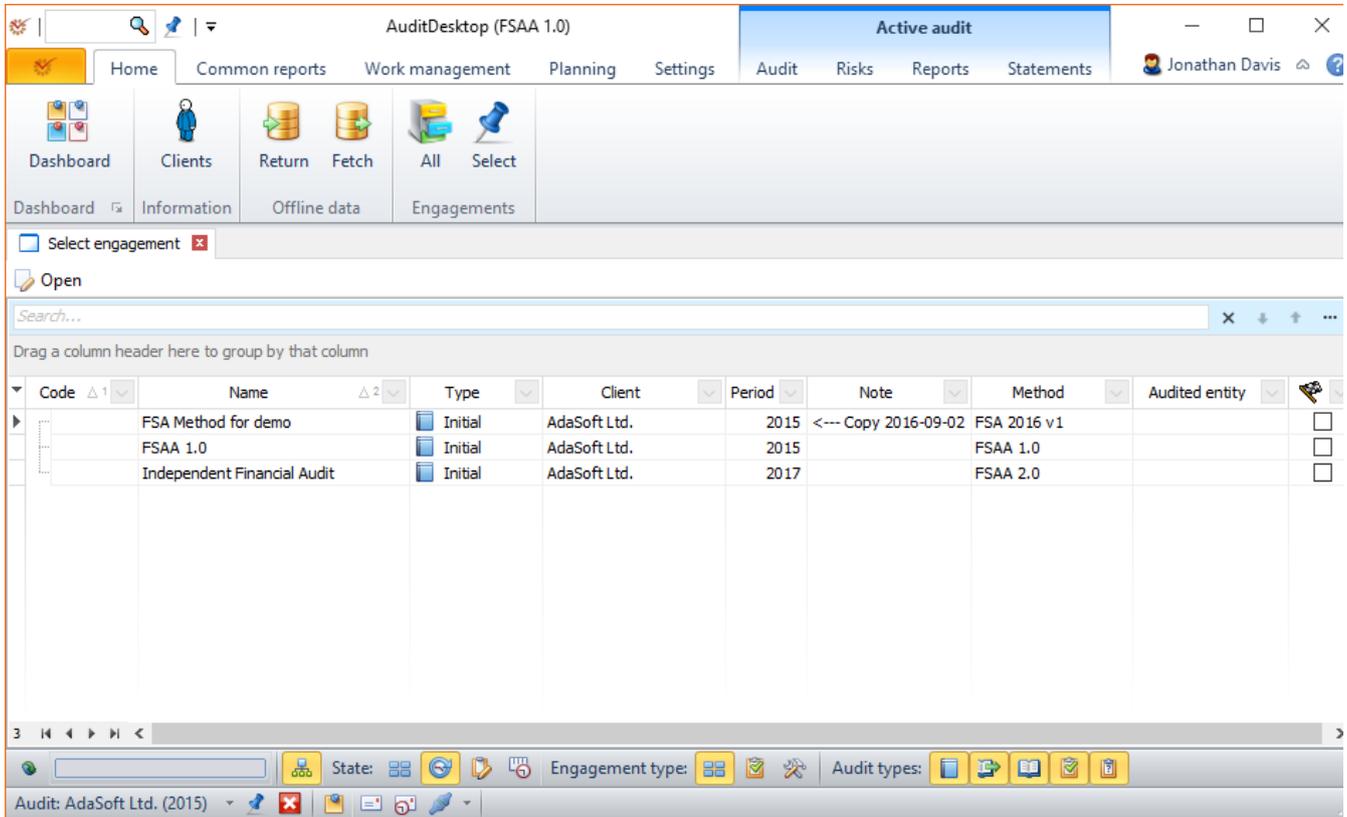


Select and Open Active Engagement

AuditDesktop allows working on only one active engagement at a time. By selecting an engagement as active, the program opens it to allow working on it. This limitation is necessary so as to prevent any confusion for the users while they are working on several engagements. If you open a second engagement simultaneously, the program will display a dialog window which will inform you that all windows of the current active engagement must be closed before you proceed any further.

To select an active engagement, click the **Select**  button located in the main window. When selecting an active engagement, tabs containing its entire data will appear (**Audit, Risks, Reports, and Statements**).



Code	Name	Type	Client	Period	Note	Method	Audited entity
	FSA Method for demo	Initial	AdaSoft Ltd.	2015	<--- Copy 2016-09-02	FSA 2016 v1	<input type="checkbox"/>
	FSAA 1.0	Initial	AdaSoft Ltd.	2015		FSAA 1.0	<input type="checkbox"/>
	Independent Financial Audit	Initial	AdaSoft Ltd.	2017		FSAA 2.0	<input type="checkbox"/>

To open an engagement, perform one of the following actions:

- Double click the engagement with the left mouse button
- Select the engagement and click **Open** 
- Select the engagement and press the **Ctrl+O** keyboard shortcut

Note

 Users can see only the projects and audits whose teams they participate in.

Search

In cases when there are large numbers of engagements, AuditDesktop offers a quick search option. The

field helps you browse through the list of all engagements by entering keywords or phrases which are characteristic of the engagement that you are looking for. For a quick access to the search option, you can also use the **Ctrl+F** keyboard shortcut.

By clicking the  button located in the bottom toolbar, the engagements will be arranged into a tree-like list, depending on the connections that exist between them. This also helps with searching, especially when creating subsequent engagements to the same client.

Predefined filters

AuditDesktop offers predefined filters that have the following functions:

State - only one filter can be active at any time:

-  **All** - displays all engagements, regardless of their state
-  **Active** - displays only active engagements
-  **Completed** - displays only completed engagements
-  **Planned** - displays only planned engagements

Engagement type - only one filter can be active at any time:

-  **All** - displays all engagements, regardless of their type
-  **Audits** - displays only the audits
-  **Projects** - displays only the projects

Audit types - one, several, or all filters can be active at once:

-  **Initial**
-  **Subsequent**
-  **Intermediate**
-  **Follow-up**
-  **Other**