

Export a Method

Note



Method export can be performed in two ways, depending on whether you want to export an audit method from the **Library** or the method of a specific audit. The function's availability depends on your license.

Export a Method from the Library

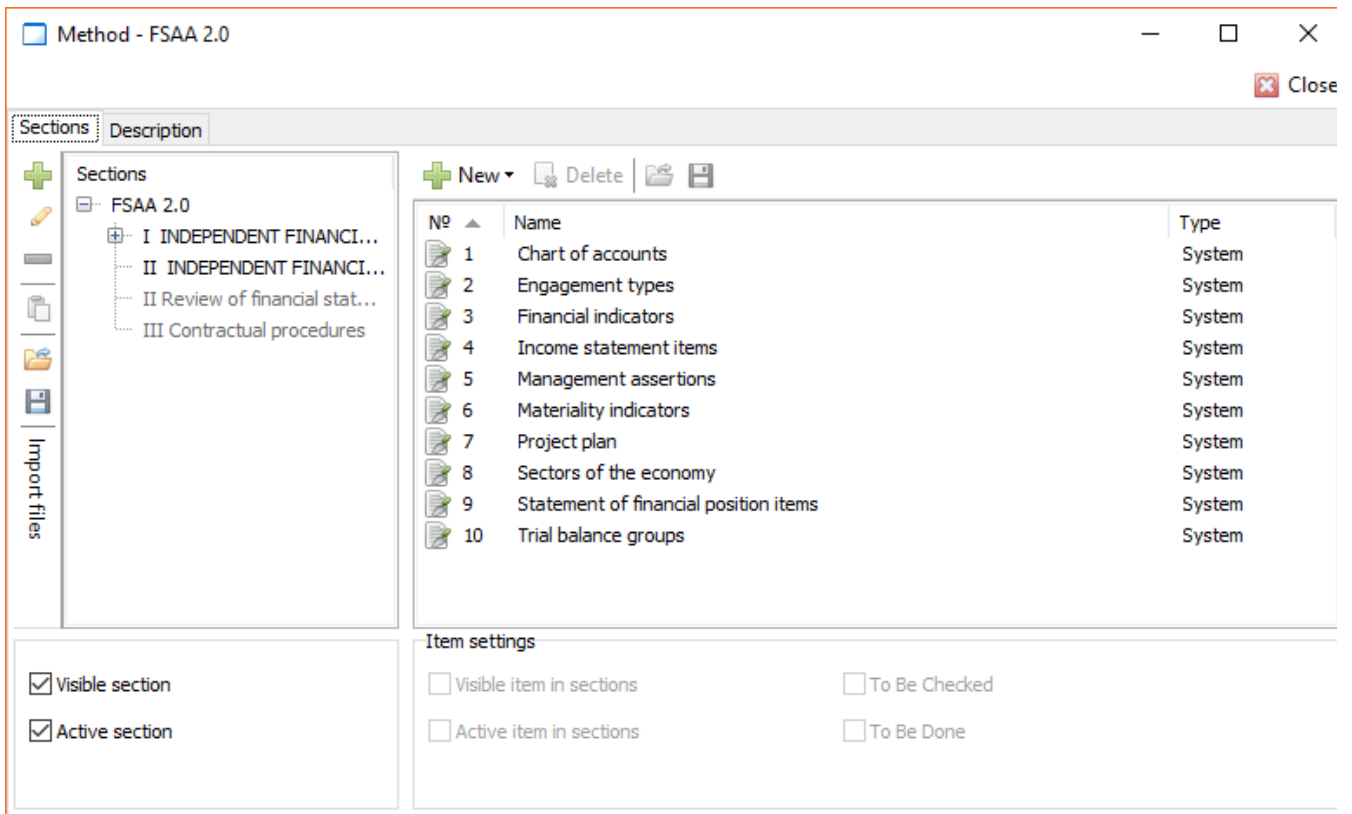
To export an audit method from the **Library**, follow the steps:

1. Open the **Settings** tab and click the **Library** button.
2. Select the desired method.
3. Click **Edit**.

The screenshot displays the AuditDesktop (FSAA) application interface. The top navigation bar includes tabs for Home, Common reports, Work management, Planning, Settings, Audit, Risks, Reports, and Statements. The user is logged in as John Smith. The Settings tab is active, and the Library button is highlighted. The Library tab is open, showing a table with columns for Code, Name, and Short description. The table contains one entry: FSAA 2.0. The bottom status bar shows the current audit: ABC AG. (2016) 0001.

Code	Name	Short description
FSAA 2.0		


4. Open the **Sections** tab, select the method's main section and click **Export**.



5. Choose where you want to save the method on your computer. Methods are saved as files with **.ecm** extension. Click **Save**.

Export an Audit Method

To export the method of a specific audit engagement, follow the steps:

1. Open the audit engagement.
2. Open the **Audit** tab and click **Audit approach**.
3. Open the **Sections** tab and select the method's main section.
4. Click the  **Export** button.
5. Choose where you want to save the method on your computer. Methods are saved as files with **.ecm** extension. Click **Save**.