

Conducting an Audit iPad

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If you need to conduct an Audit while away from a computer desk then you can use the iPad app, much like the Desktop you can conduct in two ways.

A **Scheduled Audit** is a audit which has been **set up for you** to conduct by a **certain date** and will appear in the **My Schedule** tab.

As a AdHoc Audit or a Scheduled Audit.

AdHoc Audits are **audits** which can be **conducted at anytime** from your **New Assessments List**. If you wish to conduct a **AdHoc Audit** you must **select** the **Site and Department** or **Supplier** you wish to conduct it on.

Below is an example of how to conduct an Audit on iPad