

Discard AdHoc Audit

If you have started an **AdHoc Audit** on the **iPad** you are able to **completely discard** it.

Say if you accidentally started a **Audit** on the **iPad** you can **delete** this Audit from the system to do this you simply :

1. Select the **Trash Can** on the **Top right** hand corner of the Audit being conducted.
2. Then select "**Discard Assessment**".

18:58 Wed 1 May

6%

< Save & Exit

Audit Comply Example Assessment

✓ Submit

Filter

Overview

List View

< Section: All >

2.1

REQUIREMENT 3 OF 6

Is there evidence that the assessment process is being followed?

score 1

score 2

score 3

score 4

NA

Record a non-conformance

Add non-conformance

Add a task

Add task

NEW ASSESSMENT

MY SCHEDULE

NON-CONFORMANCES

MENU

You can also **discard** the Audit from the **Audit list**, just look for the **Trash can** icon.

INPROGRESS

Audit Comply Example Assessment

Audit - Location: Aaron's Non-Sup Head Office Started: 30/Apr/2019 at 10:35



RESUME >

PLEASE NOTE:

You are only able to **discard Adhoc Audits started on iPad.**
All other Audits can only be **archived on the desktop.**