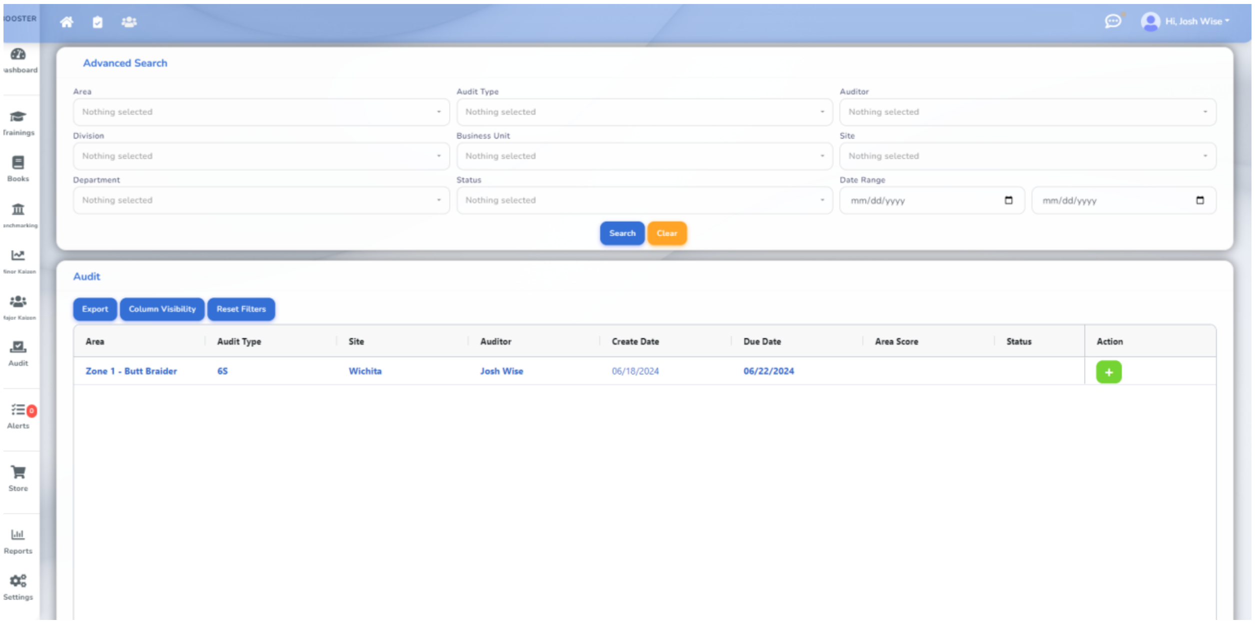
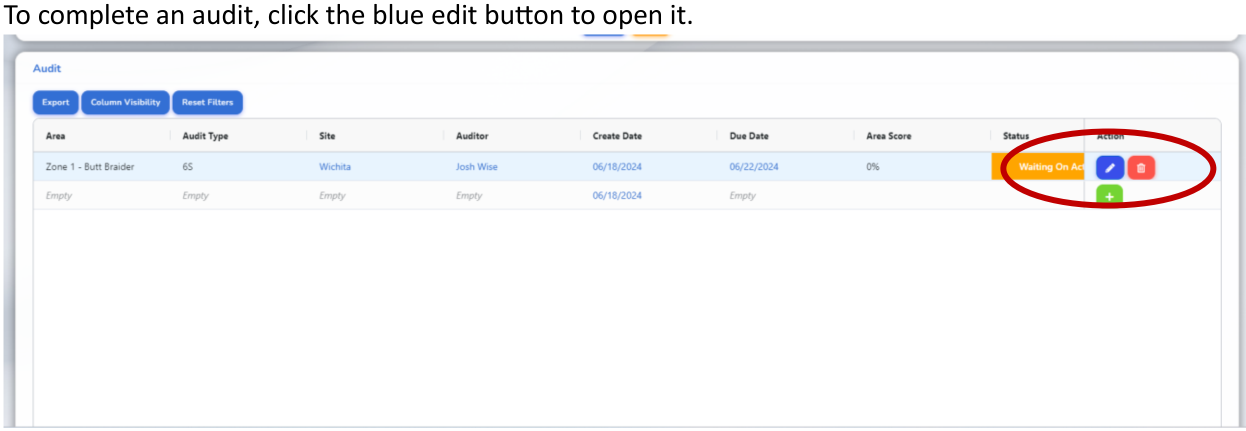
Booster – Creating and Completing Audits

1) To create an audit, in the audit table, begin filling out the initial audit information. This includes “Area”, “Audit Type”, “Site”, “Auditor”, and “Due Date”. Once that information has been entered, simply click the green add button to create the audit.

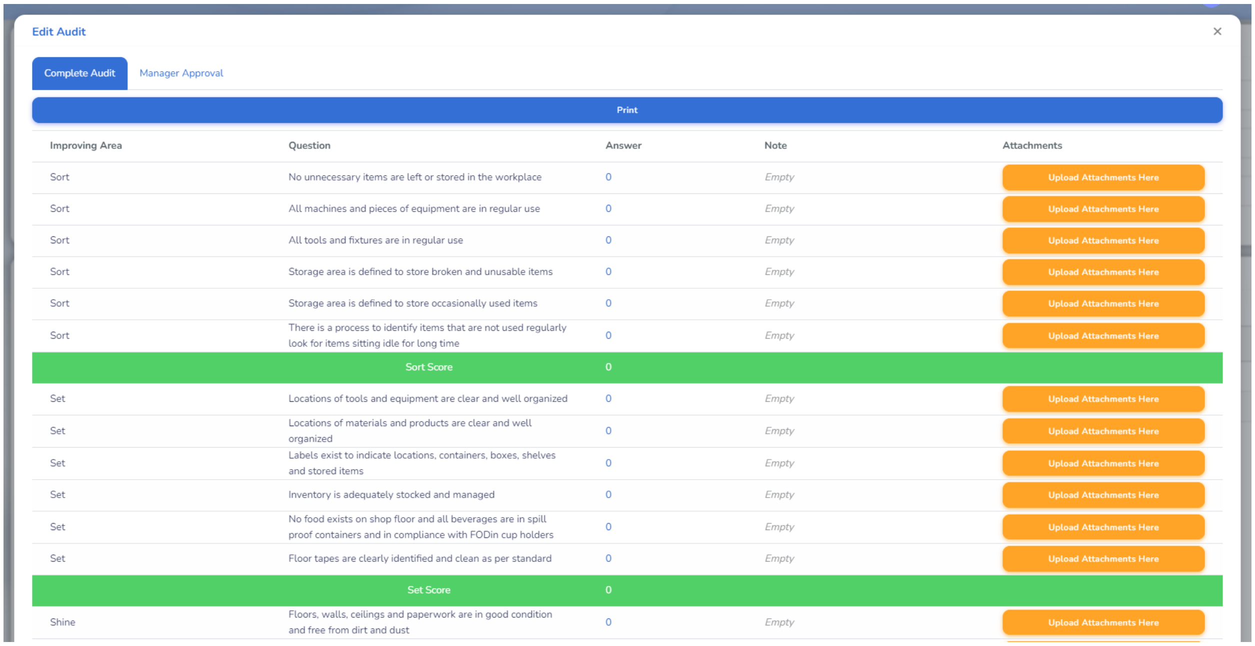


2) To complete an audit, click the blue edit button to open it.

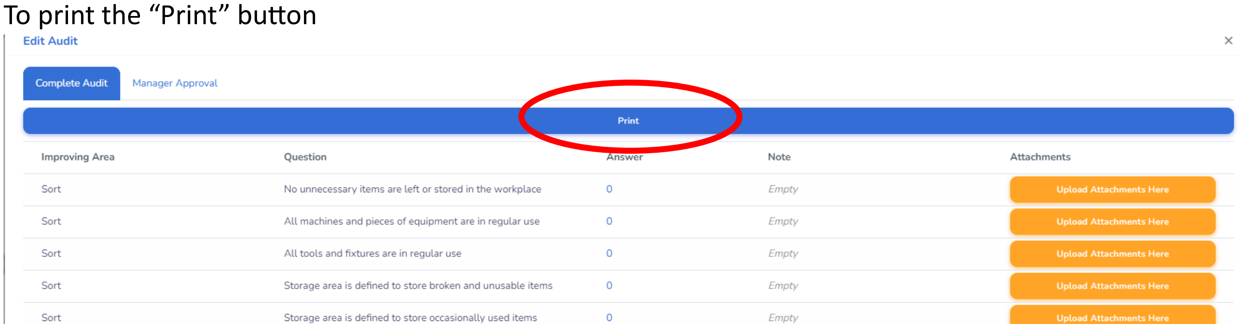


OPTEGRITY
SOLUTIONS, LLC

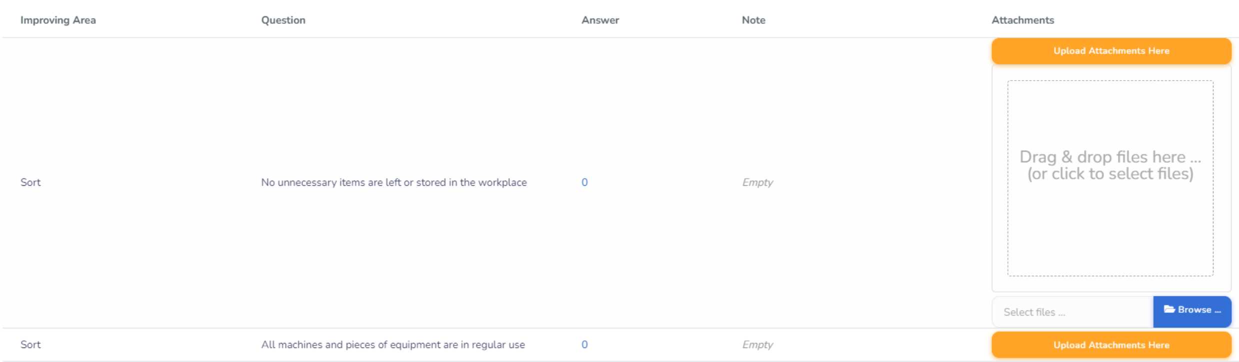
3) This will bring up the audit screen.



4) To print the "Print" button

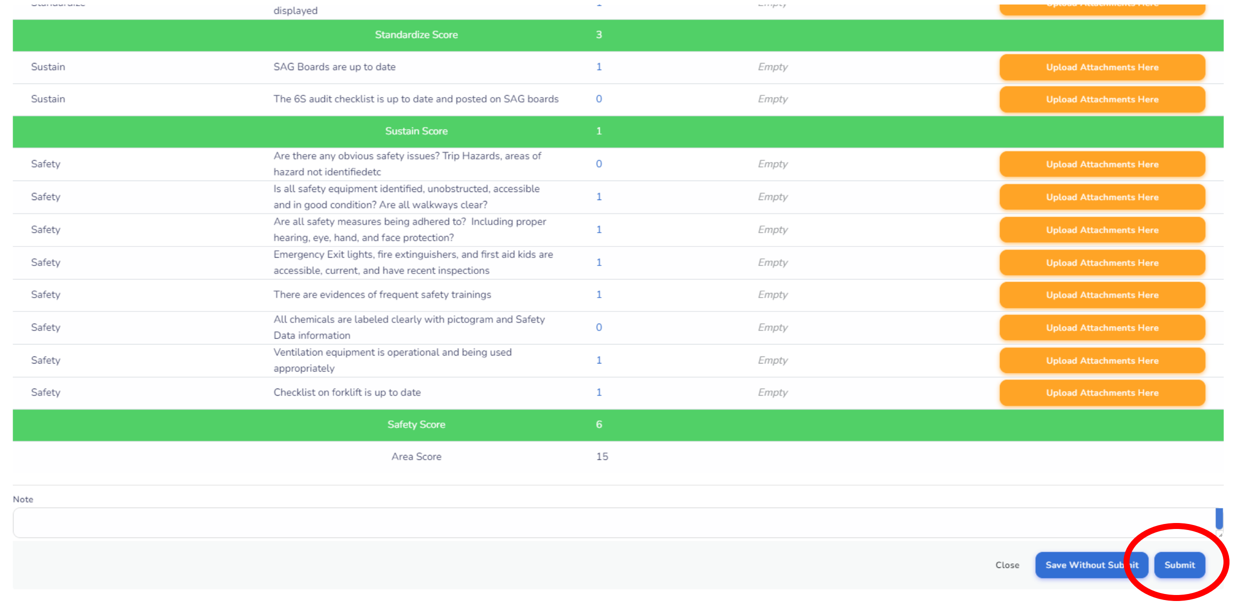


5) To answer an audit question simply select either 0 or 1 from the answer column. 1 is a "Yes" answer. 0 is a "No". If you have any notes, they can be added in the note section. Images and other documents can be added here as well.

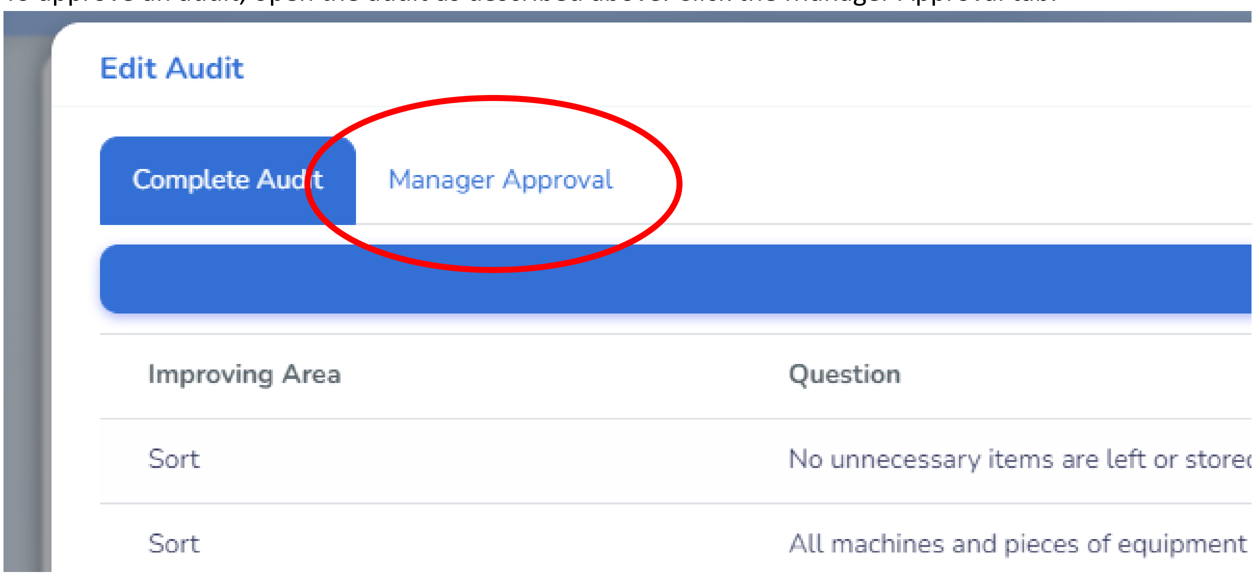


OPTEGRITY
SOLUTIONS, LLC

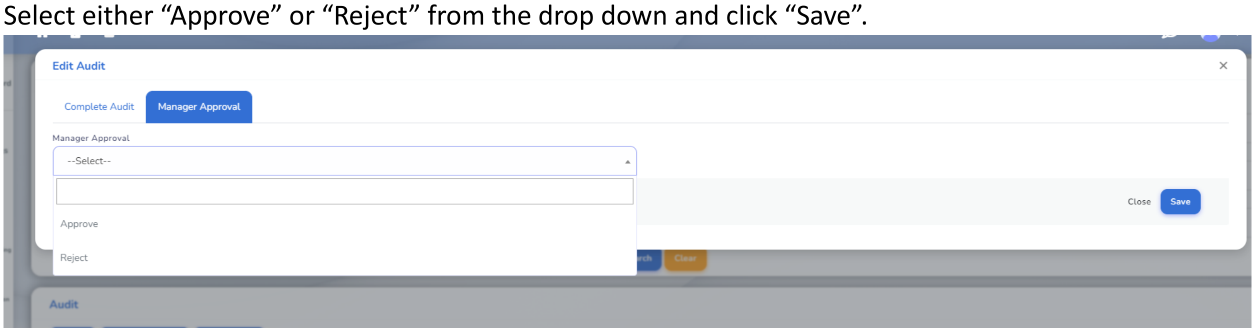
6) Once the audit has been completed, simply click “Submit” to submit the audit for approval.



7) To approve an audit, open the audit as described above. Click the Manager Approval tab.



8) Select either “Approve” or “Reject” from the drop down and click “Save”.



OPTEGRITY
SOLUTIONS, LLC