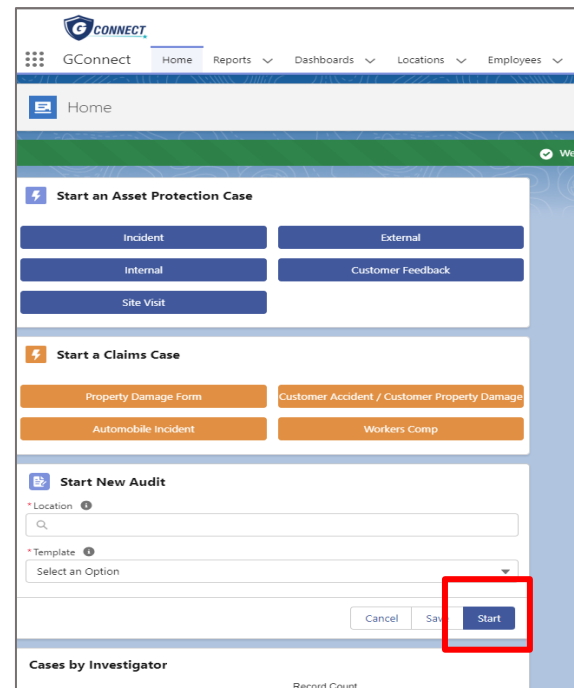# CREATING & SUBMITTING AN AUDIT

CREATING AN AUDIT

1. Log into the G-Connect audit reporting system. This can be accessed through the Gazette or the Employee Portal Online Logon Portal (Okta).

2. From the home screen, locate the "Start New Audit" section. The location box will autopopulate. (If the location does not autopopulate, be sure to enter the location number beginning with 110 and then the 3-digit store number.) Select the audit template "Retail Store Self Safety Audit" and click Start. You will be taken to a new page.

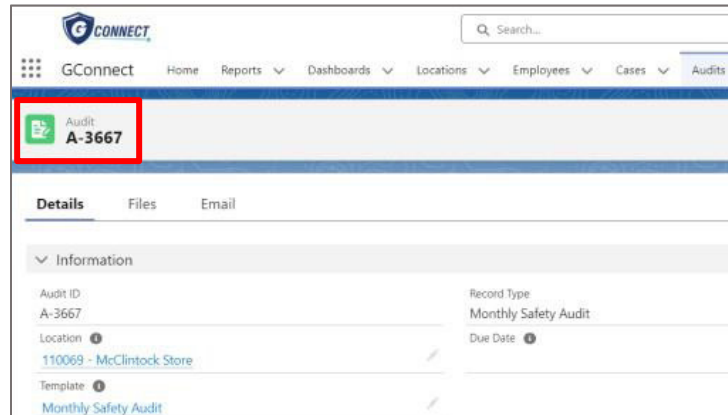
3. The audit is now open. The navigation on the left of the screen breaks down the different sections.

4. To print the audit, click Save and Close. You will now have an assigned audit number.

5. Select Audit PDF in the upper righthand side of the screen.
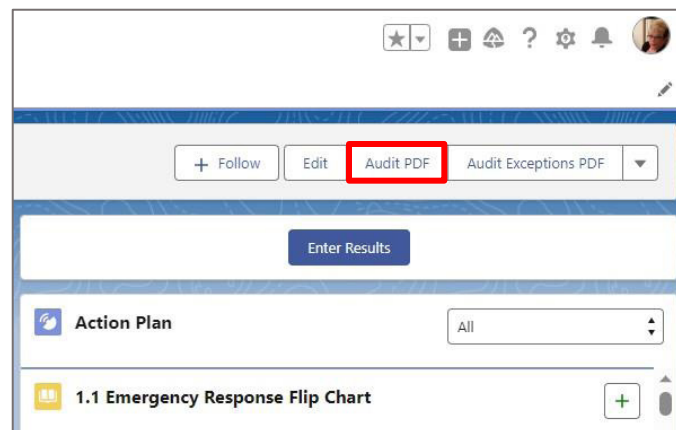
6. Print the audit from the popup window. Close the window, and you will return to the audit screen. At this point, you may close the audit out and proceed to conduct the physical inspection.
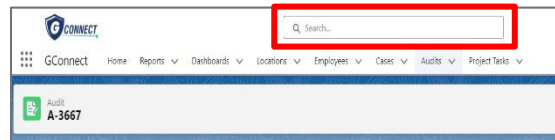
CREATING & SUBMITTING AN AUDIT

AUDIT SUBMISSION

1. Now that the physical inspection and all required attachments are ready, you will log back into the GConnect audit reporting system.

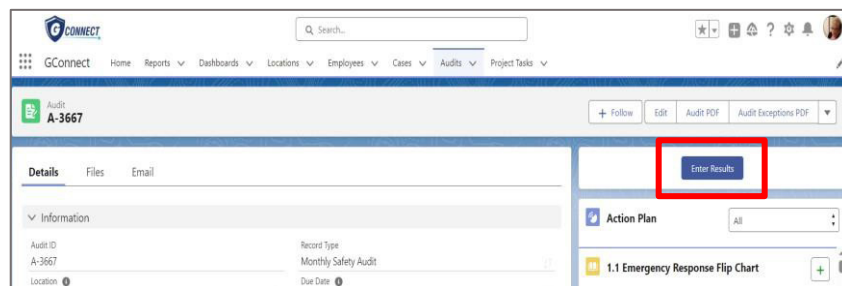2. There are two ways to retrieve your open audit.

- One way is by typing the audit number in the search bar at the top of the screen.

- Another way is by clicking on the audit tab and selecting the recently opened audit. (This should match the current audit number found on the printed audit PDF.)
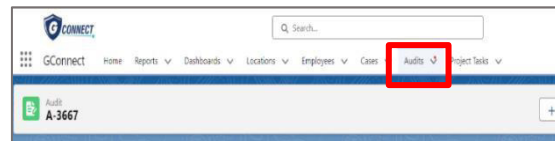
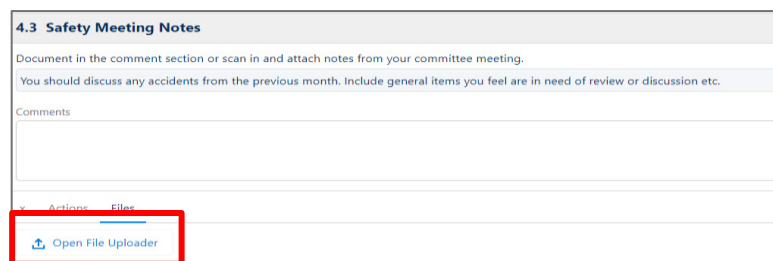3. Once you have navigated back into the audit main screen, click "Enter Results."

4. Proceed to enter results for each section, being sure to answer all questions correctly. If a question requires an attachment, see the pictures below to add an attachment. Note: You cannot submit your audit if the attachments are not loaded.

a. Select Files.

b. Select Open File Uploader. Select a file to upload, and then click SAVE.

5. Add any notes in the comment section where applicable. If an audit question is answered "No," you will be required to add comments.

6. The last screen will review and inform you if there are any missed questions.
   - If there are no missed questions, the section will display the message, "There are no answers to display for this section."
   - If a question is missed, it must be addressed to submit for completion.

7. If all is completed, click Submit.

8. Once submitted, you will return to the main audit screen and verify that all attachments were submitted correctly. There are two locations to confirm completion on this screen.
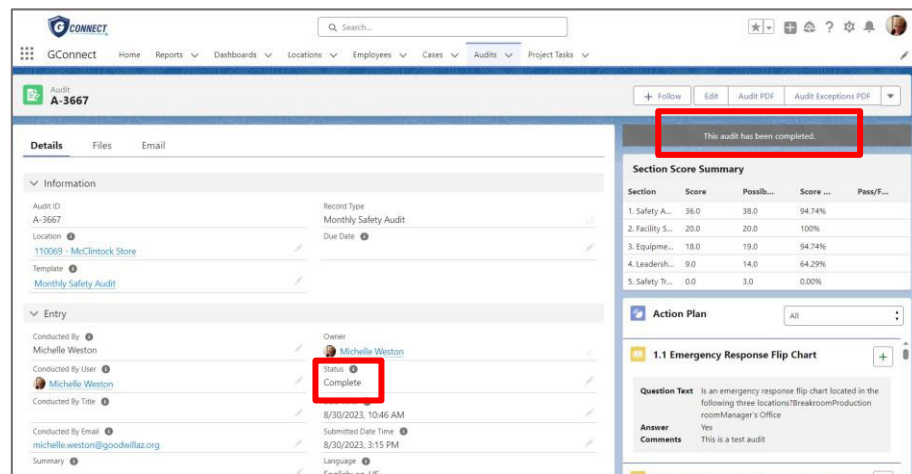
9. Your audit is now complete. You may print and share the final results with your team.