Align Release 4 User Guide

Align Release 4 introduces a number of updates to existing functionalities. Click on a topic in the list below or in the ribbon above to begin.

1. Completing a Task

2. Final Non-Public Reports

3. RFI Due Date

Completing a Task

To complete a task in a Monitoring Engagement:

1 Navigate to the **Audit and Spot Checks** view

2 Click on the relevant engagement in the **Monitoring Engagements** tab

3 Click the **ANP** tab

4 Click on the **Audit Notification Letter** section

Completing a Task

5 Scroll down to the **Important Dates / Deadlines** section and click the **Task ID**

6 Click on the **Task Complete** checkbox

7 Select a date from the **Task Completed On** field

8 Click on the **Update** button

Final Non-Public Reports

Once your CEA has published the Non-Public Report, you will be able to pull a PDF of that report from Align.

1. Open the relevant engagement from the **Audit and Spot Checks** view

2. Click on the **Report** tab

3. Click the **Audit Non-Public Report** link

The PDF version of the report will then launch (D).

RFI Due Date

RFI due dates are now visible from within a monitoring engagement's General tab. From the Audit and Spot Checks view:

(1) Click on the relevant engagement in the **Monitoring Engagements** tab

(2) Scroll to the RFI section on the **General** tab

The RFI **Due Date** is visible in the 3rd column of the table (A).