

Reports Tickmarks

AuditDesktop enables you to view a complete list of all [tickmarks](#) added in the audit engagement. To access it, open the [Reports](#) tab and click **Tickmarks**.

The screenshot shows the AuditDesktop (FSAA 1.0) interface. The top navigation bar includes tabs for Home, Common reports, Work management, Planning, Settings, Audit, Risks, Reports, and Statements. The Reports tab is active, and the Tickmarks report is selected. The interface features a navigation menu with options like Summary of adjustments, Tickmarks, Documents, Issues, Other, Notes, Findings, Reviewer's comments, and Findings and recommendations. A toolbar contains Print and Refresh buttons. The main content area displays a table of tickmarks and a text field for the tickmark text.

Symbols	Working paper		Initials
	Code	Name	
W	20.10.01	Management representation letter	JD
W	20.10.01	Management representation letter	JD
W	50.10.01	Lead schedule - Share capital and reserves	JD
w	50.10.01	Lead schedule - Share capital and reserves	JD

Tickmark text: Discussion with the team leader

References Attachments

Code	Name

- **Symbol** - the symbol(s) of the tickmark
- **Working paper** - the [working paper](#) in which the tickmark was entered
 - **Code** - the code of the tickmark
 - **Name** - the name of the tickmark
- **Initials** - the initials of the user who created the tickmark

The **Tickmark text** field displays the tickmark's description text.

The **References** tab shows all references to each selected tickmark, while **Attachments** shows the attached files.

The **Print** button opens the window for [selection and printing of templates](#), which can be used to print out the tickmarks. The templates supported by the program can be personalised according to your preferences.

The **Refresh** button reloads and refreshes the data.

Tip

Right click on a working paper to open its [context menu](#) and select **Tickmarks**. In the window that opens, you can add new tickmarks, edit already existing ones, etc.