

## Complete audit documentation system

*Spend less time documenting and reviewing and more time providing value-added services with this powerful documentation system.*

TeamMate EWP's powerful database architecture allows you to quickly find the information you need, making the documentation and review process more efficient.

All important information such as program steps, issues, coaching notes, sign-offs and edit histories are contained in database tables. Database-driven systems such as TeamMate allow real-time, team-based use, facilitate filtering and sorting of key information. Because of its database architecture, TeamMate EWP is more powerful than simple document-based systems.

You can filter and sort key information instantly, so you can find procedures based on assignment, status, risk level or keyword.

### Increase Efficiency with Collaboration

The TeamMate EWP work program was developed from the ground up to maximize the efficiency of online preparation and review. Individual sign-off of each procedure within a multiple step program allows team members to work on different steps within the same work program and each electronically sign-off their own steps.

TeamMate EWP's clear status flags and filtering features allow reviewers to easily identify and quickly navigate to areas of work that are ready for their review.

Functional access levels within TeamMate EWP provide for distinct levels of authorization based upon your "role" on a given project. For example, a preparer cannot sign-off workpapers as reviewed, and a read-only team member can view the project file but not make changes.

### Powerful Workpaper Features

A point-to-point cross-referencing system automatically links your work program steps to the audit issues. Did you discover a purchase order that did not comply with corporate policy? Scan it in. It is automatically linked to the audit step, detailed write-up and management report.

Additional TeamMate EWP cross-referencing abilities include:

- Automatic referencing of work papers to coaching notes and issue write ups
- Hyper-linking across all applications
- Hyper-linking to websites and/or external files, e.g., ACL
- Creating and linking to bookmarks

### Go Paperless with Scanning Functionality

TeamMate EWP includes state-of-the art imaging software, which allows you to import scanned images, faxes, emails and digital pictures into the file as audit evidence. Adobe® Acrobat® (PDF) files can also be imported into the imaging module, allowing annotations and cross references to be placed on top of the underlying data.

### Generate Reports with Ease

TeamMate EWP's powerful 360° reporting feature facilitates the automatic real-time drafting of issues, work programs and time summaries into preformatted Microsoft Word documents. TeamMate enables the documents to be sent to management for responses, which can then be imported back into the audit file.

### Advanced Microsoft Office Integration

TeamMate EWP is noted for its advanced application integration. Audit findings are documented directly onto work programs or inside fully integrated Microsoft Word or Excel workpapers. These Microsoft documents retain their full functionality within TeamMate, and the additional ability to add cross-references, tickmarks, issues, coaching notes and sign-offs to documents is provided by the advanced TeamMate toolbar.

All elements of the project file are automatically encrypted and compressed by TeamMate. This includes third party workpapers such as Microsoft Word, Excel and PowerPoint®. Your workpapers are secure whether they are on your server, local PC or somewhere in email or WAN transit.

**Color Indicators**  
The color indicators readily inform you of the status of the procedure steps.

**Import Programs from the TeamStore**  
Programs can be automatically imported into your project from your existing "standard programs" that are maintained within your TeamStore.

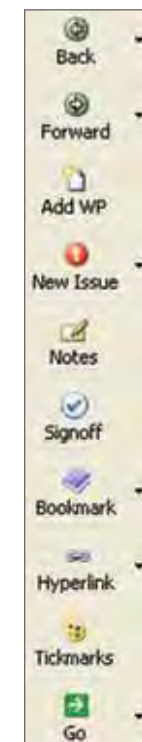
**Using the Filter**  
The Filter will allow you to search/sort through the project file to locate only those steps or procedures you want.

The **Assign** field indicates who is to complete the work.

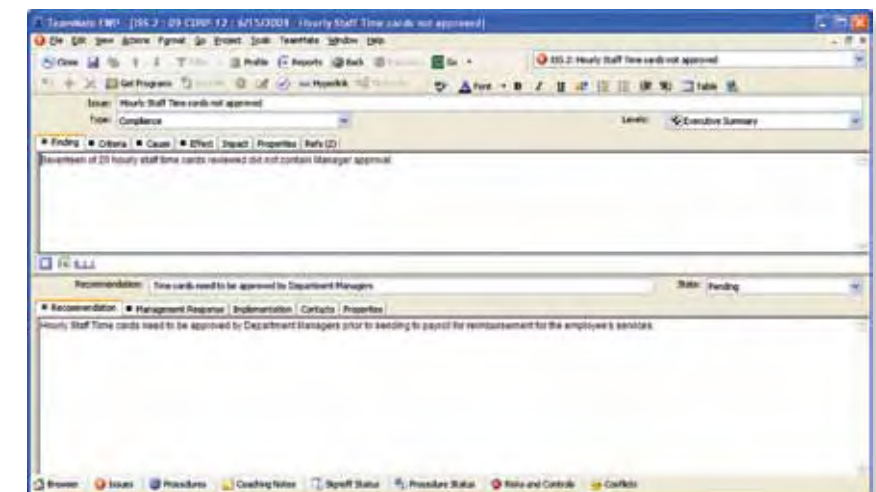
Fields can contain **Tables, Special Formatting, Tickmarks and Hyperlinks** to websites and external files. Your spelling is also checked as you type.

**Sign-Off and Review**  
Sign-off steps as prepared/reviewed.

The procedure summary displays who is assigned to complete the work, the status of the procedure steps, and the record of work done.



The TeamMate Auditor tool-set, an advanced tool bar, allows your team to document issues, tickmark workpapers, cross-reference, create coaching notes, and electronically sign-off workpapers.



The issue form is used to document the details of your findings and related recommendations and action plans.

Project and issues tracking database

*A powerful, web-based issues tracking database of every audit finding and key statistic for all projects.*

TeamCentral is a web-based global audit and issues tracking database that accumulates project information and findings from all of your individual TeamMate EWP projects and allows you to track the implementation status of recommendations made by your department.

### Information at Your Fingertips

- Overall audit results can be viewed through your web browser—TeamMate EWP does not need to be installed.
- The web-based interface allows easy searching through your department's complete database of key historical and current audit data.
- Issue follow-up, trend analysis, prior audit review and committee reporting are simple and intuitive.
- Key stakeholders can be given access to TeamCentral, allowing management to focus on the overall objectives and management of audit results without the need to look at details.
- Secure User Management ensures that auditors, audit management and contacts only access data for which they are authorized.
- Audit teams can track and manage outstanding recommendations and action plans and can optionally allow auditees to access and provide status updates for their issues.
- Automatic and/or user-initiated email notifications between issue owners and project teams ensure continuous communication and ongoing workflow.

Reporting on results across all projects undertaken and issues raised is made easy with the use of the following TeamCentral standard reports:

### Project Reports

- Completed Projects
- Project Contacts
- Project Listing
- Project Risk Analysis
- Project Time and Cost Analysis
- Project Tracking Report

### Issue Reports

- All Completed Issues
- All Outstanding Issues
- Issue Impact Analysis
- Issue Listing
- Recommendation Listing
- Recommendation Response Tracking
- Recommendation Tracking and Aging

### Audit Reports

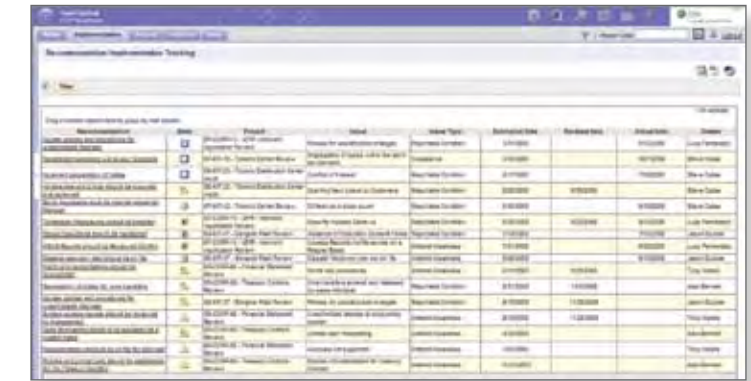
- Audit Plan Status
- EWP Snapshot
- TeamStore Tested Procedures

In addition to these standard reports, the TeamCentral reporting engine allows you to create and save your own user-defined reports and queries.

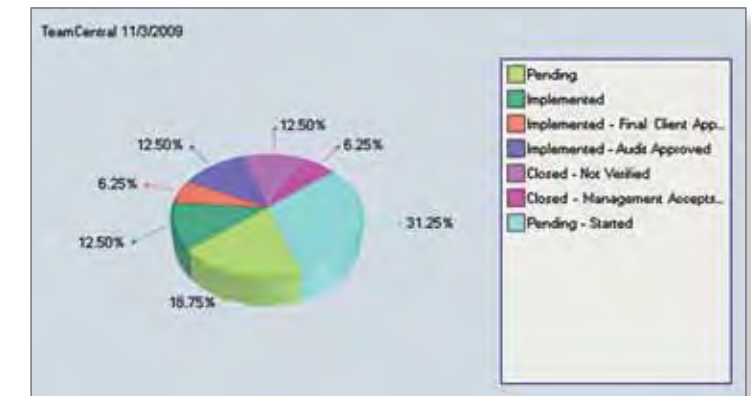
Search capabilities allow you to conduct data mining and “on-the-fly” queries that hinge on any searchable field within project profiles or issue forms.

Project tracking allows you to easily obtain an update and report on the status of your plan at any time. Milestone reporting can be used at your discretion to get a more detailed status of audits in progress.

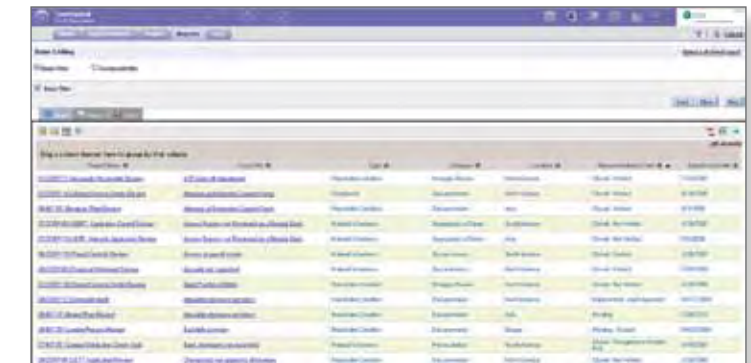
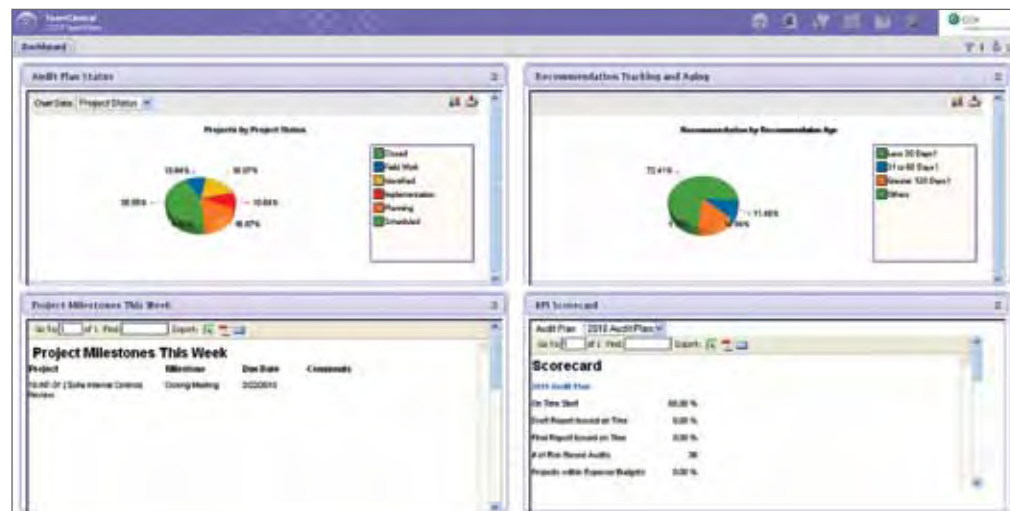
A dashboard view displays high-level views for auditors and audit management. Views include Audit Plan Status, Recommendation Aging, Weekly Project Milestones and KPI Scorecard.



Recommendation owners can access their issues to provide status updates proactively or upon notification.



Graphical representations of search results provide visual summaries of relevant search criteria.



Issue search looks for exceptions across all projects, in a report or graphical format.