

General

The **General** tab of the [working papers](#) settings includes the following parameters:

- **Code** – codes make the search for working papers easier
- **Name** – the name of the working paper
- **Estimated time** – the estimated time to complete the working paper
- **On next audit:**
 - **Empty document** – data from the current audit will not be transferred to the new audit
 - **Copy data from current audit** – data from the current audit will be transferred to the new audit
- **Visible document** – whether the working paper will be visible or invisible
- **Active document** – whether the working paper will be active or inactive
- **To be completed** – whether the working paper must be [completed](#)
- **To be checked** – whether the working paper must be [checked](#)
- **Objective** – description of the working paper's objective
- **Visible properties** – this affects the visible [properties](#) such as [Risks](#), [Adjustments](#), [Tickmarks](#), etc. It has an impact on working papers' [context menu](#) and built-in forms.

The screenshot shows a software window titled "Checklist - Other Reporting" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a menu bar with "Import", "Export", "Save", and "Cancel" options. The main area is divided into tabs: "General" (selected), "Items", "Conclusions", and "Dependencies".

The "General" tab contains the following settings:

- Code:** A text input field containing "20.40.00".
- Name:** A text input field containing "Other Reporting".
- Estimated time:** A spinner control set to "0".
- On next audit:** A group box containing two radio buttons: "Empty document" (selected) and "Copy data from current audit".
- Visible document:** A checked checkbox.
- Active document:** A checked checkbox.
- To be completed:** A checked checkbox.
- To be checked:** An unchecked checkbox.

On the right side of the dialog, there are two sub-tabs: "Objective" and "Visible properties". The "Visible properties" sub-tab is active and shows a list of properties with checkboxes:

- Adjustments
- Attached files
- Control activities
- Findings and recommendations
- General
- Identified risks
- Information
- Objective
- Tickmarks
- Timesheet