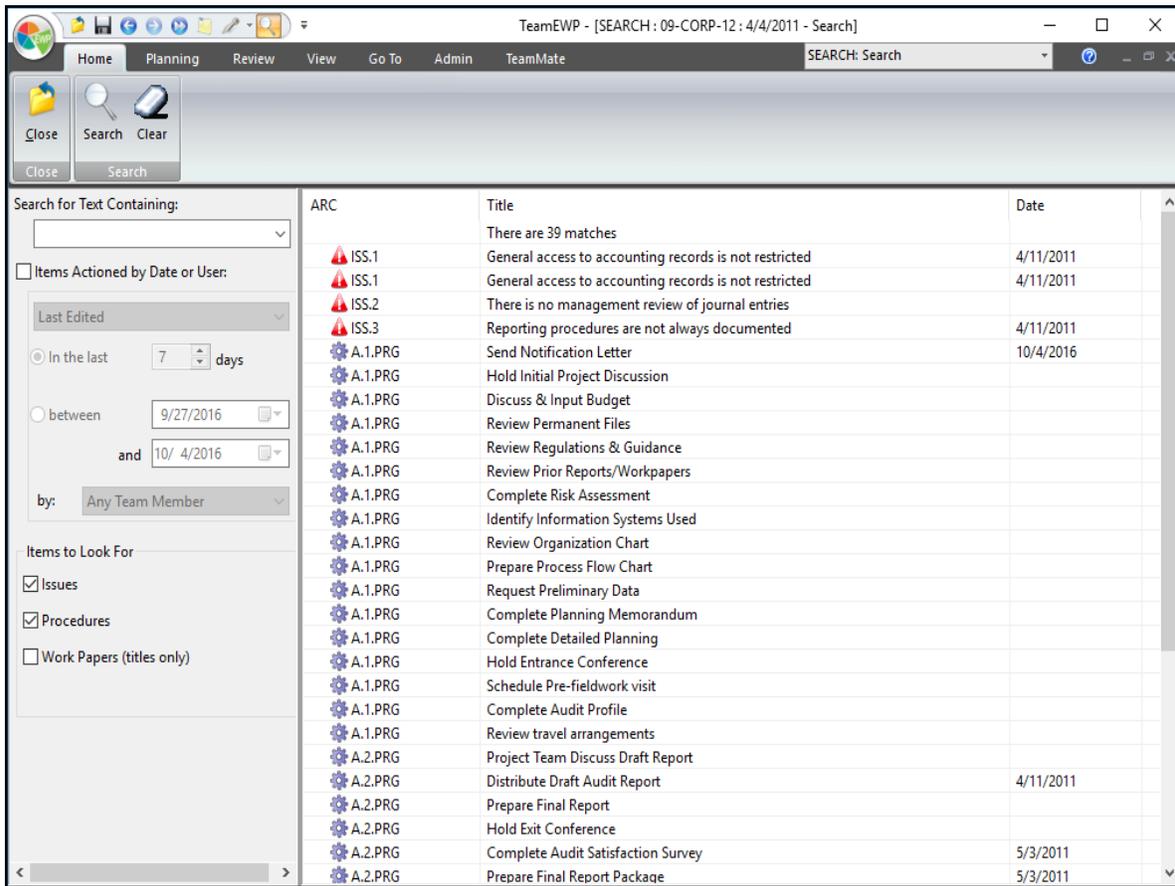
Go-To bar: This bar has short cuts to each of the main TeamEWP Viewers. It also includes a 'Home' button which takes the user directly back to the Browser Home screen from any location in the Project.

Status Bar: This bar displays useful information about the status of the project, current project and whether or not there is a database connection. Information displayed in the status bar is as follows:

- Project name
- Project code
- Whether the project is a Master file or Replica
- Project status
- **Finalized:** If a project is finalized or not
- Initials and role of the current user
- **Database connection status:** connected or disconnected
- **Filter:** whether or not a filter has been applied and a count of filtered items vs. total number of items in view

Search

TeamEWP includes a powerful search feature which allows you to perform a full text search through the entire project.

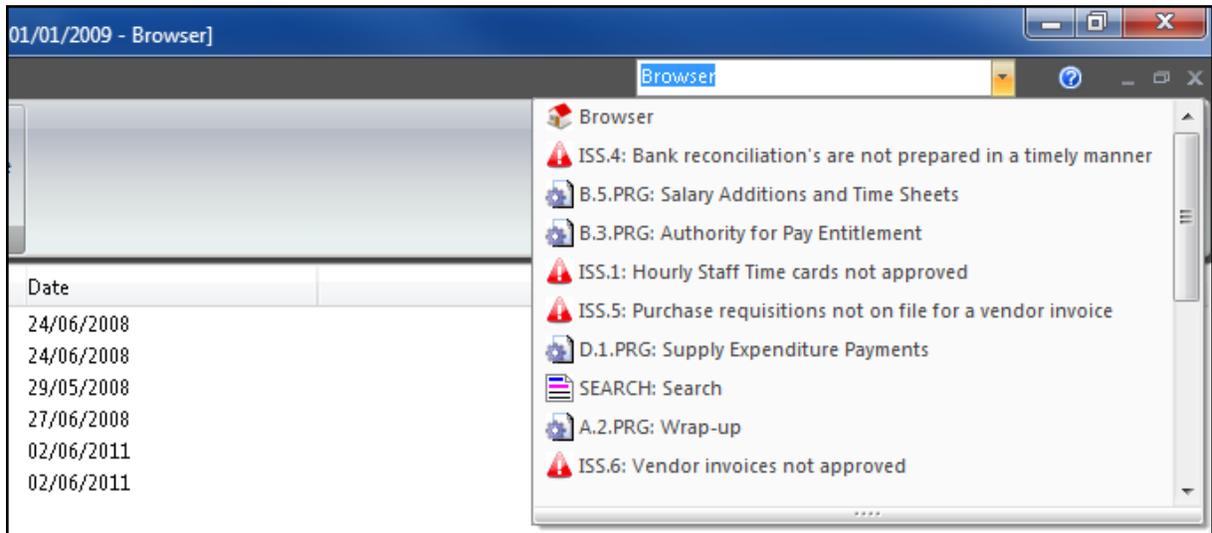


To search the project:

1. From the Go-To ribbon | Navigation panel select **Search (F3)** or alternatively select **Search** from the Quick Links bar at the top of the screen.
2. Enter the text you wish to search for.
3. Additional optional filters can be applied by selecting the 'Actioned by Date or User' checkbox. This allows filtering by Date Range, User Actions (Edit, Prepared, Reviewed, and Created) or for actions made by a specific team member.
4. Set the scope of the search by selecting the appropriate checkbox (Issues, Procedures, Work Papers (titles only, not document contents) or Notes).
5. Click **Search Now**.
6. To go to a schedule, click the item in the search results.

Go-To

TeamEWP includes a Go-To feature which allows you to quickly navigate to different Schedules without using the Browser or Viewers.



Profile

The Profile page is used to record information specific to the project as a whole. This includes the team of auditors working on the project, the entities being audited and management contacts, the schedule and budget for the project, its status and any milestone dates. It is also used to record summary information at the end of the Project. All of the data in the Profile can be viewed and reported in TeamCentral.

To access the Profile form:

- From the Planning ribbon | Management panel | Profile button.
- OR-
- From the Go-To ribbon | Summary Viewers panel | Profile button.

The Profile section is broken down into different tabs.

- General
- Team
- Schedule
- Risk
- User Customizable Text Fields (5 Available)
- Contacts
- Summary
- Status and Milestones
- Custom

Global Tickmarks

Global tickmarks are a standard set of tickmarks that can be applied to all schedules within the project file. Using electronic tickmarks in TeamEWP is the equivalent of using the pen to tickmark a hardcopy workpaper.

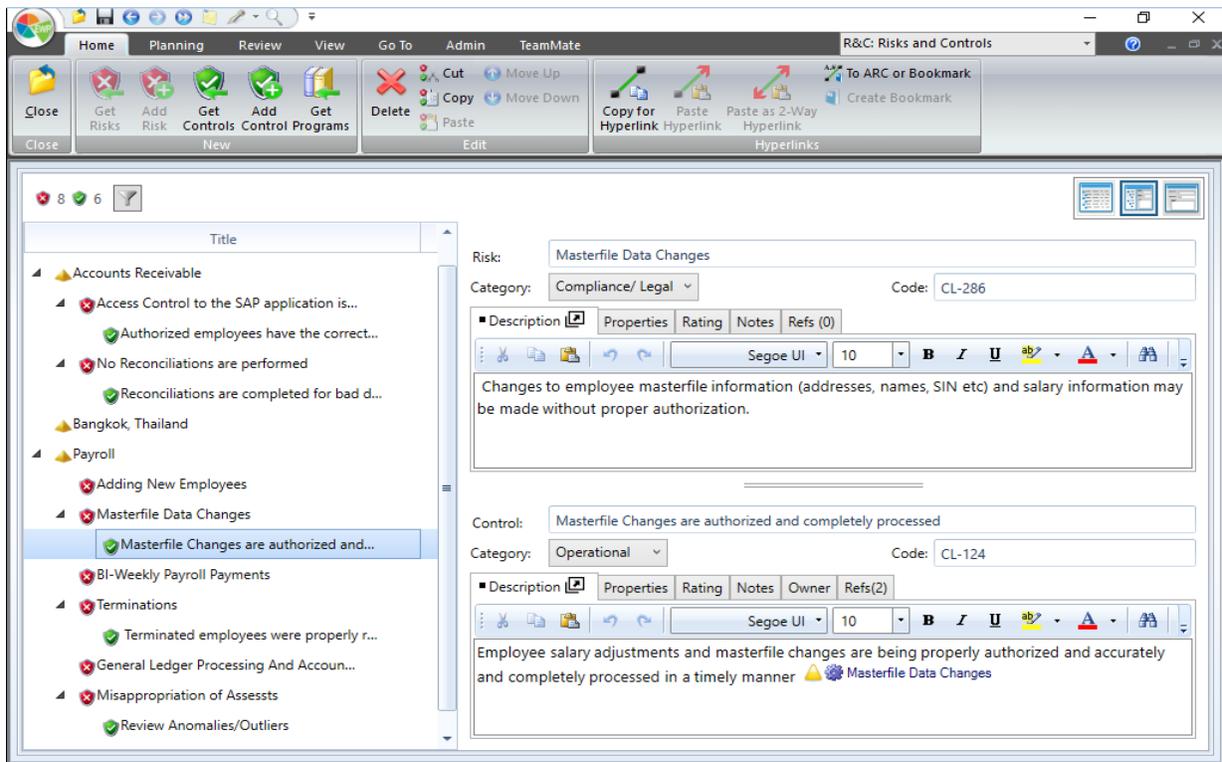
Risks and Controls

The TeamEWP Risk and Control viewer is used to document all Risks and Controls identified during the course of a project.

TeamEWP allows auditors to link Risks and Controls to the procedures that test the existence and strength of the Control and whether a Risk is adequately eliminated or mitigated. Issues identified and associated recommendations can then be linked via the procedure back to Risks and Controls.

Risk and Control Viewer

The Risk and Control viewer allows users to view and work with all Entities, Risks and Controls identified in the project.



The left hand side of the screen displays a tree showing Entities, Risks and Controls. These are denoted by the following icons:

-  Entity
-  Risk
-  Control

The right hand side of the screen is split horizontally with the top half of the screen showing details of the currently selected Risk. The lower half of the screen shows the currently selected Control. If a Control is linked to a Risk selecting the Control will automatically display the parent Risk. You can adjust the amount of space used by each element in the form by dragging the splitters which divide the screen.

Entities

Entities that are displayed in the Risk and Control Viewer are added to the Project on creation or in the Profile. Detailed information about the Entity can be viewed from the Profile.

See " *Profile*" on [page 20](#) for more information.

TIP: From the Risk and Control Viewer select the Entity and click the Entity icon to view the Organization Hierarchy. Entities linked to the Project will be shown in bold text.

Work Programs

Work Programs are the heart of a TeamEWP project. Work Programs are a container for the individual procedures, or tests, that need to be completed during the project. Depending on how your organization uses TeamEWP, Work Programs could have been added to the project automatically on creation either from the template or because of linkages in TeamStore between Risks, Controls and Work Programs.

Work Program Folder Hierarchy

- **PG Folder:** All Work Programs are created in the Browser under the PG folder. The PG folder is by default called Program Groups but a different name may be used in your Organization. The PG folder is the location in a project where all programs, administrative tasks and work papers are saved.
- **Program Group Folder:** Sub-folders created under the PG folder are called Program Groups. Think of Program Groups as areas or sub-sections of the project, for example, Project Administration, Finance, IT Systems, etc.
- **Work Program Folder:** Sub-folders created under a Program Group folder are called Work Program folders. Each Work Program folder has one Work Program. Think of Work Programs as a way of dividing Program Groups into different areas or sections. For example, you might wish to subdivide Project Administration into Planning and Wrap-Up.

The Work Program and all work papers linked to a Work Program will be automatically assigned an Audit Reference Code (ARC) which links them back to their parent Work Program folder.

Work Programs will be assigned the same code as the folder with a .PRG suffix.

Workpapers will be assigned the same code as the folder with an additional numeric identifier A.1.1 for the first Workpaper, A.1.2 for the second workpaper in the folder.

- **Procedures:** Each Work Program is divided into individual Procedures, these procedures are the individual tests and tasks that need to be completed during the project. Think of a Procedure as being a set of instructions and space for the auditor to describe the work carried out.

See "Fieldwork" in the TeamEWP User Guide for more information.

Schedule Tickmarks

Schedule Tickmarks are similar to Global Tickmarks but different Tickmarks can be defined for each schedule in the project. The Schedule Tickmark View allows you to see the definitions given to all Schedule Tickmarks that have been created in the project.

See "Using Tickmarks in the TeamEWP User Guide for more information.

Signoff Workflow

Changing a project to Fieldwork status initializes signoff workflow and edit history in the project. All Schedules in TeamEWP, except Risks and Controls have a workflow state: Not Started, In Progress, Prepared and Reviewed. Workflow states and signing off Schedules help to keep track of what has and has not been done, and in a large team environment provides accountability for reviewers.

Workflow States

Icon	Name	Description
	Not Started	Indicates that no edits have been made to a Schedule.
	In Progress	Indicates that edits have been made to a Schedule.
	Prepared	Indicates that the Schedule has been signed off as Prepared.
  	Reviewed	<p>Indicates that the Schedule has been signed off as reviewed. Review signoff has up to three distinct levels. This is designated by Review, Review Level 2 and Review Level 3 icons. Subsequent reviewer sign-off after level is retained in signoff history.</p> <ul style="list-style-type: none">• Reviewed will be displayed when a Schedule is signed off as reviewed.• Review Level 2 will be displayed when a Reviewed schedule is reviewed again by a different user with Reviewer role.• Review Level 3 will be displayed when a Reviewed schedule is reviewed a 3rd time by a different user than the previous review action with Reviewer role.
	Edited Since Review	If a Reviewed Schedule is edited by a user, other than the last Reviewer, it will change the state to Edited Since Review. This makes the Reviewer aware that the Schedule has been changed since their Review took place.

Procedures

The Procedure form is used to in TeamEWP to record the detailed tasks which the team has to perform to document the results of the work which has been carried out.

Procedures are a sub-set of the [Work Programs](#). A Work Program will typically contain all the individual tasks relating to a section of the project.

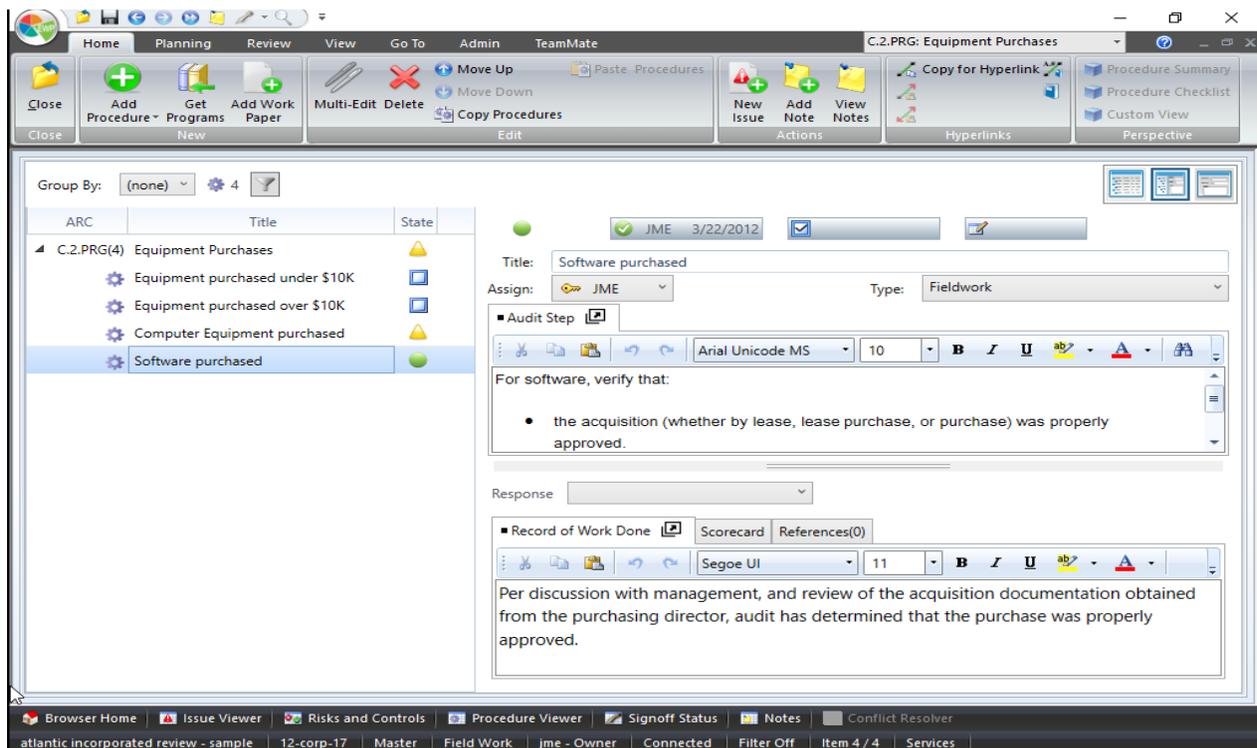
For example, a General Accounting Work Program might have Procedures for Reconciling the General Ledger, Reviewing Access to Accounting System etc.

In TeamEWP Procedures can be assigned to team members, and scorecards are available to support balanced scorecard methodologies. They can be categorized to enable easy searches and reporting and supported by full electronic sign-off workflow.

Procedure Viewer

The Procedure Viewer provides a detailed read only view of all Work Programs and Procedures in the project. This view is useful for users who are managing the project and want an overview of the status of all work in the project.

As it is easy to find Procedures in this view, using the Group By, Filter and full text search features it is more efficient for auditors to use this view to find the Work Programs Procedures they are working on than it is using the Browser view. Even though the Procedure Viewer is a read only screen, users can still sign-off work, rate checklist Procedures, create Notes, Issues or even hyperlinks.



To open the Procedure Viewer:

1. Click the **Procedure Viewer** button in the Go To bar at the bottom of the screen (across all views).
2. Alternatively from the Go To ribbon | Summary Viewer panel click the **Procedure Viewer** button.

The ability to search and filter data quickly and easily is one of the great strengths of a database driven tool and thought should be given to configuring user defined categories (pull down lists) to take advantage of the Snapshot, Group By and Filter options.

Procedure Viewer Layout

The Procedure Viewer is divided into two sections:

- The left side of the screen is a grid which shows the current Work Program and all Procedures in the Work Program.
- The right side of the screen is a detail panel which show data specific to the item selected in upper grid. There are 3 detail panes:
 - **Work Program:** The Work Program detail pane is displayed when a Work Program is selected in the grid. This typically includes details which are specific to the whole Work Program.
 - **Procedure Detail:** The upper pane displayed when a Procedure is selected is the Procedure detail pane. This is typically used to document the work which is required to be completed, the instructions to the auditor.
 - **Procedure Results:** The lower pane displayed when a Procedure is selected is the Procedure Results pane it is typically used to document the work which is carried out by the auditor.

The benefit of this layout is that it allows the user to display the audit instructions in the upper-pane while simultaneously documenting the results of the testing in the lower-pane, or display the overall Work Program instructions alternatively.

The Procedure Viewer layout can be changed to optimize the level of detail displayed on screen depending on the task being performed by the user. Three views are available:

- **Split View:** The default layout shows the grid on the left side of the screen and detail panels on the right. This is useful when detailed information about the selected Work Program or Procedure is needed as well as summary information about other Work Programs and Procedures.
- **Full Grid View:** Hides the detail panes and shows only the grid. This view is useful for the Project Ownership team to review progress and status of all Work Programs and Procedures but do not need to see the detailed Procedure or Work Program information.
- **Details Pane View:** Hides the grid on the left hand side of the screen and displays only the detail panes for the selected Procedure or Work Program. This view is useful when documenting detailed test results and information about other Procedures and Work Programs is not required.

To switch between the three views, use the buttons on the top right side of the Procedure Viewer grid.

Procedure Viewer Grid

The listing grid displays the following information for Work Program:

- **Work Program icon:** Indicates that the row on the grid is a Work Program.
- **ARC:** Audit Reference Code of the Work Program.
- **Title:** Name of the Work Program.
- **State:** Icon indicating workflow state of the Work Program.
- **Replicated icon:** Indicates that the Work Program has been included on a Replica.
- **Frozen icon:** Indicates that the Work Program has been Frozen.
- **Conflict icon:** indicates that the Work Program.
- **Note icon:** Indicates that a Note has been linked to the Work Program. Clicking on the icon will open the Note editor to display the details. If multiple notes have been linked to the same Work Program clicking on the icon will display a list allowing different Notes to be selected.
- **Issue icon:** Indicates that an Issue has been linked to the Work Program. Clicking on the icon will open the Issue Editor to display the details. If multiple Issues have been linked to the same Work Program clicking on the icon will display a list allowing different Issues to be selected.
- **Prepared signoff button:** Allows users to signoff the Work Program as Prepared.
- **Reviewed signoff button:** Allows users to signoff the Work Program as Reviewed.
- **Edited button:** Displays the date of last edit and initials of the user who made the edit. Clicking on the button will display a full history of edits and signoffs for the Work Program.

The Procedure Viewer grid displays the following information for Procedures across all Perspectives. Perspectives can be used to display additional data in the grid:

- **Procedure icon:** Indicates that the row on the grid is a Procedure.
- **Title:** Name of the Procedure.
- **State:** Icon indicating workflow state of the Work Program.
- **Note icon:** Indicates that a Note has been linked to the Procedure. Clicking on the icon will open the Note editor to display the details. If multiple notes have been linked to the same Procedure clicking on the icon will display a list allowing different Notes to be selected.
- **Prepared signoff button:** Allows users to signoff the Procedure as Prepared.
- **Reviewed signoff button:** Allows users to signoff the Procedure as Reviewed.
- **Edited button:** Displays the date of last edit and initials of the user who made the edit. Clicking on the button will display a full history of edits and signoffs for the Procedure.

See the "*Procedure Editor*" in the TeamEWP User Guide for more information.

TIP: If you only want to see Work Programs in the Procedure Viewer listing Procedures can be hidden by clicking on the triangle next to the ARC label.

See Also:

See " *Signoff Workflow*" on [page 23](#) for more information.

See " *File Structure and the ARC*" on [page 13](#) for more information.

See " *Issues*" on [page 34](#) for more information.

Perspectives

Perspectives are available in the Procedure Viewer and are used to change the data that is displayed in the listing grid for Procedures. It can be useful to change the Perspective displayed based on the tasks you are performing. Three Perspectives are available in the Procedure Viewer and can be selected in the from **Home** ribbon | **Perspective** panel.

Procedure Summary Perspective

This is the default perspective and displays the following information in addition to the basic information listed above.

- **Procedure Type:** User defined category.

Procedure Checklist Perspective

This view is used when performing checklist type audits. In addition to the basic information listed above it includes the following:

- **Response:** Options that allow the recording of a simple Yes, No or Not Applicable (N/A) response for each Procedure.

Custom Perspective

This view displays the custom perspective created by users. Custom perspectives allow users to select which columns are displayed in the grid.

To create a custom perspective:

1. Select the Full Grid View.
2. With this view selected, a button with a wrench icon is available on the top right side of the Procedure grid. Click this icon to change the view to a backstage area.

The backstage displays a list of properties that can be displayed in the grid:

- **ARC:** Audit Reference Code of Work Program.
- **Title:** Title of Work Program or Procedure.
- **Response** Procedure checklist Yes, No, N/A options.
- **State:** Signoff state of Procedure or Work Program.
- **Is Replicated:** Is the Work Program and its child Procedures included in a Replica.
- **Is Protected:** Is the Work Program and its child Procedures Frozen.
- **Has Conflict:** Does the Work Program or any of its child Procedures have a replication conflict.
- **Issues:** Does the Work Program or Procedure have any Issues.

- **Notes:** Does the Work Program or Procedure have any Notes.
- **Prepared:** Allows users to Signoff Work Program or Procedure as Prepared.
- **Reviewed:** Allows users to Signoff Work Program or Procedure as Reviewed.
- **Edited:** Shows the User initials and Date of last edit to the Procedure or Work Program.
- **Assign:** Shows the initials and role icon of the user assigned to the Procedure or Work Program.
- **Type:** Procedure Type category.
- **Location:** Procedure Location category.
- **User Category:** Procedure Category.
- **Frequency:** Procedure Frequency category.
- **Category 4:** Procedure category 4.
- **Category 5:** Procedure category 5.
- **Category 6:** Procedure category 6.

NOTE: The labels for Category 4, 5, and 6 will be determined by the configuration of your TeamEWP template.

Show and Hide Properties

To show a property in the Procedure Viewer Custom Perspective, either select the checkbox next to the property name or select the desired Property and press the Show button.

To hide a property in the Procedure Viewer Custom Perspective, either select the uncheck checkbox next to the property name or select the desired Property and press the Hide button.

The only properties that cannot be hidden are ARC and Title.

NOTE: If Properties are not available because of the configuration of your TeamEWP Template, they are displayed in the backstage view but are not selectable.

Reorder Properties

It is also possible to change the order that the properties are displayed in the Custom Perspective.

To change the order of columns, select a Property and press either Move Up or Move Down. Properties at the top of the list are displayed on the left side of the grid, properties at the bottom of the list are displayed on the right side of the grid.

NOTE: The ARC and Title have to be the left most column and cannot be reordered.

To view changes, press the wrench icon in the top right side of the backstage view.

NOTE: You can revert back to the default column and order by pressing the Reset to Default button.

View Procedure Viewer Options

- The **Procedure Viewer** has a number of options to allow you to determine which areas of the screen are visible. This can be useful, for example if reviewing a large amount of text in one tab and you do not wish to scroll.
- If you select a Work Program in the grid, by default the Detail pane in the lower window will be expanded to display only the Work Program. If you select a Procedure in the grid by default the Detail pane will show both Procedure Details panel and the Procedure Results panel for the selected item and the Work Program panel will be collapsed. However, they can be changed by clicking the Full Grid View, Split View and Details Pane View in the grid of the Procedure Viewer itself.

TIP: You can also change the height and width by dragging the tab splitter to determine how much area is available for each window.

Group By

The Group By option in the top left of the screen allows users to Group Work Programs in the list by any of the following options:

- **Work Program State:** Not Started, In Progress, Prepared, Reviewed, Edited Since Review, etc.
- **Assign:** Resource assigned to the Work Program.
- **Prepared by:** User who signed off the Work Program as Prepared.
- **Reviewed by:** User who signed off the Work Program as Reviewed.
- **Edited by:** User who last edited the Work Program.

Filter

A comprehensive filter and text search function is available in the Procedure Viewer. The filter window includes a number of powerful filtering options allowing you to select Work Program or Procedure properties, or even text strings to display a list of items which match your selected criteria. The filter also includes sort options which allow you to display the Work Programs and Procedures in a different order.

Another powerful feature of the filter is that when generating an TeamEWP report which includes Work Programs and Procedures from the Procedure Viewer, is that the report will by default include only filtered items. In this way you can use the filter to quickly and easily select data to be included in the report so that manual edits do not need to be made later outside of TeamEWP.

To access the Advanced Filter, Sort by and Text search options, either:

Click the **Filter**  button in the grid.

When selecting multiple criteria in the Filter, an implied AND condition is used so only records which include all selected criteria will be displayed. If a mixture of Work Program and Procedure criteria in the filter Work Program criteria are applied first, followed by Procedure criteria. If the selected criteria exclude a Work Program from the filtered because it does not match the parameters selected then its child Procedures will not be displayed even if some or all include matches for the Procedure criteria selected in the filter dialog.

When a filter criteria is selected the list of available filter options is automatically updated to show only filter criteria that are available in the remaining records. This makes it easier to select multiple criteria when filtering large numbers of Procedures and Work Programs.

NOTE: If only Procedure criteria are selected as filter option, parent Work Programs will still be displayed in the viewer if any of their child Procedures match the filter parameters selected.

When a filter option is selected, the Procedure Viewer grid is automatically filtered to show only records that match the selected criteria.

The Filter panel can be closed by pressing the filter button. When closed, any filter criteria selected in the panel are still applied.

The selected criteria filter are displayed at the top of the Procedure Viewer grid.

To clear filters, either click the red **x** button next to the filter criteria, or alternatively, reopen the filter panel and either uncheck individual filter options or press **Clear All**.

The following options are available in the Procedure Viewer filter by default.

NOTE: The options available in the filter will be determined by the configuration options selected in your project. If a property was hidden in configuration then it will not be displayed in the filter.

Text Filter

Program Title and Procedure Title text fields. These filters will display a list of Work Programs and Filters that include the search criteria in the Title field. Displays a list of all Work Programs and Procedures which include the search criteria. If multiple words are entered in the Text Filter, these are searched as individual words joined by AND criteria. So, for example, a search for Fraud Risk would include all records which include the words Fraud AND Risk not just sentences including 'Fraud Risk'.

Work Program Filters

The following criteria can be used to filter Work Programs:

- **Program Assigned:** This option displays a filtered list of Work Programs by users assigned to Work Programs.
- **Program Prepared:** This option displays a filtered list of Work Programs by the last user to signoff a Work Program as Prepared.
- **Program Reviewed:** This option displays a filtered list of Work Programs by the last user to signoff a Work Program as Reviewed.
- **Program Edited:** This option displays a filtered list of Work Programs by the last user to edit a Work Program.
- **Program State:** This option displays a filtered list of Work Programs by the Work Program state.
- **Rating:** This option displays a filtered list of Work Programs by Scorecard Rating.

See "*Using Scorecards*" on [page 1](#) for more information.

- **Program Has Refs:** Shows Work Programs with or without hyperlinks.

Procedure Filters

The following criteria can be used to filter Procedures:

- **Procedure Assigned:** This option displays a filtered list of Procedures by users assigned to Procedures.
- **Procedure Prepared:** This option displays a filtered list of Procedures by the last user to signoff a Procedure as Prepared.
- **Procedure Reviewed:** This option displays a filtered list of Procedures by the last user to signoff a Procedure as Reviewed.
- **Procedure Edited:** This option displays a filtered list of Procedures by the last user to edit a Procedure.
- **Procedure State:** This option displays a filtered list of Procedures by the Procedure state.
- **Procedure Has Refs:** Shows Procedures that do not have any hyperlinks.

Procedure Properties filter options:

NOTE: If the user defined category fields have been hidden in configuration they will not be displayed in the filter dialog. See your TeamMate Champion for details about your TeamMate configuration.

- **Type:** This option displays a filtered list of Procedures by the Type category.
- **Response:** This option displays a filtered list of Procedures by the checklist Response rating selected for the Procedure.
- **Properties:** Location category field and five user defined category fields. If the user defined category fields have been hidden in configuration they will not be displayed in the filter dialog.

Procedure Scorecard filter options

NOTE: If the scorecard has been disabled during configuration none of the options below will be displayed. If individual category fields were hidden during configuration they will not be displayed.

- **Rating:** This option displays a filtered list of Procedures by the Scorecard rating selected for the Procedure.
- **Pass/Fail:** This option displays a filtered list of Procedures by the user configurable Pass/Fail category on the Scorecard tab.
- **Retest Required:** This option displays a filtered list of Procedures by the user configurable checkbox on the Scorecard tab.
- **Test Results:** This option displays a filtered list of Procedures by the Control Test Results category on the Scorecard tab.

Work Program Sort

To sort data in the Procedure Viewer, simply click on any of the column headers. This will sort data from high to low. Clicking on the column header again will sort from low to high. Clicking a third time will clear the sort order and return records to their natural order.

NOTE: When sorting in the Procedure Viewer, the selected sort order is applied first to the Work Programs and then child Procedures within the Work Program.

Work Papers

Work Papers in TeamEWP are defined as being any electronic file that is added to a project. Work Papers are typically added as supporting evidence that procedures were completed or as support for findings and recommendations.

Exporting Workpapers

Workpapers included in TeamEWP projects can easily be exported so that they can be accessed outside of TeamEWP. In fact, because TeamEWP automatically encrypts all project Work Papers, this is the only way to save an unencrypted version of the document outside of TeamEWP.

To export a workpaper:

1. Open the Browser and select the desired workpaper.
2. From the Home ribbon | Edit menu or from the right click context menu Select Export Workpaper.
3. Save the Workpaper to any available location.
4. When the exporting work paper process starts the mouse pointer changes to "Busy".
5. When the exporting process ends the following message is displayed: "Work paper(s) successfully exported".

NOTE: All users, including Read Only can export Work Papers from a Project. To restrict Read Only users from exporting Workpapers they should be assigned Restricted Read Only status.

Issues

Issues are items that are identified during the project to be reported to management, included in the audit report or that you wish to track as part of project findings.

Issues are automatically assigned an Audit Reference Code and cross-referenced to the point in the project where it was created. Each Issue consists of a single finding but an Issue can have an unlimited number of recommendations. Each Recommendation can have its own action plan, owner and dates. Upon completion of a Project in TeamEWP Recommendations can be tracked in TeamCentral until they are remediated.

Issue Viewer

The Issue Viewer provides a detailed read only view of all Issues and Recommendations in the Project. This view is useful for auditors who are responsible for reviewing the project as they can start by reviewing Issues and Recommendations and then review detailed procedures and associated work papers as necessary by using the hyperlinks created automatically by TeamEWP to cross-reference schedules.

The Issue Viewer also allows Issues to be grouped, filtered and sorted to allow for easy analysis of the projects findings and there is a full text search which makes it more efficient for auditors to find Issues than in the Browser view.

The screenshot shows the TeamEWP Issue Viewer interface. The window title is "ISSUES: Issue Viewer". The interface is divided into three main sections:

- Left Sidebar:** A list of issues with columns for ARC, Title, and State. The issues are grouped by ARC. The selected issue is "ISS_2(1) Hourly Staff Time cards not approved".
- Top Right Panel:** Displays details for the selected issue. It includes the title "Hourly Staff Time cards not approved", type "Compliance", and level "Audit Report". It also shows a finding text: "Seventeen of 20 hourly staff time cards reviewed did not contain Manager approval." There is a link for "Time Card Verification to Payroll".
- Bottom Right Panel:** Displays details for a recommendation. It includes the title "Time cards need to be approved by Department Managers", state "Pending", and entity "Payroll". The recommendation text is: "Hourly Staff Time cards need to be approved by Department Managers prior to sending to payroll for reimbursement for the employee's services."

The interface includes various navigation and action buttons at the top and bottom, such as "Close", "Delete", "Move Up", "Move Down", "Signoff", "Add Note", "View Notes", "Realtime Issue Tracking", "Copy for Hyperlink", "Paste Hyperlink", "Paste as 2-Way Hyperlink", "To ARC or Bookmark", and "Create Bookmark". The bottom status bar shows the current project context: "atlantic incorporated review - sample | 12-corp-17 | Master | Field Work | jme - Owner | Connected | Filter Off | Services".

The Issue Viewer is divided into three areas. The left side of the screen is a listing of all issues and Recommendations in the project. The right side of the screen is used to display detailed information about the Issue and Recommendation currently selected in the list. Each of these areas can be expanded or collapsed completely to give users an optimal view of the information they require.

To open the Issue Viewer:

Click the Issue Viewer button in the Go To bar at the bottom of the screen (across all views).

-OR-

From the **Go To ribbon | Summary Viewer** panel click the Issue Viewer button.

Issues are displayed in the listing with their associated 'child' Recommendations below. Although displayed in a single grid different data will be displayed for Issues and Recommendations.

The listing displays the following information for Issues:

- **Audit Reference Code (ARC):** The ARC for the Issue and in brackets the number of Recommendations associated with it.
- **Issue Title:** Name of the Issue.
- **Issue Workflow State:** In Progress, Prepared, Reviewed etc.

See "*Signoff Workflow*" on [page 23](#) for more information.

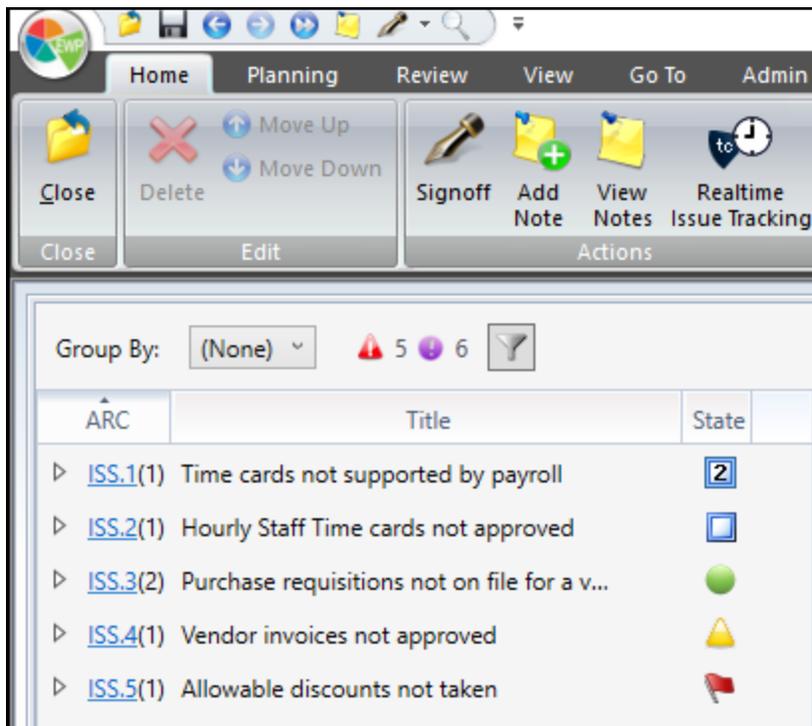
- **Prepared signoff button:** Allows users to signoff on the Issue as Prepared. Displays the user initials and date when last when last Prepared.
- **Reviewed signoff button:** Allows users to signoff on the Issue as Prepared. Displays the user initials and date when last when last Reviewed.
- **Edited:** Displays last edit date. Click the button to display full edit history for the Issue.
- **Type:** Displays user defined Type category assigned to the Issue.
- **Levels:** Displays user defined Levels assigned to the Issue.

The listing displays the following information for Recommendations:

-  Denotes a Recommendation
- **Recommendation Title:** Name of the Recommendation.
- **Recommendation State:** Open, Pending, Implemented, Closed etc. See Issue Editor for more information.
- **Priority:** Displays User defined Priority category assigned to the Recommendation.

See "*Issue Editor*" on [page 39](#) for more information.

TIP: If you only want to see Issues in the Issue Viewer listing Recommendations can be hidden by clicking on the triangle next to the ARC label.



The ability to search and filter data quickly and easily is one of the great strengths of a database driven tool and thought should be given to configuring user defined categories (pull down lists) to take advantage of the Group By and Filter options.

The following options are available in the Issue Viewer:

- **Group By:** The Group By option in the top left of the screen allows users to Group Issues in the list by any of the following options:
 - **Title:** Name of Issue.
 - **Issue State:** Not Started, In Progress, Prepared, Reviewed, Edited Since Review etc.
 - **Category:** User defined category.
 - **Type:** User defined category.
 - **Issue Impact:** User defined category.
 - **Location:** User defined category.
 - **Risk:** User defined category.
 - **Systemic Issue:** User defined category.
 - **Process:** User defined category.
 - **IT System:** User defined category.
 - **Likelihood:** User defined category.
 - **Prepared by:** User who signed off the Procedure as Prepared.
 - **Reviewed by:** User who signed off the Procedure as Reviewed.
 - **Edited by:** User who last edited the Procedure.

NOTE: That the Group By options described above as user defined are user configurable so the options available in your Project may be different to the defaults shown here.

View Issue Viewer Options

- The **Issue Viewer** has a number of options to allow you to determine which areas of the screen are visible. This can be useful, for example if reviewing a large amount of text in one tab and you do not wish to scroll.
- If you select an Issue in the Issue Listing, by default, the Detail pane will display both the parent Issue and the Recommendation selected. Three views are available at the top of the Issue Viewer grid:
 - **Full Grid View:** Hides the detail panes and shows only the grid. This view is useful to review the Issues and signoff on the them.
 - **Split View:** The default layout shows the grid with the list of Issues and Recommendations on the left side of the screen and detail panels on the right.
 - **Details Pane View:** Hides the grid on the left hand side of the screen and displays only the detail panes for the selected issue and/or Recommendation. This view is useful when documenting detailed test results and information about the items selected.

TIP: You can also change the height by dragging the splitter to determine how much area is available for each window.

Issue Viewer Filter

The Issue Viewer includes a comprehensive filter and text search feature. The filter panel allows you to filter by any of the Issue and Recommendation user defined Categories fields, and can also be used to perform a text search across all of the Issues and Recommendations titles.

To access the Filter:

Click the **Filter** button in the grid.

Text Filter

Issue Title and Recommendation Title text fields. These filters will display a list of Issues or Recommendations and Filters that include the search criteria in the Title field. Displays a list of all Issues and Recommendations which include the search criteria.

Issues and Recommendations Filters

NOTE: If the user defined category fields have been hidden in configuration they will not be displayed in the filter dialog.

Issue Filters

- **Type:** User defined Issue category.
- **Issue Impact:** User defined Issue category.
- **Likelihood:** User defined Issue category.
- **Regulatory Impact:** User defined Issue checkbox
- **Recurred:** User defined Issue checkbox.
- **Location:** User defined Issue category.
- **Category:** User defined Issue category.
- **Risk:** User defined Issue category.
- **Systemic Issue:** User defined Issue category.
- **Process:** User defined Issue category.
- **IT System:** User defined Issue category.
- **Issue State:** Issue workflow state, In Progress, Prepared, Reviewed etc.
- **Levels:** Issue multi-select user defined category.
- **Prepared:** This option displays a filtered list of Issue by the last user to signoff an Issue as Prepared.
- **Reviewed:** This option displays a filtered list of Issue by the last user to signoff an Issue as Reviewed.

Recommendation Filters

- **Priority:** User defined Recommendation category.
- **Legal Action Required:** User defined Recommendation category.
- **Department:** User defined Recommendation category.
- **Affects SOX Control:** User defined Recommendation category.
- **Recommendation Source:** User defined Recommendation category.
- **User Status:** User defined Recommendation category.

Issue Sort

To sort data in the Issue Viewer, simply click on any of the column headers. This will sort data from high to low. Clicking on the column header again will sort from low to high. Clicking a third time will clear the sort order and return records to their natural order.

NOTE: When a filter is applied the Issue Move Up and Down options will be disabled as it is not possible to reorder a filtered list.

NOTE: The filter options described above as user defined are user configurable so the options available in your Project may be different to the defaults shown here.

Issue Editor

The Issue Editor allows users to view an individual Issue and all of its associated, or child, Recommendations.

To open the Issue Editor:

1. From the Issue Viewer double click with the mouse or click the underlined blue ARC shortcut
2. From the Browser navigate to the AS1 folder and double click the Issue to open the Procedure Editor

TIP: You can also open the Issue Editor from the Search View, History Bar or Snapshot.

The Layout of the Issue Editor follows the same format as the [Issue Viewer](#)

Issues

- An Issue is a single finding, sometime called an Exception or an Observation. All Issues created in a Project are saved in the Browser | AS1 folder and an automatic cross-reference is made to the point in the project where the Issue was created. This link is displayed in the Issue Refs tab.
- Although each Issue can have multiple Recommendations, signoff workflow and edit history is always at the Issue level not at the Recommendation level. For example editing a Recommendation or creating a link to a Recommendation in TeamEWP will update the Issue edit history and Refs tab. This is because Recommendations have to be associated with a parent Issue.

Recommendations

- When an Issue is added, a Recommendation is automatically created; however, users can add an unlimited number of Recommendations after the Issue is created.
- Each Recommendation has a number of text tabs and user defined categories in order that the team can fully document all required information about the Recommendation.
- As most Recommendations made by Audit are not implemented by the time the project is complete, Recommendations that are created in TeamEWP can be monitored through to implementation and closure in TeamCentral.
- To support this workflow, you can record information required during the follow up process, including the Contacts responsible. For example, Owner and Approver, Estimated and Actual dates, and a Recommendation tracking workflow state.

Contacts

This tab is used to record all Contacts who are stakeholders in the Implementation of the Recommendation.

Recommendation States

Recommendation states are used to monitor the progress of Recommendation Implementation workflow in TeamCentral. Typically by the end of a project Recommendations will not have been started so the default state of Open is applicable and does not need to be changed.

If, however, Contacts have already taken action towards implementing it is possible to indicate the current state by selecting the appropriate option from the State drop down in the Recommendation form.

Icon	Name	Description
	Open	This is the default state when a Recommendation is created.
	Pending	This indicates that the Recommendation is in TeamCentral ready for Recommendation Tracking Workflow to start. All tracked Recommendations will change to Pending State when the Project Status is changed to Implementation Tracking.
	Pending Started	This indicates that work has started and actions have been recorded in TeamCentral towards implementing a Recommendation.
	Implemented	Indicates that Recommendations have been implemented and the Recommendation is awaiting verification by the audit team or responsible Implementation Coordinating group.
	Closed Verified	Indicates that the actions taken to implement a Recommendation have been verified by the audit team and the Recommendation is closed.
	Closed not Verified	Indicates that the Recommendation has been closed by the audit team but no verification took place.
	Closed Management Accepts Risk	Indicates that the Recommendation has been closed by the audit team but the Recommendations have not been implemented by the business.
	Closed No Longer Applicable	Indicates that the Recommendations have been closed by the audit team but the Recommendations have not been implemented by the business because they are no longer applicable.

Bookmarks

TeamEWP automatically creates a cross reference whenever an Issue, Workpaper or Note is created. In addition to these automatic references many teams create additional hyperlinks to further cross reference Schedules in a project.

Bookmarks work in much the same way as in other applications, such as a web browser. A TeamEWP Bookmark permanently marks a word, section, or page in a Schedule so that you can easily reference it using a one-way hyperlink.

NOTE: Bookmarks must be created in a field that is open in edit mode, not read only mode. Navigate to the correct position where the bookmark was created is possible only if it was created in edit mode.

Review and Wrap Up

TeamEWP was designed to facilitate a top down or high-level review using the Snapshot and Summary Viewers. TeamEWP contains Summary Viewers for Issues, Risks and Controls, Procedures, Work Papers and Notes, which can be used to focus your review.

Almost all work created is automatically linked together in TeamEWP, making it very easy to begin your review at a high level and then drill down to the details in the Work Program, supporting Work Papers or even Notes.

Summary Viewers

Summary Viewers show an overview of items in TeamEWP. There are seven summary viewers, in addition to the main Browser. All views show ARC reference, status indicators and titles for each document.

Each view can be filtered and sorted from the **View ribbon | Data panel | Filter button**.

The summary views focus you on specific document types. They allow you to group, sort and filter specific documents. In the summary views, you can:

- Set appropriate filters
- Search and sort the list
- Focus on items that have been Prepared or Edited Since Review

The viewers are:

- **Issues:** a list view showing all Issues.
- **Procedures:** a list view showing all Procedures.
- **Notes:** a list of all Notes.
- **Signoff Status:** a table view showing all Work Papers, Issues and Work Programs.
- **Procedure Status:** a table view showing all Procedures.
- **Risks and Controls:** a working view showing all Risks and Controls associated with the project.
- **Conflict Resolver:** a view showing all Conflicts created by replication and/or sync processes.

Summary Viewers have the following features:

- All list views can be grouped by a variety of types and filtered by state. The Procedures View can also be filtered by assignment.
- Issue/Procedure Viewers show in read-only format.
- All table views show the initials and dates for edit, Prepared and Reviewed status as well as assignment details, issues and notes. The Procedure Status View also shows type information.
- All columns in the table views can be sorted by clicking on the column headers and each table view has quick filter lists at the bottom of the table.

To open a Summary Viewer:

- The **Go To ribbon | Summary Viewers** panel includes buttons for all TeamEWP viewers alternatively the Go To Bar at the bottom of the screen includes shortcuts to each viewer. For example, to view a summary of issues, click the Issues icon.

Tips for Review Approaches in TeamEWP

Your current audit methodology usually determines the approach you take to reviewing within TeamEWP. Set out below are some tips to help you with this:

Top Down, Risk Based Review

- Start with the Snapshot
- Focus on Issues and supporting documentation
- Concentrate first on Prepared or Edited Since Review
- Look over in progress issues

Traditional Area Reviews

- Start in the Browser
- Open each Program group in turn
- Open the Work Program
- Review line by line
- Consider the use of filters

Reports in TeamEWP

Reports in TeamEWP are created in MS Word format. When a team member runs a report, TeamEWP sends the selected data to a MS Word template. A Word document is created from the TeamEWP data and template formatting/logic to create a report which is saved into AS2: Reports folder.

When running the report, you can select a different folder, or to save it as an external Word document that can be distributed to other members of your department or to the auditee.

The most common TeamEWP report produced is the Issues Report. The Issues Report produces a list (or table) of Issues in a report format that can be used as a basis for your Draft and/or Final Report.

Run Reports

To run a report:

1. Choose Generate Report from the Review ribbon | Reports panel.
2. Select the report template that you wish to run. If the report is not listed you may use the browse option to search for it.
3. Set the appropriate filters and sort options.
4. Select the items that you want to appear in your report.
5. Choose whether to save the report in your project file, or as an external Word document.
6. Click **OK**.

NOTE: In summary viewers, you can pre-filter and sort the documents before running the report. Additionally, issues can be re-ordered in the Issues Viewer to correspond with the order you expect them in the report. This will allow you to predefine the order of Issues in the report.

Export Report

To export a report:

1. Select the report you want to export from the AS: Reports folder.
2. On the Home ribbon | Edit panel select Export Workpaper.
3. Chose a location to save the file to or email it directly to a recipient.

Standard Report Templates

TeamEWP includes preformatted Word reports that can be run from within the TeamEWP Reports menu. The reports provide standard information for each report format.

- **Action History Report:** details all audit action history for each work program section and displays action, team member, member title, and date.
- **Notes Report:** report provides details of all notes including: creation date, author, recipients, priority, closed by, subject, threaded discussion.
- **Combined Issues Report:** this report provides details on project and issue information including: all information in the project profile tab and information from all issues. Specifically, it provides all the data elements in one report.
- **Combined Procedures Report:** this report provides details on project and procedure information including: all information in the project profile tab and information from all or selected procedures.
- **Controls Report:** details each control selected to reported on from the identified project. Information includes the controls details and all attribute properties.
- **Entities Report:** the report displays the project details and the entity structure defined from the Risk viewer. Specific information includes the project code, name, unit, group, type, location, scope, origin, and entity structure.
- **Issue Contacts Report:** this report provides details on each project contact and the corresponding issue they are responsible for in resolving. Information detailed in the report include: issue title, owner, approver, final approver, required approver, contributor, and observer.
- **Issue States Report:** this report lists all issues from a project and their current status.
- **Procedures To Issues Report:** this report will display the all or selected audit procedures and corresponding issue for the procedure tested.
- **Procedures To Work Papers Report:** this report will display the audit procedures (all or selected) and corresponding workpaper completed for the procedure tested.
- **Profile Report:** this report details information from all tabs and properties from the project profile.
- **Programs Report:** the report displays results of each program section including: rating, summary, and overview.
- **Project Summary Report:** this report documents the general project information attributes, along with project summary information, procedure attribute summary, and issue detail summary.
- **Risk Matrix Report:** the report will detail risks (all or selected) from a project including: risk title, risk code, risk description, risk category, inherent & residual score, control, procedure tested, issue title, recommendation priority, and recommendation owner.
- **Risk Scores Report:** this report displays all or selected risks from a project and corresponding pre & post scores.
- **Risks Report:** this report provides information on all or selected risks from a project including: title, code, description, notes, and all risk properties.
- **Schedule Status Report:** details the same information shown in the Signoff Status View for the project.

- **Work Papers Report:** details all workpaper results information including workpaper section, workpaper title, creation date, prepared & reviewed initials/date, and edit initials/date.

To Install a Replica (.tmr):

1. Launch TeamEWP and open the TeamMate Explorer.
2. Select a tab in the Explorer.
3. Click Replica Icon.
4. Select or Browse to find the .tmr file.
5. Click Next and then Next again.
6. Select the destination TeamMate Explorer tab for the replica.

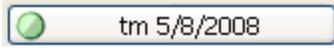
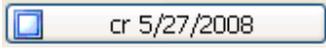
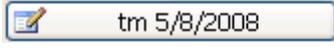
Appendix: TeamEWP Icons Legend

Many of the common TeamEWP icons are shown in the body of this Guide. In addition there are several others that you will see in a TeamEWP project.

Browser Reference Link Icons

Icon	Description
	Reference to a Work Program.
	Reference to an Issue.
	Reference to a Note.
	Reference to a Word Document.
	Reference to an Excel Workbook or Spreadsheet.
	Reference to an Outlook Message.
	Reference to a PowerPoint Presentation.
	Reference to a Visio Flowchart.
	Reference to a MS Project Plan.
	Reference to an Adobe Acrobat Document.
	Reference to a Watermark (scanned) Image (no longer used).
	Reference to a TeamImage (scanned) Image.
	Reference to an HTML Document.
	Reference to an .mht Document (image and content of a website).
	Reference to a Multimedia File.

Signoff Buttons

Icon	Description
	Indicates when the item was prepared and by whom
	Indicates when the item was reviewed and by whom
	Indicates when the item was last edited and by whom
	Button to display edit and sign-off history

TeamEWP Shortcut Keys

General Shortcut Keys

Press	To
F3	Displays Search window.
F5	Refresh.
F8	Displays Snapshot Viewer.
F11	Toggles between item list, detail panes and split screen in (Procedure Viewer and Issue Viewer).
ALT+ENTER	Opens Project Settings dialog
CTRL+G	Displays Go To window.
CTRL+S	Saves the active document.
ALT+HOME	Displays Browser window.
ALT+1	Displays Issue Viewer window.
ALT+2	Displays Procedure Viewer window.
ALT+3	Displays TeamTalk.
ALT+4	Displays Signoff Status window.
ALT+5	Displays Procedure Status window.
ALT+0	Displays Profile window.
ALT+SHIFT+arrow keys	Moves popup window in direction of arrow key.

Browser Shortcut Keys

Press	To
F2	Displays Rename and Assign dialog box.
CTRL+N	Create new folder.
CTRL+O	Open project.
CTRL+W	Displays New Workpaper dialog box.

Date and Time Picker Control Shortcut Keys

Press	To
ESC	Hide calendar, ignoring changes.
ENTER	Hide calendar, applying changes.

Press	To
RIGHT ARROW	Navigates the calendar control.
LEFT ARROW	Navigates the calendar control.
DOWN ARROW	Navigate the calendar control.
UP ARROW	Navigates the calendar control.

Section 508 Shortcut Keys

TeamMate adheres to Section 508 standards by providing standard keyboard navigation options to access the TeamMate user interface. In addition to standard keyboard navigation, TeamMate has defined application specific keys to aid navigation. Below lists those keys:

Standard Keyboard Navigation Keys

Press	To
Right arrow	Navigate to next character (within edit field). Right arrow can also be used to navigate to the next page in a set of page tabs.
Left arrow	Navigate to previous character (within edit field). Left arrow can also be used to navigate to the previous page in a set of page tabs.
Tab	Navigate to next item.
Shift + Tab	Navigate to previous item.
F6	Navigate to next pane.
Shift + F6	Navigate to previous pane.

Issue Viewer and Procedure Viewer Grid Navigation Keys

Press	To
Right arrow	Navigate to next column or control.
Left arrow	Navigate to previous column or control.
Tab	Navigate to next column or control.
Shift + Tab	Navigate to previous column or control.
F6	Navigate out of Tree Grid to next pane.
Shift + F6	Navigate out of Tree Grid to previous pane.

Press	To
Space bar	Select control within Tree Grid.
ENTER key	Select row. (Issue, Recommendation, Program, or Procedure)
Plus key	Expand Tree Grid item. <div style="border: 1px solid black; border-radius: 10px; background-color: #ffffcc; padding: 10px; margin: 10px auto; width: 80%;"> <p>NOTE: This does not apply to the plus key on the NumPad when a screen reader is active. If a screen reader is active, use the non-NumPad variant of the plus key).</p> </div>
Minus key	Collapse Tree Grid item. <div style="border: 1px solid black; border-radius: 10px; background-color: #ffffcc; padding: 10px; margin: 10px auto; width: 80%;"> <p>NOTE: This does not apply to the minus key on the NumPad when a screen reader is active. If a screen reader is active, use the non-NumPad variant of the minus key.</p> </div>
Control + F12	Navigate to the “Group By” combo box.

TeamTalk Navigation Keys

Press	To
Alt Key	Access file menu at any time.
Left arrow	Navigate to previous column or control.
Tab	Navigate to next column or control.
Shift + Tab	Navigate to previous column or control.
F6	Navigate out of Tree Grid to next pane.
Shift + F6	Navigate out of Tree Grid to previous pane.
Space bar	Activate any button in TeamTalk.
ENTER key	Select Tree items or activate any button.

Press	To
Plus key	Expand Tree Grid item. <div style="border: 1px solid black; border-radius: 10px; background-color: #ffffcc; padding: 10px; margin: 10px auto; width: fit-content;">NOTE: This does not apply to the plus key on the NumPad when a screen reader is active. If a screen reader is active, use the non-NumPad variant of the plus key.</div>
Minus key	Collapse Tree Grid item. (This does not apply to the minus key on the NumPad when a screen reader is active. If a screen reader is active, use the non-NumPad variant of the minus key).
Escape Key	Returns focus to previous or panel underneath.

TeamEWP Reader Glossary

Browser

The browser is the Home screen in a TeamEWP project and resembles Windows Explorer.

Contact

A contact is an auditee or client.

Distributed

TeamEWP projects are maintained in files outside of the centralized database.

Explorer

The Explorer is the first screen that displays when logging into TeamEWP. The Explorer displays projects initiated in TeamEWP and is comprised of multiple location tabs.

Final Approver

A contact who will approve corrective action implemented by the owner is a final approver.

Hyperlink

Hyperlinks are used for cross-referencing and provide links within schedules and procedures within a TeamEWP project.

Issue

An issue is a finding or an exception.

Location Tab

Location tabs are mapped either to the centralized database or a file on a user's computer. Each location tab displays TeamEWP projects saved to the mapped location.

Observer

An observer is a contact to be kept apprised of the status of corrective action taken on an issue that was noted during an audit. The observer is not ultimately responsible for ensuring the corrective action is complete.

Owner

An owner is a contact who is responsible for correcting an issue noted during a project.

Preparer

The preparer role has access to edit most fields and can sign-off as preparer on procedures or schedules within a project.

Preparer / Reviewer

The preparer / reviewer role has access to edit most fields, can sign-off as preparer on procedures or schedules, or sign-off as reviewer on procedures or schedules within a project.

Procedure

A procedure is an audit test step.

Profile

The profile contains high-level project information.

Program (Work Program)

A program is a set of audit test steps.

Project

A project in TeamEWP is an audit.

Project Owner

The project owner role has access to perform all functions within the project.

Replica

A replica is a full or partial copy of a TeamEWP project saved to a user's C drive to allow for editing while working offline.

Resource

A resource in TeamEWP is auditor.

Reviewer

The reviewer role has access to sign-off as reviewer on procedures or schedules within a project.

Schedule

A schedule is a Work Program, Issue, or Workpaper within a TeamEWP project.

Snapshot

Provides a statistical glimpse of how a project is progressing.

Tickmark

Symbol that the auditor places next to work completed on items being audited to indicate specific work has been performed.

Work Papers

Work papers are supporting Word, Excel, Adobe Acrobat (.pdf), etc. files referenced within a project.

Work Program (Program)

Work Programs are a container for the individual procedures, or tests, that need to be completed during the project.

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TeamMate Support

If you are experiencing any technical difficulties, contact TeamMate Support via email at teammatesupport@wolterskluwer.com or by using the appropriate contact information below.

Region	Support Numbers
North America	800 449 8112 (Select option 1)
Central & South America	+1 813 392 5250 (This is a US number)
Europe, Middle East, & Africa	+44 (0) 203 197 6555 (Inside the UK) +44 203 197 6555 (Outside the UK)
Asia Pacific	1300 728 236 (Australia) [+] 800 224 00 224 (All other Asia Pacific countries)

NOTE: If the information in the table above is different than the website below, the information on the website is the most up-to-date.

To create a web ticket, access all TeamMate user documentation, and more go to: <https://www.teammateconnect.com>

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