SOFTWARE

Open-Audit™
Validation and Auditing Software

User's Manual

Rev 0

Introduction

This guide describes how to use the Open-Audit™ Software. Open-Audit™ Desktop is standalone desktop application available on Windows, Mac OSX, and Linux based operating systems. The Open-Audit™ Desktop Edition available at no-cost and can be downloaded from the following link.

https://www.kenexis.com/open-audit-download/

Open-Audit™ Cloud is a module in the Kenexis Integrated Safety Suite (KISS). KISS provides technical safety professionals with a cloud-based multi-user platform for the full range of technical safety engineering tasks. Open-Audit™ Cloud has a collection of premium tools which are not available in the desktop edition. You can request a free Open-Audit™ Cloud trial at the following link: https://www.kenexis.com/open-audit-cloud-trial-request/, or contact info@kenexis.com for pricing options.

About Kenexis

Kenexis is an independent engineering consulting and software development firm. We ensure the tolerability of risk in the design of industrial facilities. Using skills in risk analysis, reliability engineering, and process engineering, we help establish the performance standards for safety critical equipment items that ensure tolerable levels of risk are achieved.

Table of Contents

Table of Contents

Section 0 – Quick Reference

0.1 Definitions

The following terms are used regularly in Open-Audit™.

Term	Definition
Categories	Logical containers containing multiple elements, which, in turn, contain multiple audit questions.
Elements	Logical containers for organizing related audit questions.
Scoring Criteria	Numerical values assigned to audit questions for quantifying the level of compliance for the associated audit question.
Weighting Factors	Numerical values assigned to audit questions for quantifying the level of importance of the associated audit question with overall audit compliance.

Section 0 – Quick Reference

0.2 Hotkeys

The following hotkey combinations are available when working in Open-Audit™.

At any time, the available hotkeys can be displayed in Open-Audit™ by holding down the hotkey combination Ctrl + H.

General	
Hot Key	**Action**
Ctrl + H (hold)	Display Hotkey Map
F1 – F10	Navigate Primary (Horizontal) Toolbar
Ctrl + F1 – F10	Navigate Secondary (Vertical) Toolbar
Ctrl + N	Create New Audit
Ctrl + O	Open Existing Audit
Ctrl + S	Save Audit
Ctrl + H	Toggle Hotkey Map (Hold)
Alt + F4	Exit Open-Audit™
Ctrl + Number	Navigate Primary Dropdown Menu (Above Worksheet)

Section 0 – Quick Reference

With Cell(s) Selected – Dark Blue Highlight	
Hot Key	**Action**
Ctrl + C	Copy Selected Cell(s)
Ctrl + X	Cut Selected Cell(s)
Ctrl + V	Paste Cut/Copied Cell(s)
Delete	Delete Selected Cell(s)
Ctrl + Enter	Create New Row
Escape	Deselect Cell(s)
Arrow Keys	Select Neighboring Cells
Ctrl + Up Arrow	Move Row Up
Ctrl + Down Arrow	Move Row Down
Tab	Select Next Cell
Ctrl + Left Mouse	Select Additional Cells
Shift + Left Mouse	Select Many Additional Cells

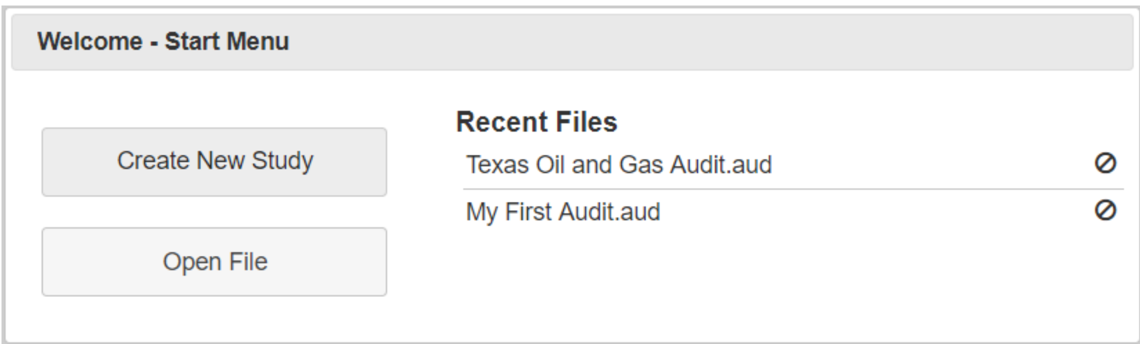
With Cell(s) Active – Blue Border	
Hot Key	**Action**
Ctrl + Enter	Create New Row
Ctrl + A	Select All Text in Active Cell
Alt + Arrow Key	Make Neighbor Cell Active

Section 1 – Getting Started

1.1 Creating a New Audit

When you launch a new instance of Open-Audit™ you will be greeted with the Start Menu (shown below).

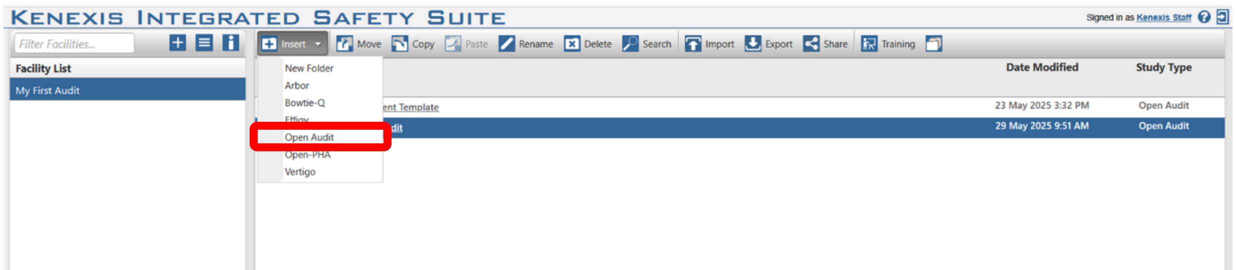
The start menu shown below is only displayed in Open-Audit™ desktop, not in Open-Audit™ Cloud. In Open-Audit™ Cloud, studies are either created or opened from the KISS study manager.



The Start Menu consists of two buttons and a selectable list of recently opened files. Clicking on the file name of a recent file will open the associated Open-Audit™ study. Files can be removed from the recent files list by clicking the remove button (circle with slash through it). The two buttons to the left of the recent files list can be used to create new studies, or to open existing studies.

Section 1 – Getting Started

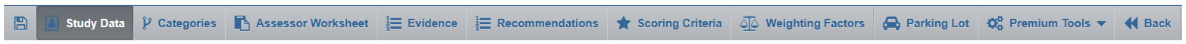
To create a new audit in Open-Audit™ Cloud, first select a facility from the facility list. The new audit you create will be located inside this facility. With a facility selected (highlighted blue), click on the Add New Study button in the main action ribbon, and select "Open-Audit™" for the study type.



Section 2 – Interface

Before getting into setting up the study to meet your auditing needs, it is a good idea to familiarize yourself with the workspace.

2.1 The Navigation Toolbar



The navigation toolbar serves as the primary means for navigating the Open-Audit™ study editor interface and appears on all pages in the editor. Depending on the width of the window that the user has selected, the toolbar will line break and display on multiple rows, as required. This section details the available buttons on the toolbar:

Button	Description
	The Study Data button will navigate to the Study Data section. From this section and using the side toolbar, you can document high level information about your audit, such as: • General Information (Location, Facility, Operating Company, etc.) • Documents List • Participant List • Sessions • Revision History Additionally, column visibility can be adjusted from the Study Data section.
	The Categories button will navigate to the Categories list. The Categories list is an organizational container that defines sections of the audit containing questions on related topics.
	The Assessor Worksheets button will navigate to the Assessor Worksheet. The Assessor Worksheet is the primary workspace for planning and performing audits, through asking and answering pertinent questions.

Section 2 – Interface

Button	Description
Evidence	The Evidence button will navigate to the Evidence tab. This tab is used for documenting proof of requirement fulfillment during the course of the audit, which is referenced on the Assessor Worksheet.
Recommendations	The Recommendations button will navigate to the Recommendations list. This list allows you to track and edit recommendations made to the audit and view where recommendations have been used throughout your audit.
Scoring Criteria	The Scoring Criteria button will navigate to the Scoring Criteria list. This list allows you to designate how well specific categories meet designated requirements.
Weighting Factors	The Weighting Factors button will navigate to the Weighting Factors list. This list allows you to designate how important requirements are to the overall audit.
Parking Lot	The Parking Lot button will navigate to the Parking Lot list. This list allows you to track and edit Parking Lot Items created during the audit.
Premium Tools	The Premium Tools button opens a drop-down menu that contains the Open-Audit™ Cloud features, including the Report Generator and Study Translator, synchronization and import tools.
Back	The Back button navigates back to the Study Manager page (Only in Open-Audit™ Cloud).

Section 2 – Interface

2.1.1 Application Toolbar - Desktop Version

File View Security Help

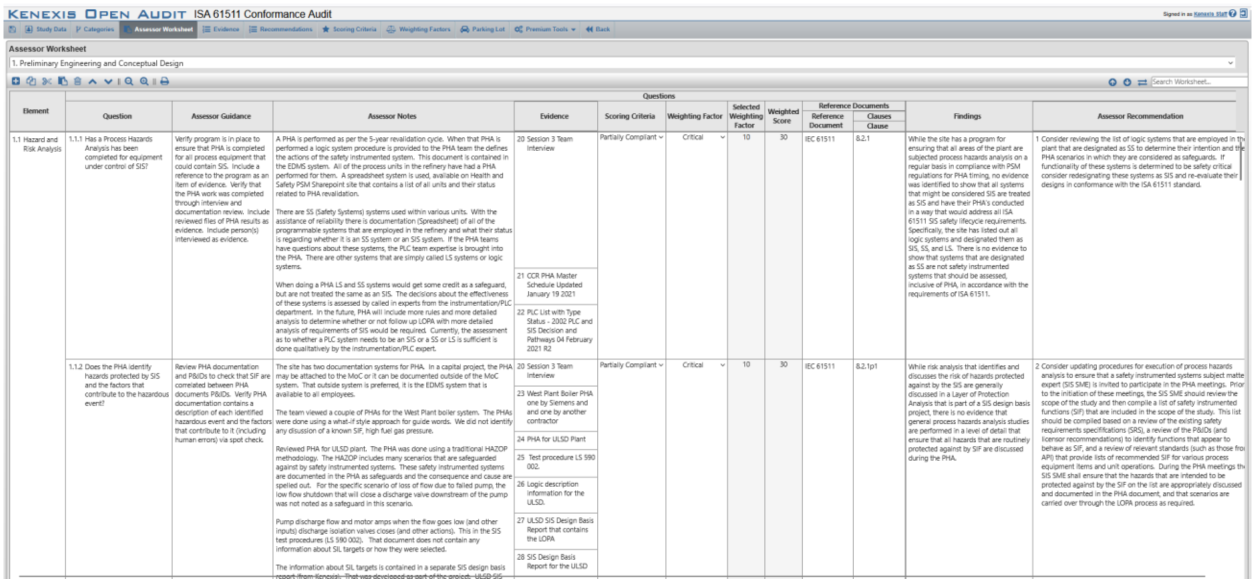
In addition to the navigation toolbar, the desktop version of the software also has an application toolbar. The table below provides details on the four buttons available in this toolbar.

Button	**Description**
File	The File button allows the user to open a new file, create a new file, save the file, and exit the program.
View	The View button allows the use to minimize the window, zoom in & out, and enter full screen mode.
Security	The Security button allows the user to enable file encryption and password protection.
Help	The Help button contains the software version number and a button that opens a link to the Kenexis Support webpage.

Section 3 – Workspace

3.1 Open-Audit™ Workspace Tables

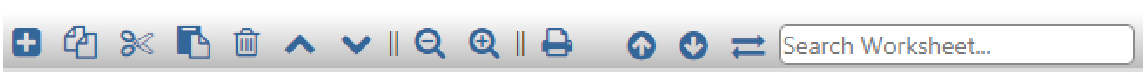
The table is a staple of the Open-Audit™ interface and is used extensively creating, editing and maintaining the audit's worksheets. An example is shown below for a few auditing scenarios.



All tables are provided with a consistent set of controls to allow you to interface with the data in various ways. This section provides a summary of the controls which are typical for tables in Open-Audit™.

3.1.1 Workspace Toolbar

The Workspace Toolbar is displayed at the top of each worksheet in the audit. This toolbar, shown below, is a collection of controls used for interacting with the worksheet.



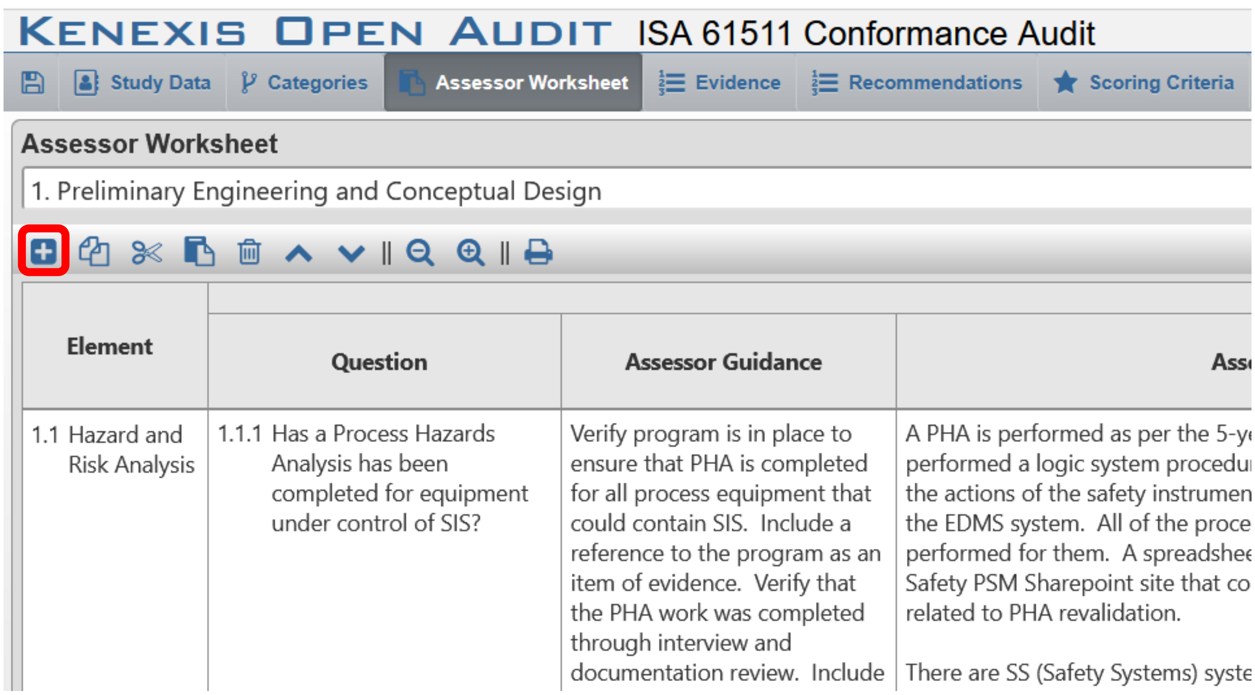
There are 14 different controls on this panel (from left to right):

1. Add New Row
2. Copy Row(s)
3. Cut Row(s)
4. Paste Row(s)
5. Delete Row(s)
6. Move Row Up
7. Move Row Down

8. Zoom Out
9. Zoom In
10. Export to Excel
11. Previous
12. Next
13. Replace All
14. Search Box

3.1.1.1 Adding Rows to a Table

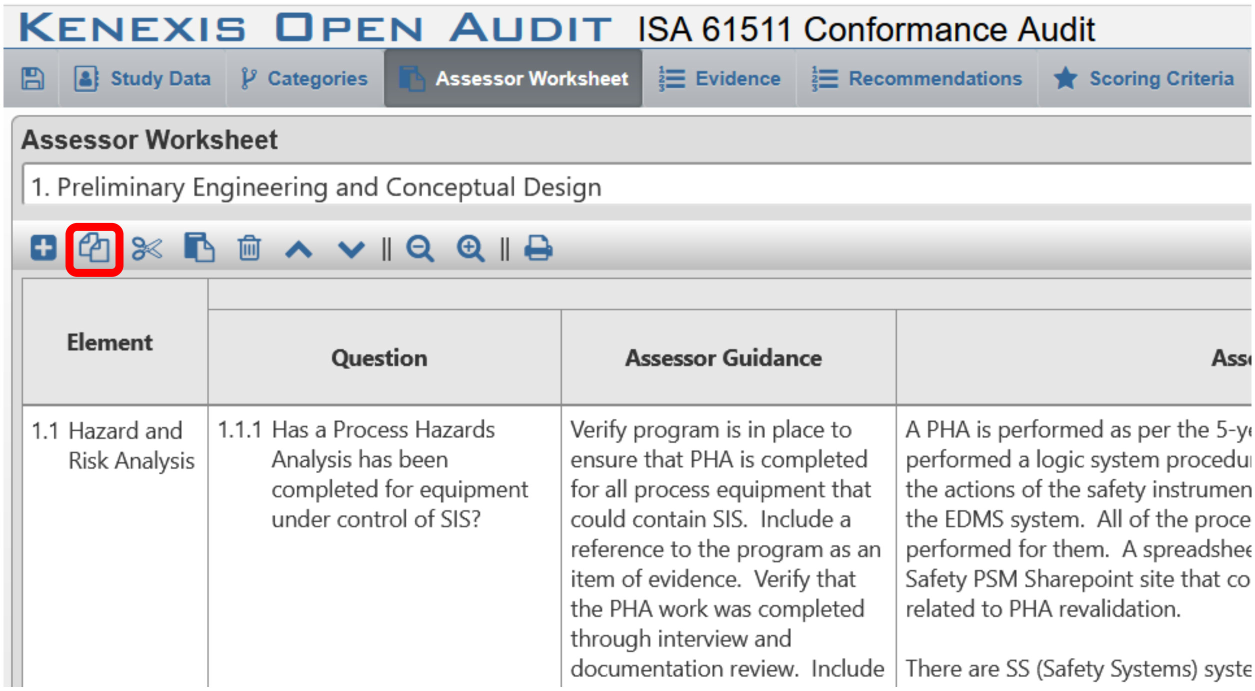
Rows can be added to a table by clicking on the "Add New Row" button located at the top left corner of the workspace, above the headers as shown below. This will insert a new row below the selected row.



Alternatively, rows can be added to tables by selecting a row and pressing the Ctrl and Enter keys on the keyboard.

3.1.1.2 Copying Rows in a Table

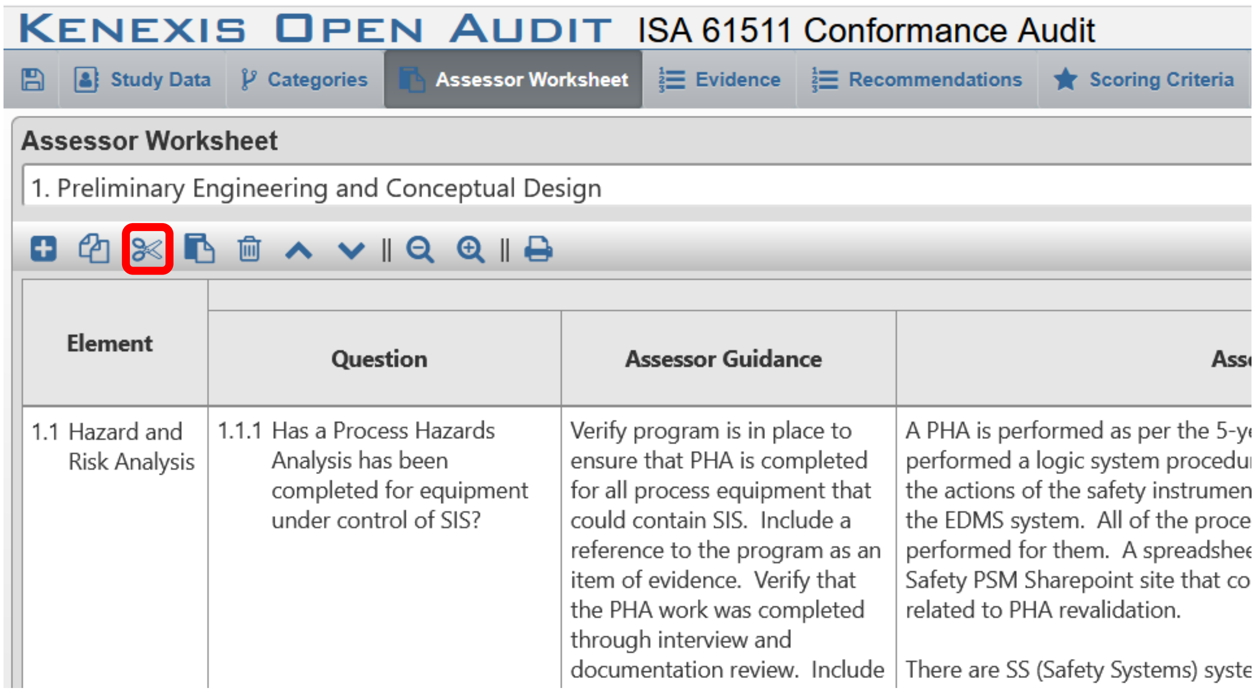
Rows can be copied in a table by clicking on the "Copy Row(s)" button located at the top left corner of the workspace, above the headers as shown below. This copies the selected row. If you would like to copy more than one row, select a row by clicking on it, then hold the “Control” key and click to select the additional row(s) you would like to copy; or if you want to select rows, use the “Shift” key and click to select every row two rows that you have selected.



Alternatively, rows can be copied by selecting a row and pressing the “Control” key along with the “C” key (Ctrl + C) on the keyboard.

3.1.1.3 Cutting Rows from a Table

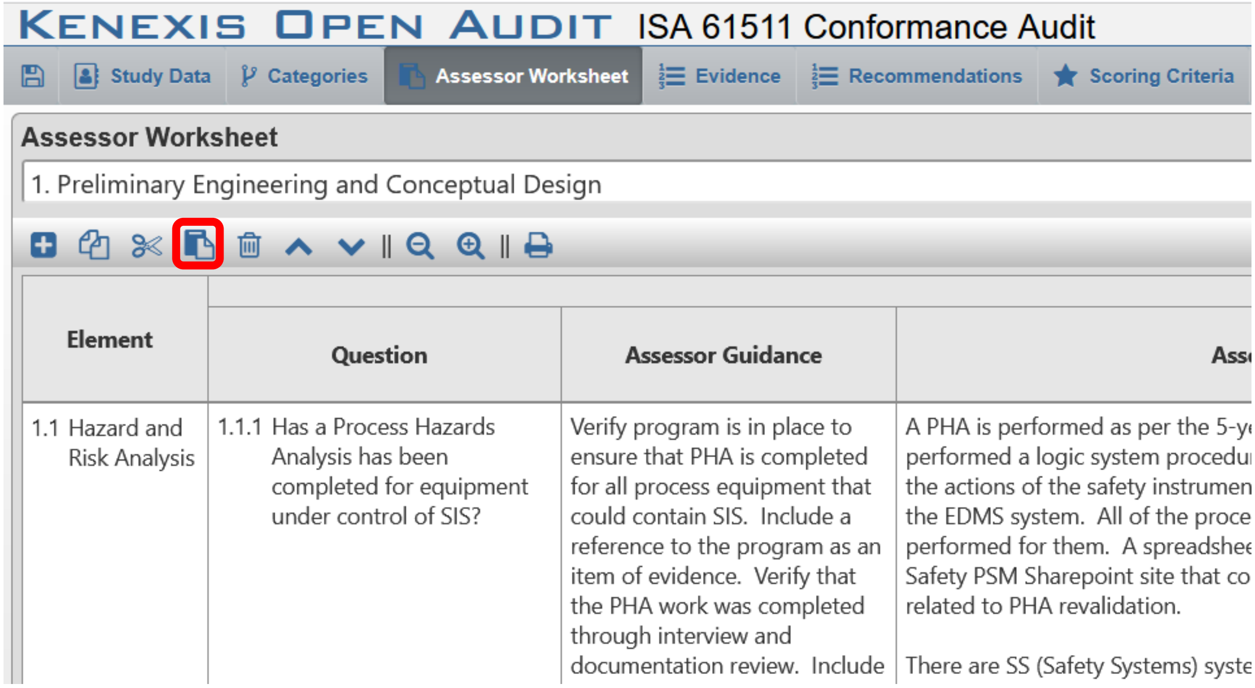
Rows can be cut from a table by clicking on the “Cut Row(s)” button located at the top left corner of the table, above the headers as shown below. This cuts the selected row. If you wish to cut more than one row, select a row by clicking on it, then hold the “Control” key and click to select the additional row(s) you would like to cut.



Alternatively, rows can be cut by selecting a row and pressing the “Control” key along with the “X” key (Ctrl + X) on the keyboard.

3.1.1.4 Pasting Rows in a Table

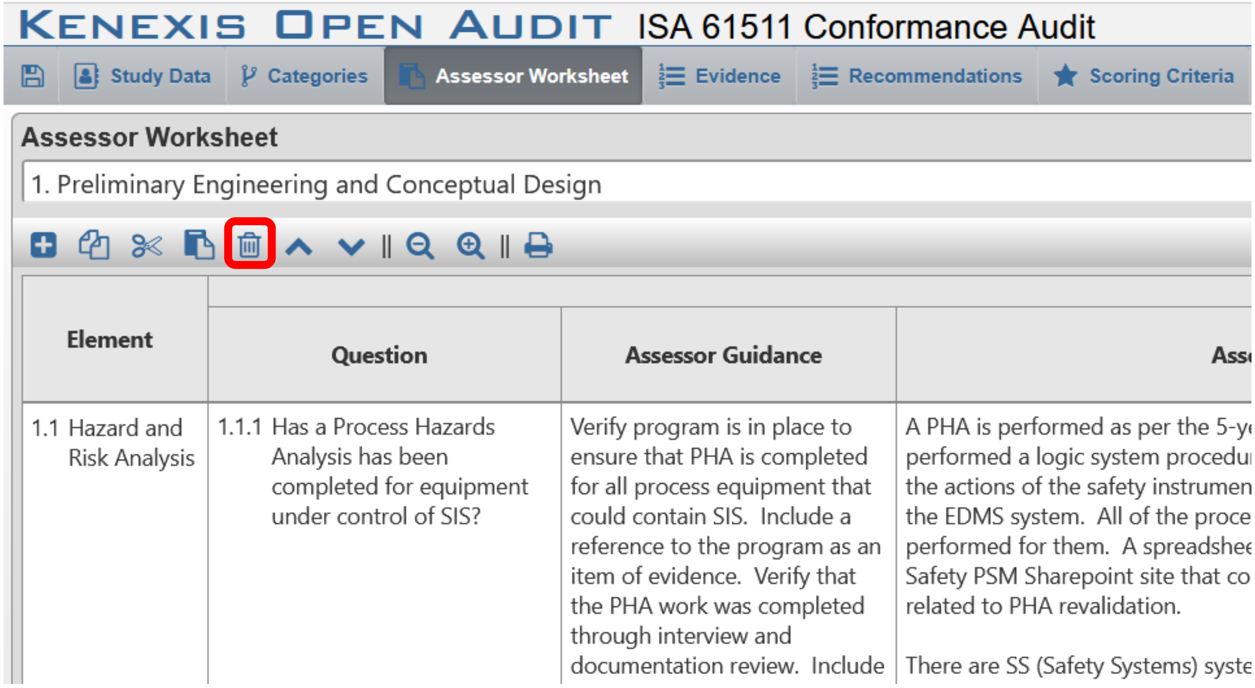
Rows can be pasted in a table by clicking on the “Paste Row(s)” button located at the top left corner of the table, above the headers as shown below. This pastes the selected row. If you wish to paste more than one row, select a row by clicking on it, then hold the “Control” key and click to select the additional row(s) you would like to paste.



Alternatively, rows can be pasted into tables by selecting a row and pressing the "Control" key along with the "V" key (Ctrl + V) on the keyboard. The pasted rows will be placed after the selected row.

3.1.1.5 Deleting Rows from a Table

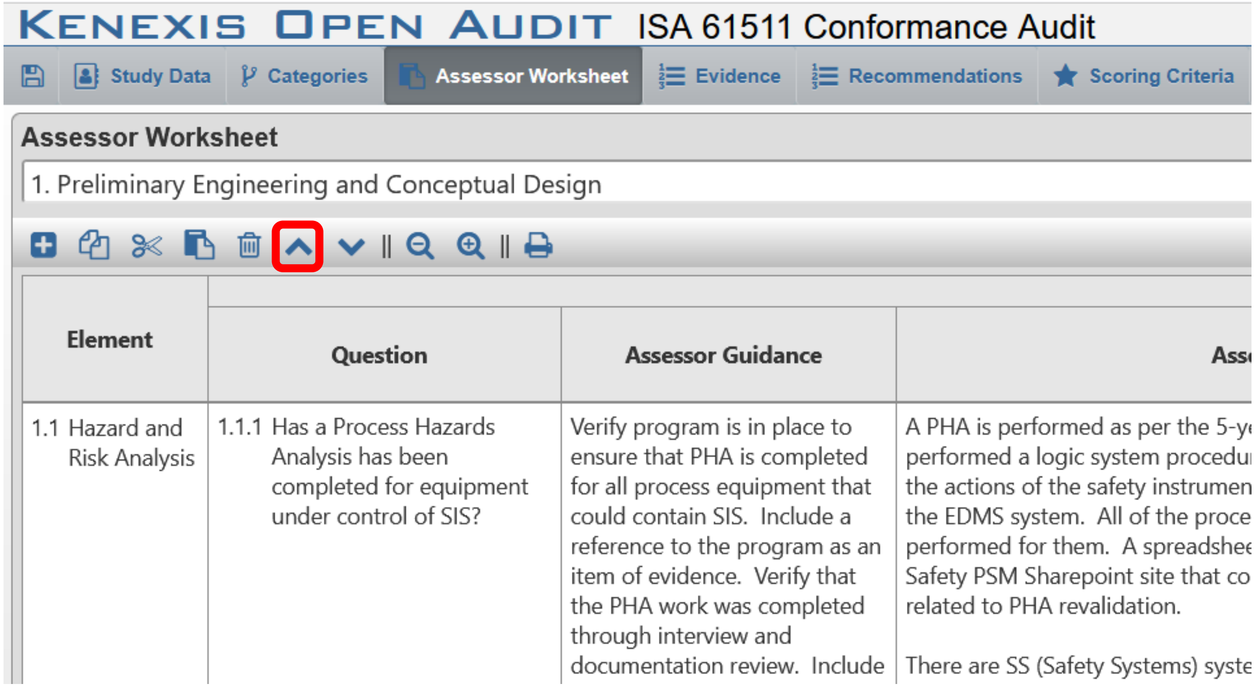
Rows in a table can be deleted by clicking on the "Delete Row(s)" button located at the top left corner of the table, above the headers as shown below. This deletes the selected row. If you wish to delete more than one row, select a row by clicking on it, then hold the "Control" key and click to select the additional row(s) you would like to delete.



Alternatively, rows can be deleted by selecting a row and pressing the “Delete” key on the keyboard.

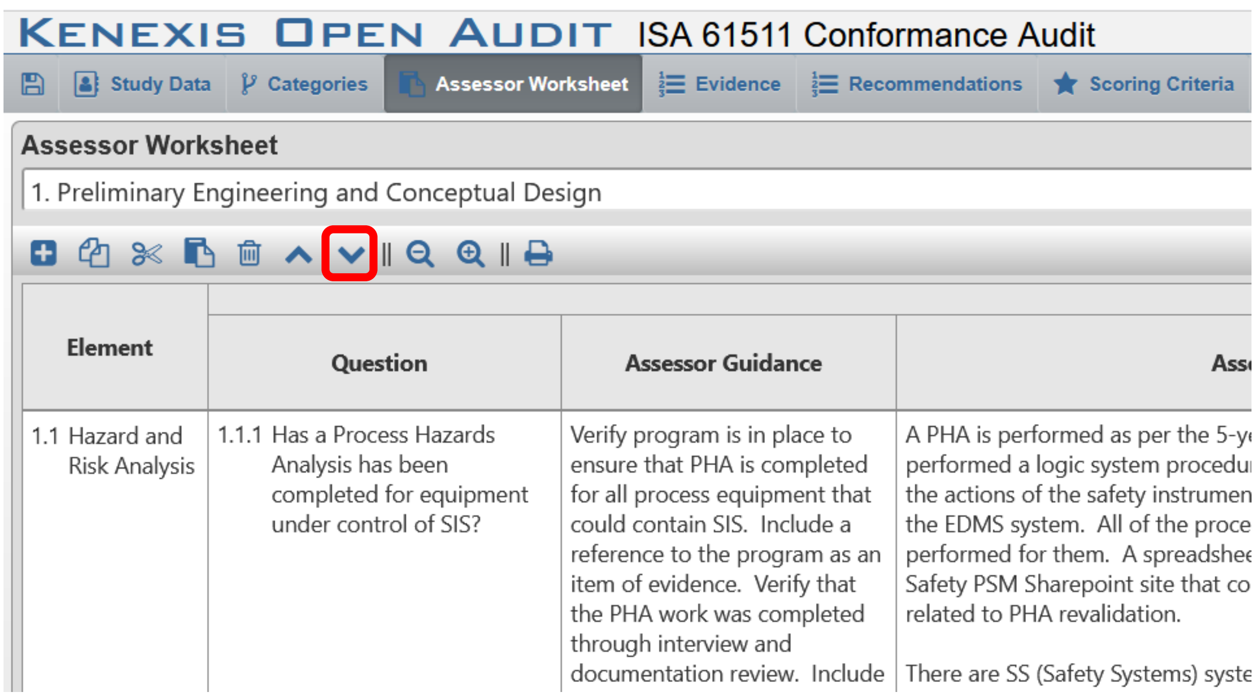
3.1.1.6 Moving Rows Up in a Table

Rows in a table can be moved up by clicking on the “Move Row Up” button located at the top left corner of the table, above the headers as shown below. This moves the selected row up.



3.1.1.7 Moving Rows Down in a Table

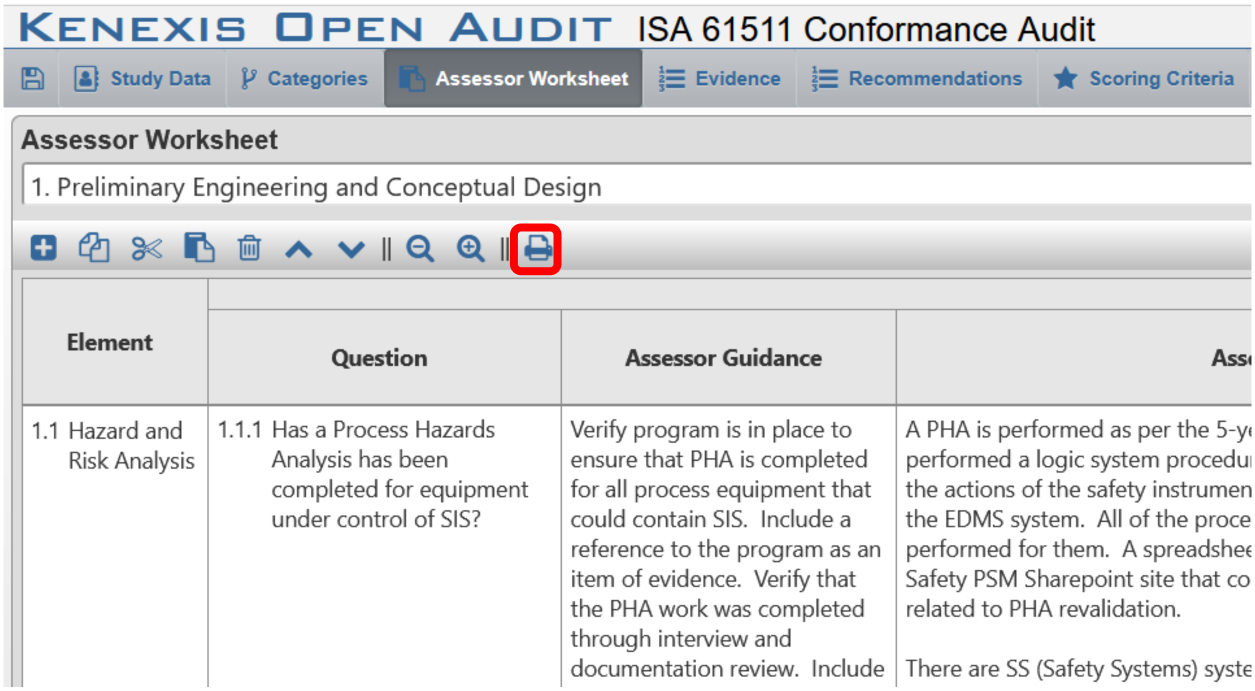
Rows in a table can be moved down by clicking on the “Move Row Down” button located at the top left corner of the table, above the headers as shown below. This moves the selected row down.



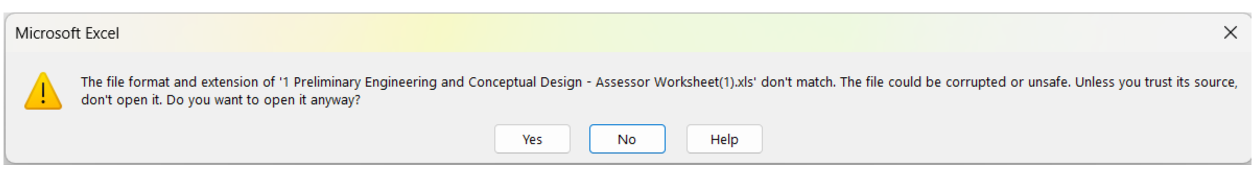
Section 3 – Workspace

3.1.1.8 Exporting to Excel

To export the worksheet to Excel, click the "Print" button at the top of the workspace. This will export the worksheet currently visible in the main workspace to a Microsoft excel file.



When opening files generated with the excel export tool you may receive messages from your spreadsheet application about the file format and extension of the file being opened, similar to the message shown below:

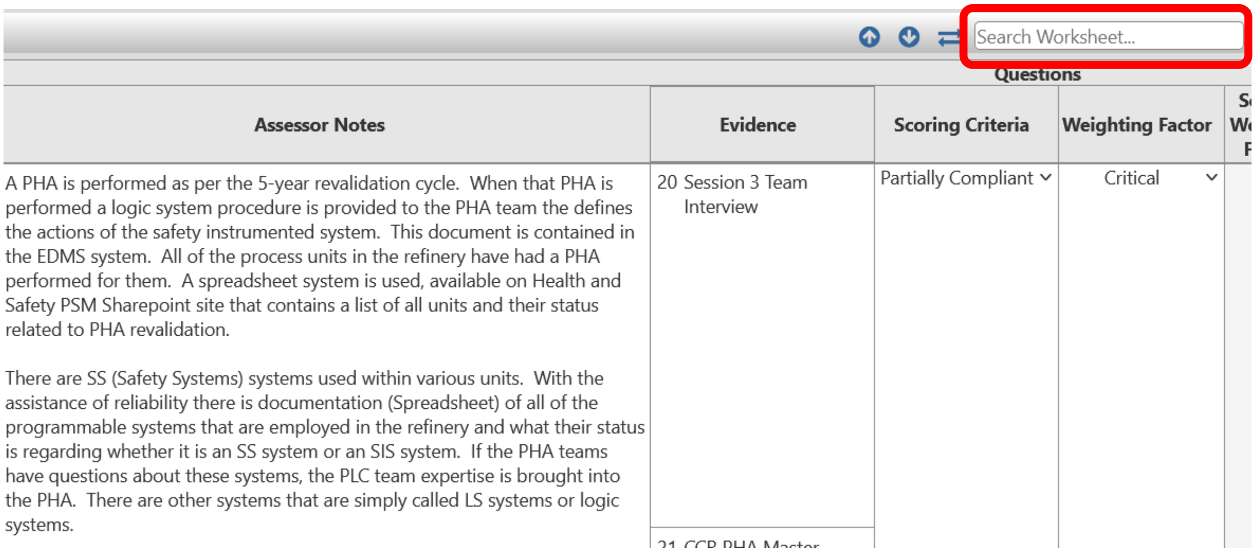


This is normal and expected behavior, as the files generated with the excel export tool do not exactly match the specification for Microsoft Excel (*.xls) file format. However, your spreadsheet application will be capable of these files, so simply select yes to attempt to open the file when prompted with the above message.

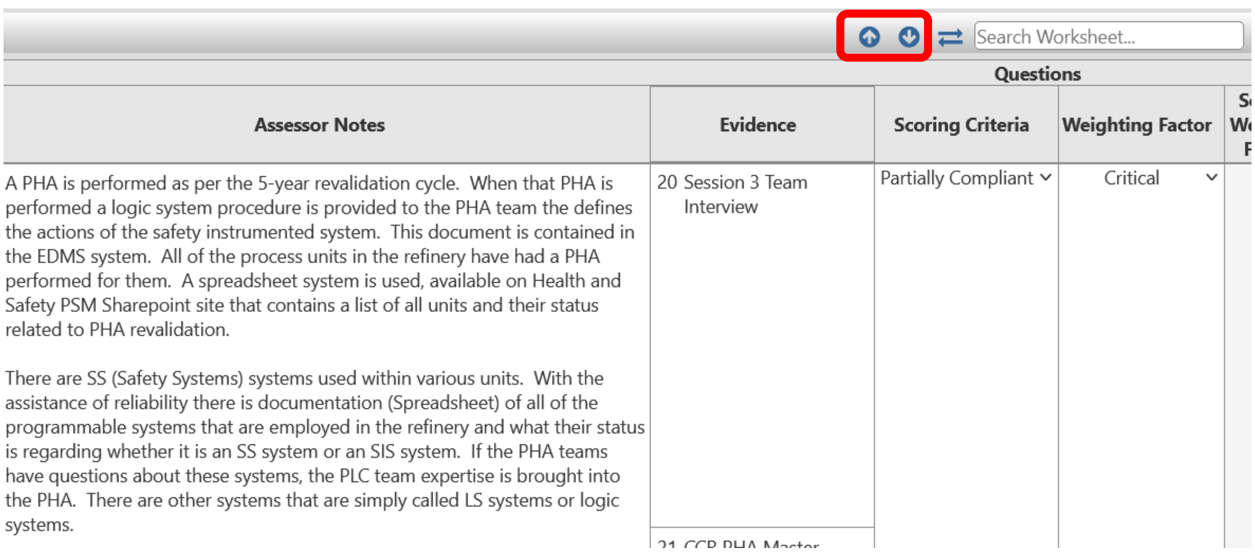
3.1.1.9 Searching in a Table

Every table in Open-Audit™ is searchable. To search in a table, click the Search Worksheet box, as shown below, and then type to search the table.

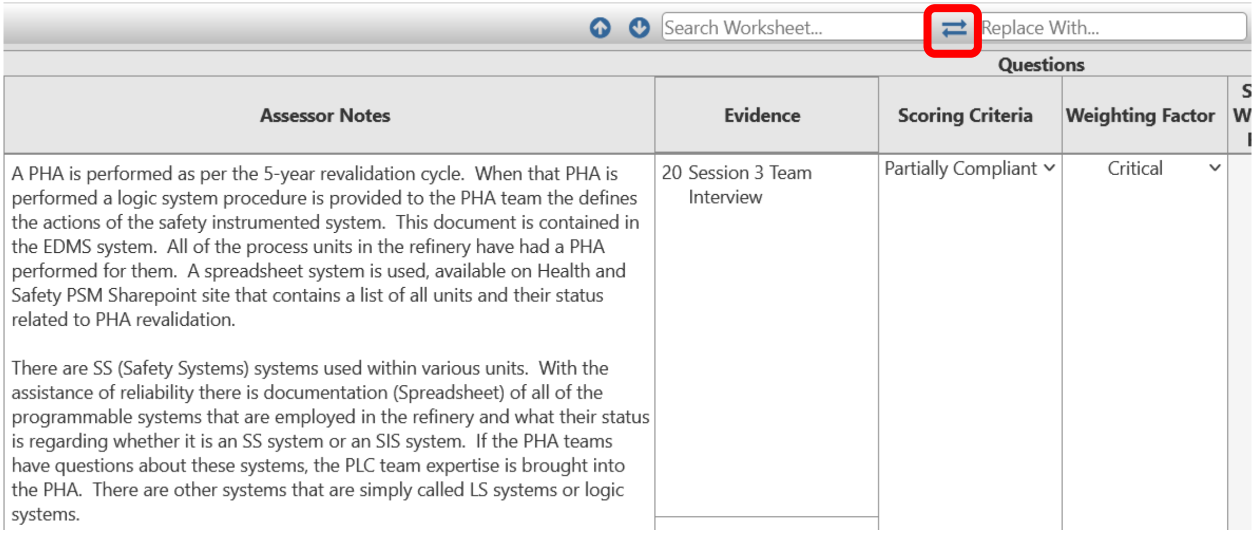
Section 3 – Workspace



When the search results in a hit, the searched text will be highlighted in the table. Additionally, the search function features buttons to find and jump to search hits.



Lastly, the search feature also includes a replace all function. To replace text in a table, click the “Replace” button (located to the left of the Search Worksheet textbox) and an additional textbox will appear, as shown below. To replace text in a table, search for the text you wish to replace by typing in the Search Worksheet textbox and then enter the text you wish to replace it with in the Replace With textbox. Finally, click the “Replace” button to replace the text in the table.

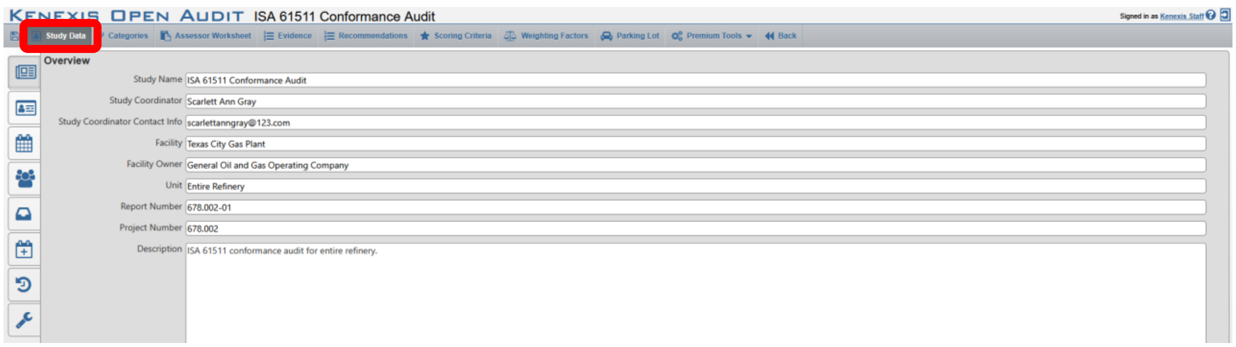


Assessor Notes	Evidence	Scoring Criteria	Weighting Factor	S W I
A PHA is performed as per the 5-year revalidation cycle. When that PHA is performed a logic system procedure is provided to the PHA team the defines the actions of the safety instrumented system. This document is contained in the EDMS system. All of the process units in the refinery have had a PHA performed for them. A spreadsheet system is used, available on Health and Safety PSM Sharepoint site that contains a list of all units and their status related to PHA revalidation. There are SS (Safety Systems) systems used within various units. With the assistance of reliability there is documentation (Spreadsheet) of all of the programmable systems that are employed in the refinery and what their status is regarding whether it is an SS system or an SIS system. If the PHA teams have questions about these systems, the PLC team expertise is brought into the PHA. There are other systems that are simply called LS systems or logic systems.	20 Session 3 Team Interview	Partially Compliant	Critical	

Section 4 - Using Open-Audit™

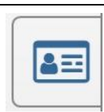
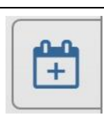
4.1 The Study Data Tab

The Study Data tab contains tables for peripheral data used for bookkeeping, such as Team Members, Drawings, and Revision History. Also contained within the Study Data tab is the Settings page where study properties can be edited. The Study Data tab can be reached by clicking on the Study Data icon in the navigation toolbar, as shown below:



4.1.1 Study Data Page

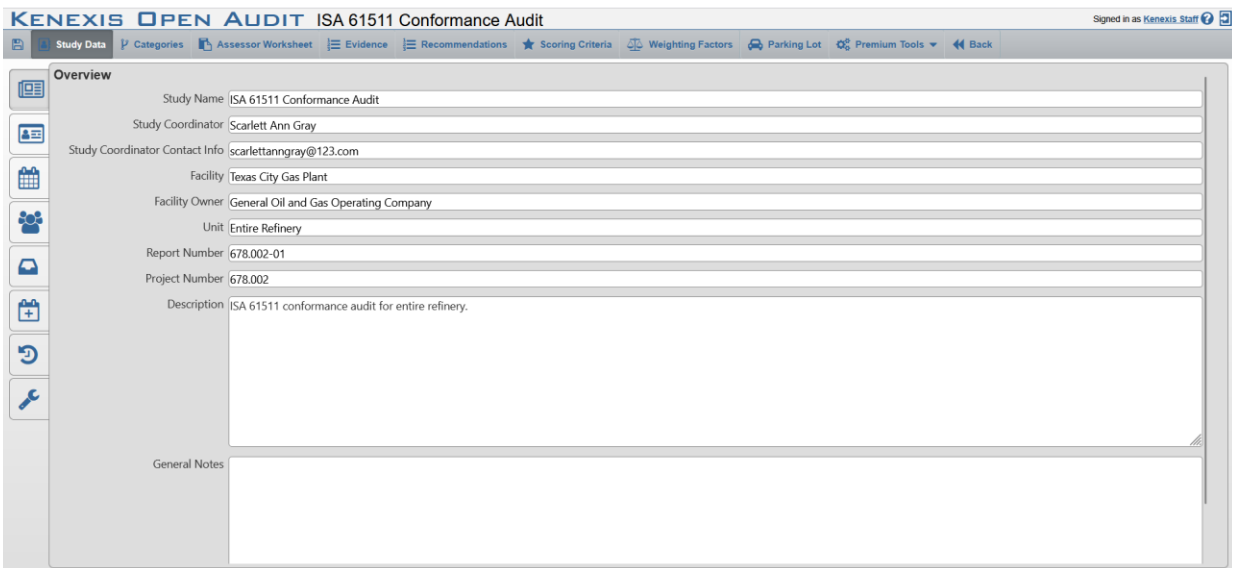
The table below consists of the pages that make up the Study Data tab, as well as a short description of each page.

Button	Description
	The Overview page contains a form for general information, this includes Study Name, Facility, Project Number, etc.
	The Team Members page contains a table on which team members and their information can be recorded.
	The Sessions page has a table for recording sessions and related information such as duration and session description.
	The Attendance page contains a grid where you can mark Present, Partial, or Absent for each team member in each session
	The Documents page provides a table to record drawing information, such as title and description.
	The Revalidation History page contains a table to keep track of Audit revalidations.

Button	Description
	The Revision History page contains a table to keep track of revisions. This feature is only available in Open-Audit™ Cloud.
	The Settings page allows you to edit the columns that are displayed for each page or worksheet in the audit.

4.1.2 Overview Page

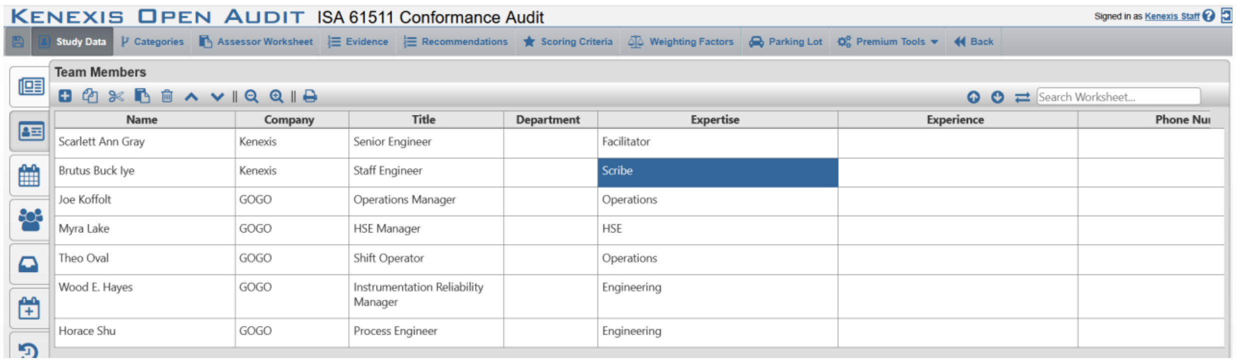
The Overview page, as shown below, is a place for documenting high level general information about your audit. With this page you can record the study name, project number, general notes, etc.



4.1.3 Team Members Page

The Team Members page contains a table to record the meetings participants, as well as information about them, such as company, department, expertise, and contact info.

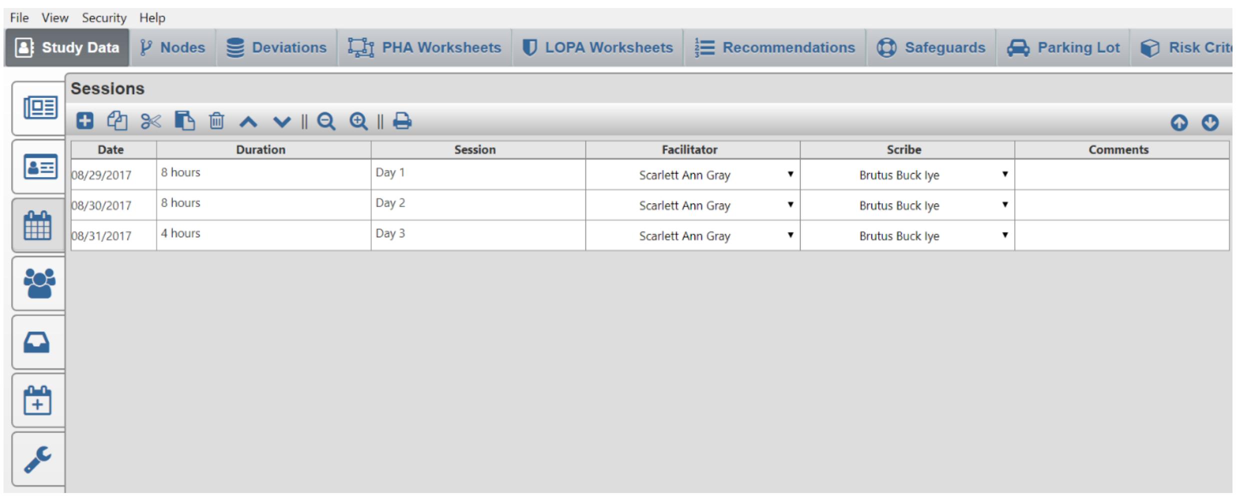
Section 4 - Using Open-Audit™



Name	Company	Title	Department	Expertise	Experience	Phone Nu
Scarlett Ann Gray	Kenexis	Senior Engineer		Facilitator		
Brutus Buck Iye	Kenexis	Staff Engineer		Scribe		
Joe Koffolt	GOGO	Operations Manager		Operations		
Myra Lake	GOGO	HSE Manager		HSE		
Theo Oval	GOGO	Shift Operator		Operations		
Wood E. Hayes	GOGO	Instrumentation Reliability Manager		Engineering		
Horace Shu	GOGO	Process Engineer		Engineering		

4.1.4 Sessions Page

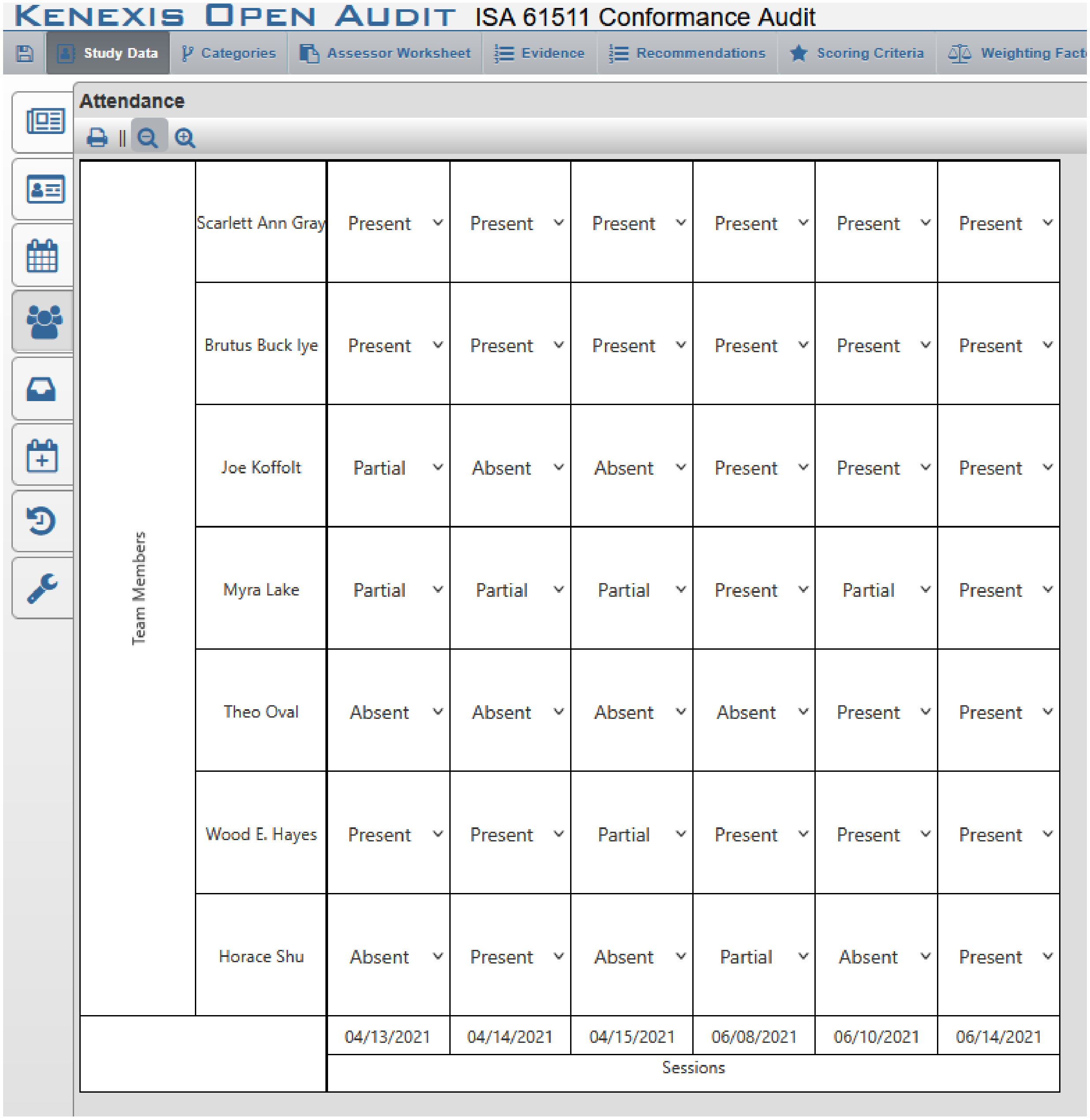
The Sessions page is where you document the audit sessions. In this grid, you can record the meeting date, duration, overview of topics covered and who facilitated the meeting.



Date	Duration	Session	Facilitator	Scribe	Comments
08/29/2017	8 hours	Day 1	Scarlett Ann Gray	Brutus Buck Iye	
08/30/2017	8 hours	Day 2	Scarlett Ann Gray	Brutus Buck Iye	
08/31/2017	4 hours	Day 3	Scarlett Ann Gray	Brutus Buck Iye	

4.1.5 Attendance Page

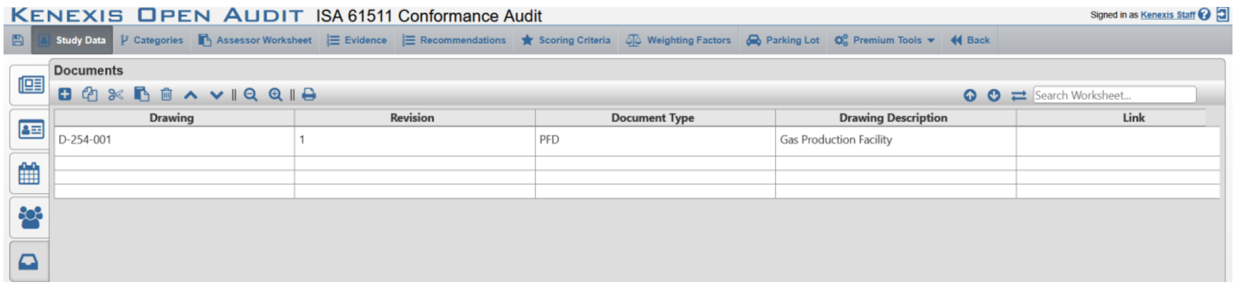
The Attendance page (shown below) displays a grid to keep track of which participants were present during the sessions. Each participant can be marked as Absent, Partial, or Present for each session.



Team Members	04/13/2021	04/14/2021	04/15/2021	06/08/2021	06/10/2021	06/14/2021
Scarlett Ann Gray	Present	Present	Present	Present	Present	Present
Brutus Buck Iye	Present	Present	Present	Present	Present	Present
Joe Koffolt	Partial	Absent	Absent	Present	Present	Present
Myra Lake	Partial	Partial	Partial	Present	Partial	Present
Theo Oval	Absent	Absent	Absent	Absent	Present	Present
Wood E. Hayes	Present	Present	Partial	Present	Present	Present
Horace Shu	Absent	Present	Absent	Partial	Absent	Present

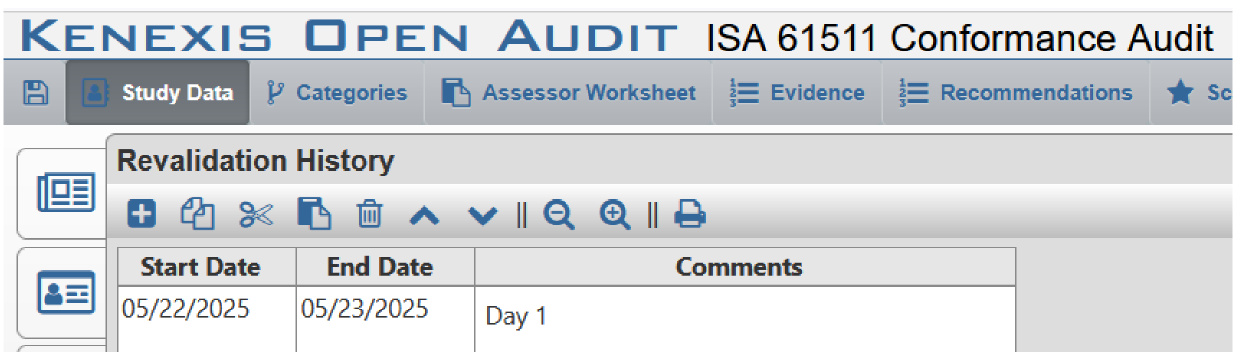
4.1.6 Documents Page

The Documents page contains a table to record the documents that were available to the team for the audit sessions. In this table, you can record document numbers/titles, revision numbers, and descriptions of the documents. The Documents page should only be used for documents that are not already included as evidence for the audit.



4.1.7 Revalidation History Page

The Revalidation History page allows you to keep track of the audit revalidations. In this table, you can record the revalidation start and end dates, as well as comments for the revalidation.

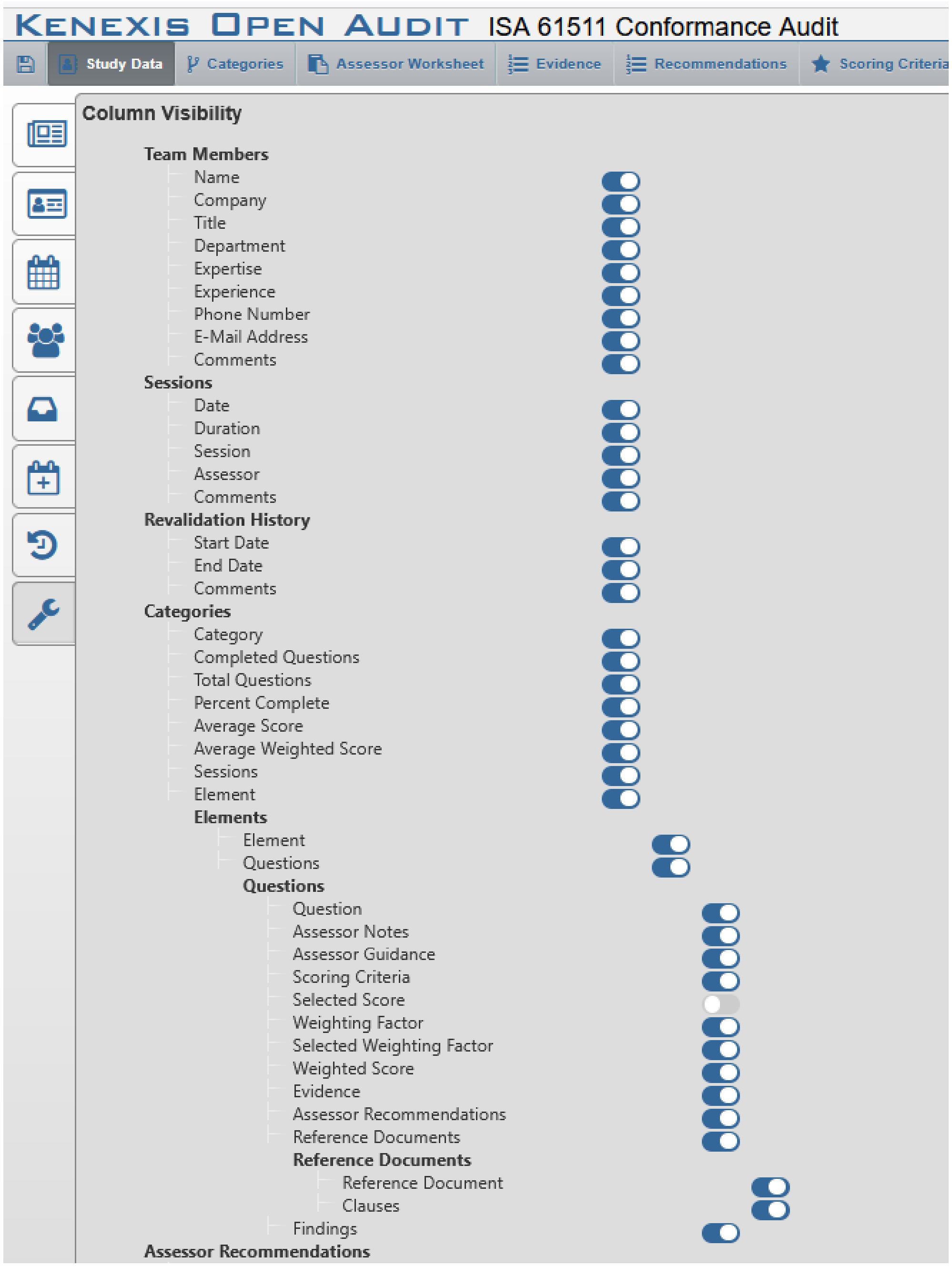


4.1.8 Revision History Page

Revision history is only available in Open-Audit™ Cloud. For more information on this feature, please refer to the Premium Tools discussion in this user's manual.

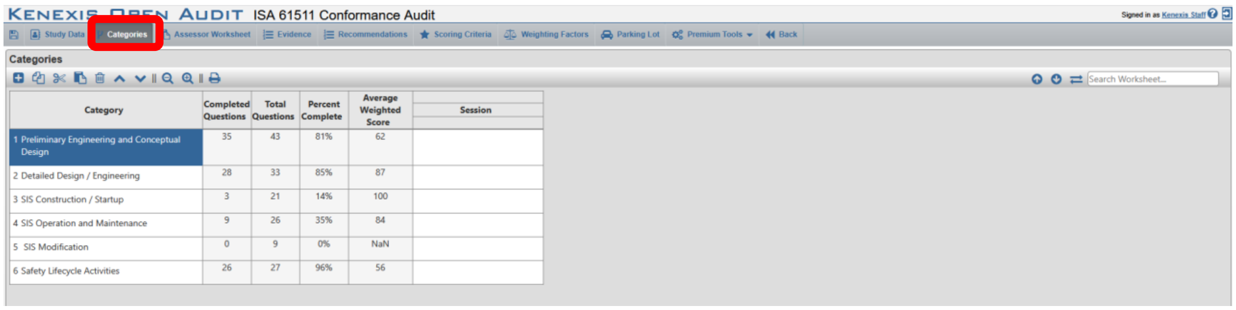
4.1.9 Settings Page

The Settings page, shown below, is where fields can be hidden or unhidden for the audit. To make a column visible, click on either the slider on the right, or the text itself. If the slider is blue, then the field is visible. To hide a column/field, simply click on the slider or text and the slider will turn gray. The Settings page manages all fields in the audit, and allows for a high degree of customization.



4.2 The Categories Tab

The Categories tab contains the Categories table, which contains the categories for the audit questions. The Categories tab can be reached by clicking on the Categories icon in the navigation toolbar, as shown below:

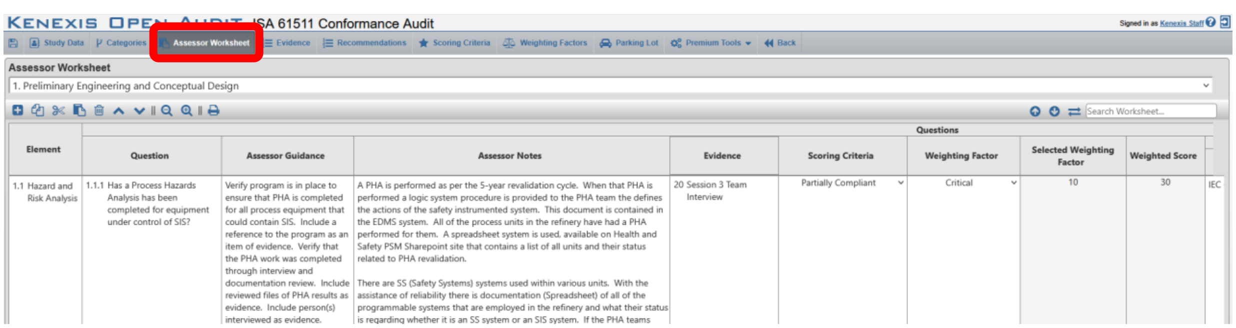


The columns in the categories table include a description of the audit category, the completed questions in the audit for the category, the total number of questions for the category, a percentage of the questions completed, and an average of the weighted score for the category calculated within the Assessor Worksheets tab. A column in the table also allows you to track audit sessions.

4.3 The Assessor Worksheets Tab

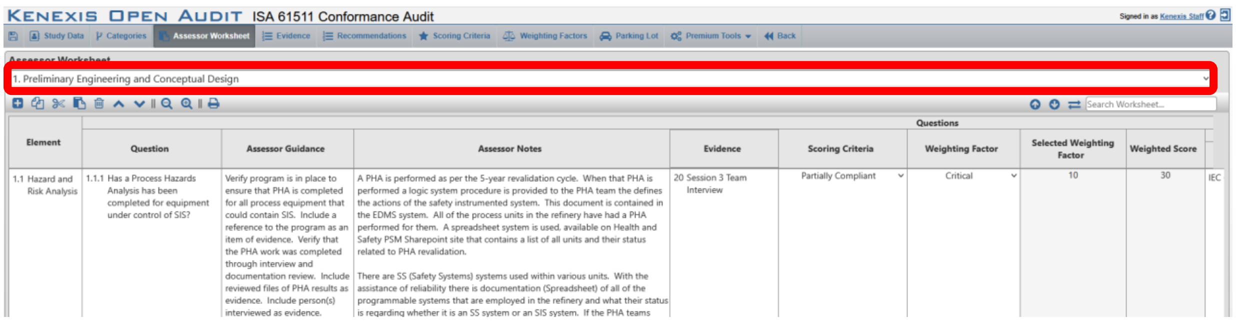
The Assessor Worksheets tab is where the questions for each element of the audit are asked and answered, and assessor notes and guidance are provided.

The Assessor Worksheets tab can be reached by clicking on the Assessor Worksheets icon in the navigation toolbar, as shown below:



The columns in the Assessor Worksheets tab include the Element being analyzed, the Question asked, the Assessor Guidance provided, Assessor Notes, Evidence (Section 4.4), Scoring Criteria (Section 4.6), Weighting Factor (Section 4.7), Selected Weighting Factor, Weighted Score, Reference Documents and Clauses, Findings, and Assessor Recommendations (Section 4.5). The Assessor Worksheets tab interfaces with other tabs to provide a weighted score for each question within the table.

The Assessor Worksheets tab contains a drop-down menu at the top, allowing you to switch between categories of questions asked, dictated by the Categories tab (Section 4.2), as shown below:

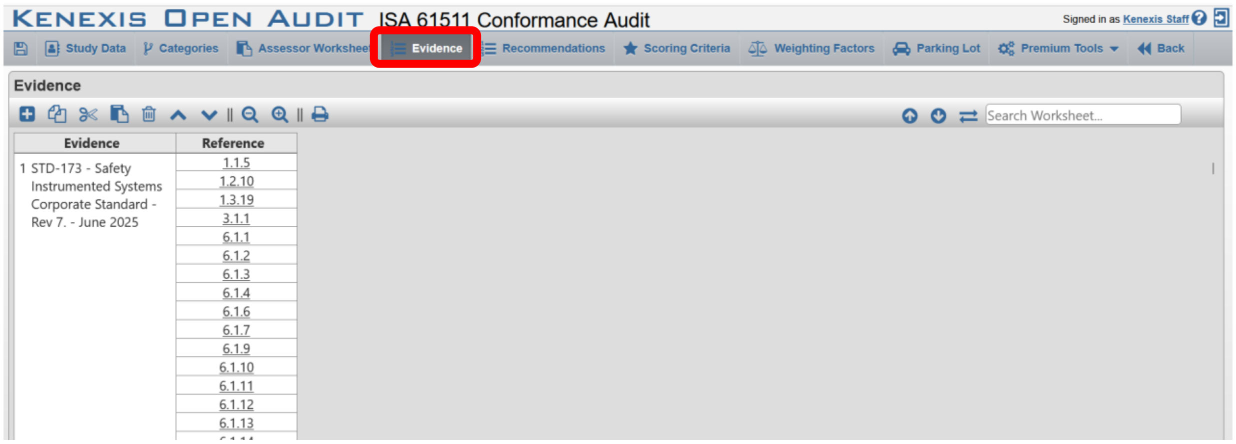


The Findings and Assessor Recommendations columns in the Assessor Worksheets table are often used when the scoring criteria is marked as "Non-Compliant" or "Partially Compliant."

4.4 The Evidence Tab

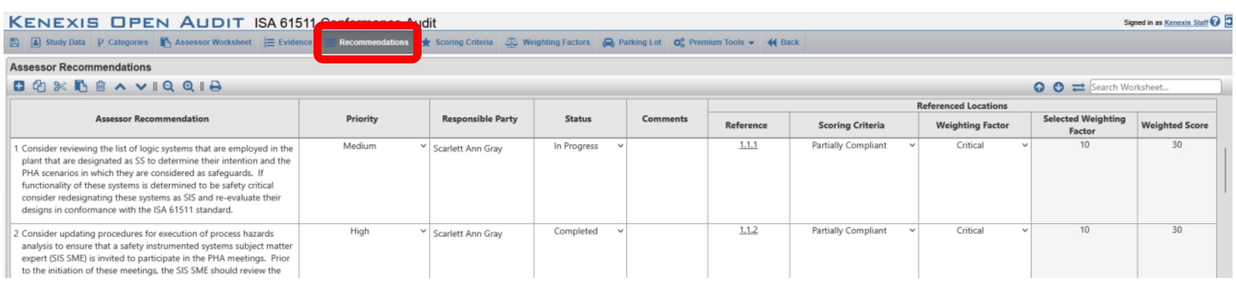
The Evidence tab is where evidence for the answers to the audit questions can be tracked. Evidence in an audit can include items such as documents, interviews, and visual inspection notes. The Evidence tab interfaces with the Assessor Worksheets tab and automatically creates hyperlinks for ease of tracking evidence throughout the course of the audit.

The Evidence tab can be reached by clicking on the Evidence icon in the navigation toolbar, as shown below:

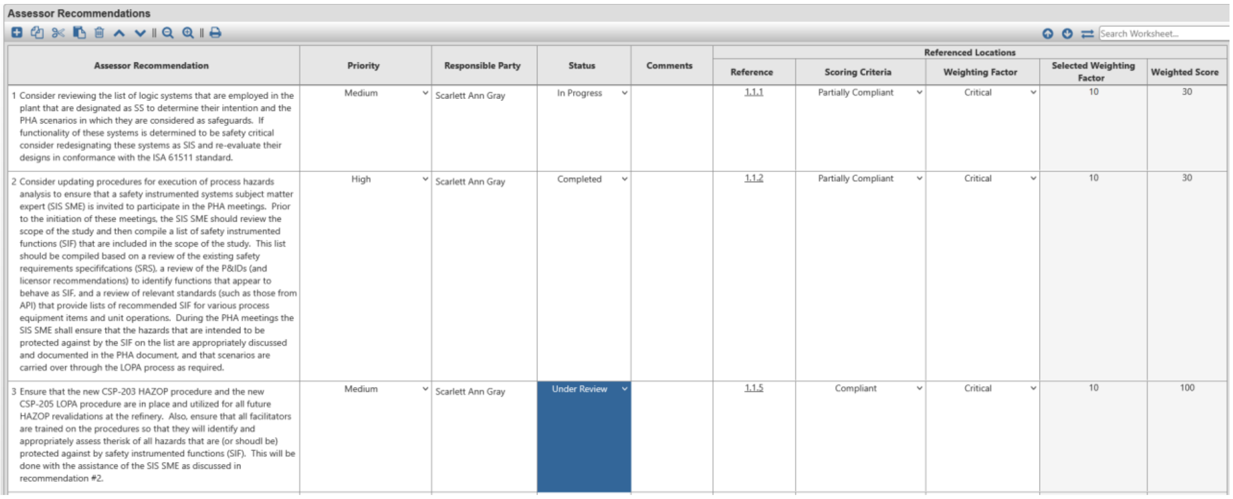


4.5 The Recommendations Tab

The Recommendations tab contains a table that interfaces with the Assessor Worksheets tab and is used to keep track of the recommendations that were made throughout the course of the study. This provides easy navigation between the list of recommendations and the assessor worksheet, which contains those recommendations in context. The Recommendations tab can be reached by clicking on the Recommendations icon in the navigation toolbar, as shown below:



This table helps to manage the recommendations by allowing you to designate the priority which should be placed on the recommendation, the responsible party, the status of the recommendation, and a reference, with a hyperlink for the recommendation to help track down the recommendation within the audit.

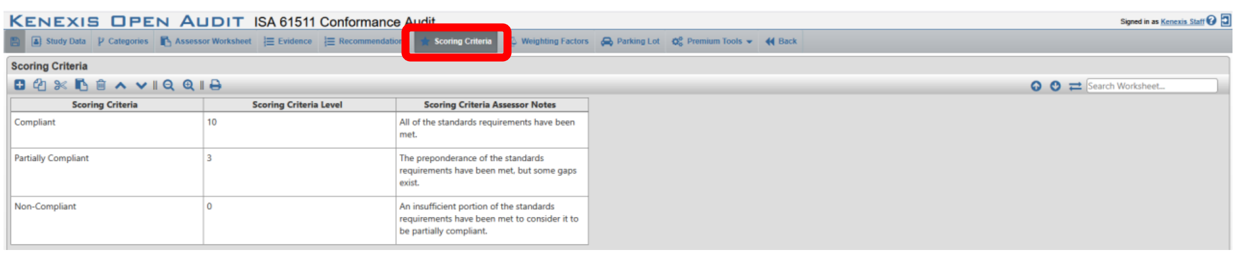


Assessor Recommendations

Assessor Recommendation	Priority	Responsible Party	Status	Comments	Referenced Locations: Reference	Scoring Criteria	Weighting Factor	Selected Weighting Factor	Weighted Score
1 Consider reviewing the list of logic systems that are employed in the plant that are designated as SS to determine their intention and the PHA scenarios in which they are considered as safeguards. If functionality of these systems is determined to be safety critical consider redesignating these systems as SIS and re-evaluate their designs in conformance with the ISA 61511 standard.	Medium	Scarlett Ann Gray	In Progress		1.1.1	Partially Compliant	Critical	10	30
2 Consider updating procedures for execution of process hazards analysis to ensure that a safety instrumented systems subject matter expert (SIS SME) is invited to participate in the PHA meetings. Prior to the initiation of these meetings, the SIS SME should review the scope of the study and then compile a list of safety instrumented functions (SIF) that are included in the scope of the study. This list should be compiled based on a review of the existing safety requirements specififcations (SRS), a review of the P&IDs (and licensor recommendations) to identify functions that appear to behave as SIF, and a review of relevant standards (such as those from API) that provide lists of recommended SIF for various process equipment items and unit operations. During the PHA meetings the SIS SME shall ensure that the hazards that are intended to be protected against by the SIF on the list are appropriately discussed and documented in the PHA document, and that scenarios are carried over through the LOPA process as required.	High	Scarlett Ann Gray	Completed		1.1.2	Partially Compliant	Critical	10	30
3 Ensure that the new CSP-203 HAZOP procedure and the new CSP-205 LOPA procedure are in place and utilized for all future HAZOP revalidations at the refinery. Also, ensure that all facilitators are trained on the procedures so that they will identify and appropriately assess therisk of all hazards that are (or shoudl be) protected against by safety instrumented functions (SIF). This will be done with the assistance of the SIS SME as discussed in recommendation #2.	Medium	Scarlett Ann Gray	Under Review		1.1.5	Compliant	Critical	10	100

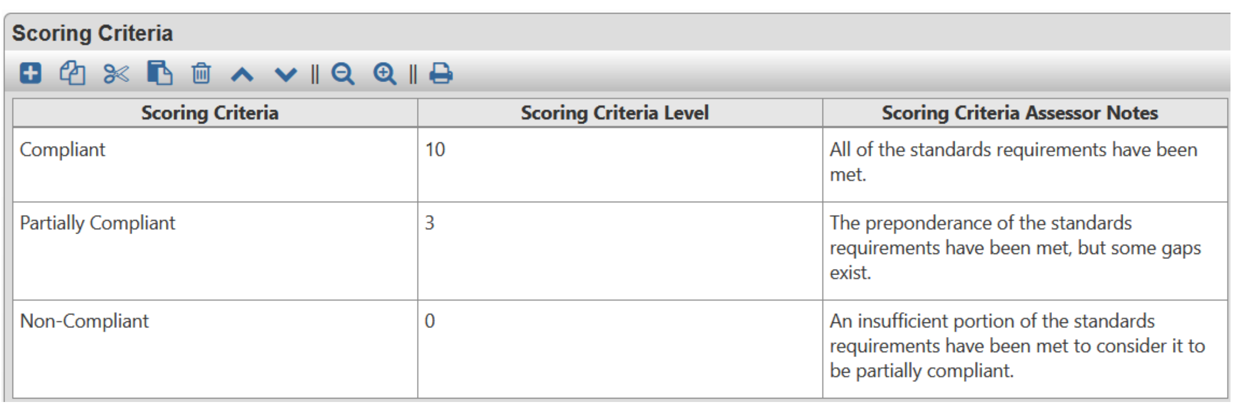
4.6 The Scoring Criteria Tab

The Scoring Criteria tab allows you to designate how well specific categories meet designated criteria. The Scoring Criteria tab can be reached by clicking on the Scoring Criteria icon in the navigation toolbar, as shown below:



Scoring Criteria	Scoring Criteria Level	Scoring Criteria Assessor Notes
Compliant	10	All of the standards requirements have been met.
Partially Compliant	3	The preponderance of the standards requirements have been met, but some gaps exist.
Non-Compliant	0	An insufficient portion of the standards requirements have been met to consider it to be partially compliant.

By default, the Scoring Criteria tab contains a user defined number of rows and three columns, as shown below:



Scoring Criteria

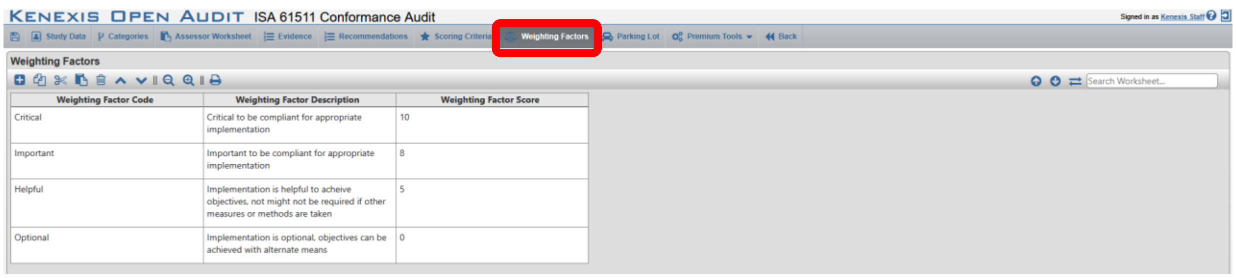
Scoring Criteria	Scoring Criteria Level	Scoring Criteria Assessor Notes
Compliant	10	All of the standards requirements have been met.
Partially Compliant	3	The preponderance of the standards requirements have been met, but some gaps exist.
Non-Compliant	0	An insufficient portion of the standards requirements have been met to consider it to be partially compliant.

Section 4 - Using Open-Audit™

Scoring Criteria are used to document the level of compliance for each audit requirement. Each entry in the scoring criteria column in the table shown above is used in the Assessor Worksheets. By default, the scoring criteria are “Compliant,” “Partially Compliant,” and “Non-Compliant.” Each row’s editable scoring criteria level is used in calculating a weighted score for the corresponding question asked in the Assessor Worksheets.

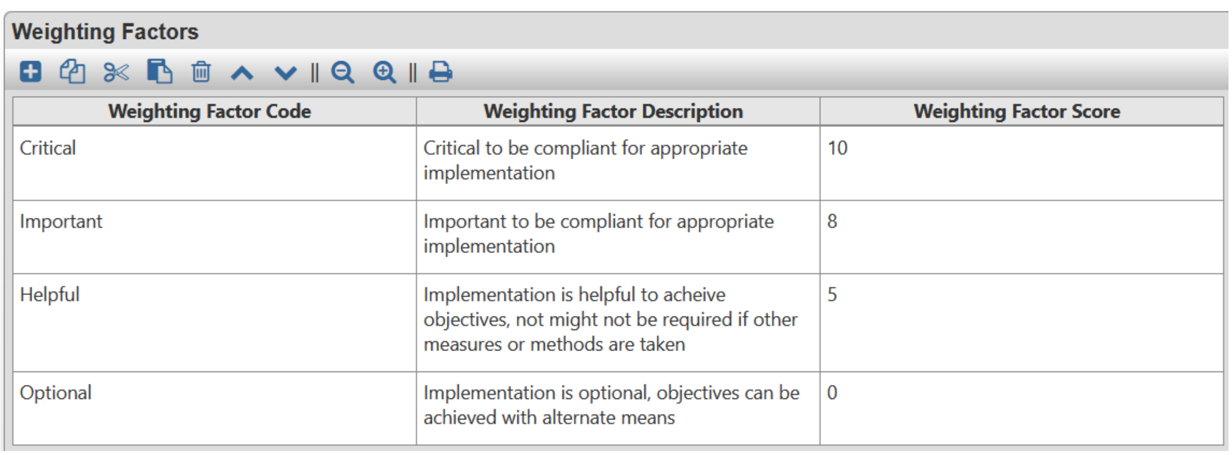
4.7 The Weighting Factors Tab

The Weighting Factors tab allows you to numerically designate how important questions are to the overall audit. The Weighting Factors tab can be reached by clicking on the Weighting Factors icon in the navigation toolbar, as shown below:



Weighting Factor Code	Weighting Factor Description	Weighting Factor Score
Critical	Critical to be compliant for appropriate implementation	10
Important	Important to be compliant for appropriate implementation	8
Helpful	Implementation is helpful to acheive objectives, not might not be required if other measures or methods are taken	5
Optional	Implementation is optional, objectives can be achieved with alternate means	0

By default, the Weighting Factors tab contains four rows and three columns, as shown below. The number of weighting factors that can be used is unlimited and editable by the user.



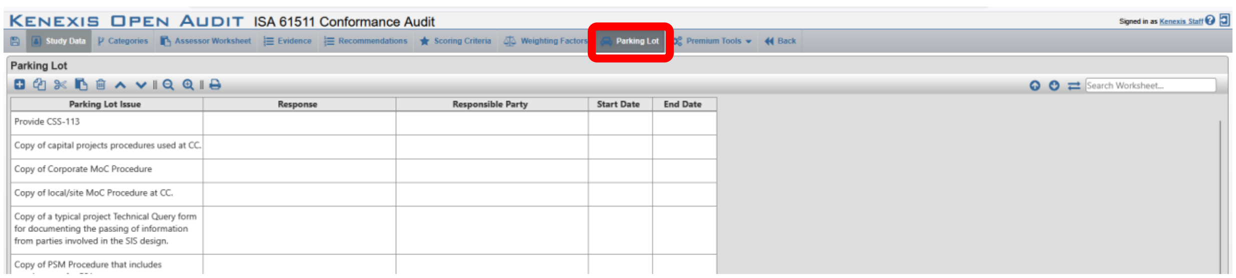
Weighting Factor Code	Weighting Factor Description	Weighting Factor Score
Critical	Critical to be compliant for appropriate implementation	10
Important	Important to be compliant for appropriate implementation	8
Helpful	Implementation is helpful to acheive objectives, not might not be required if other measures or methods are taken	5
Optional	Implementation is optional, objectives can be achieved with alternate means	0

The Weighting Factors tab allows you to create a rubric for determining how important each question is to the overall audit and to the achievement of the objectives of the requirements. Each weighting factor code in the table shown above is used in the Assessor Worksheets. By default, the weighting factors are “Critical,” “Important,” “Helpful,” and

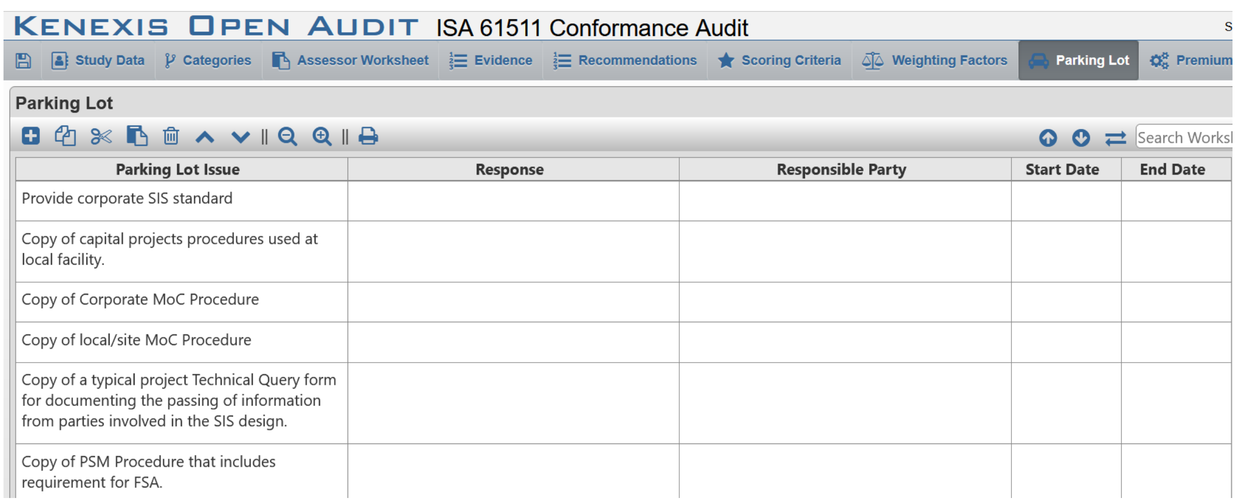
"Optional." Each row's weighting factor score is used in calculating a weighted score for the corresponding question asked in the Assessor Worksheets.

4.8 The Parking Lot Tab

The Parking Lot tab is used to keep track of items or issues that may not be worthy of a recommendation but still warrant follow-up activity. A typical parking lot item is to verify or amend a project document or drawing. The Parking Lot tab can be reached by clicking on Parking Lot icon in the navigation toolbar, as shown below:



An example parking lot is shown below:



The Parking Lot tab includes a column for a description of the parking lot issue, the response to the issue, the responsible party assigned to the issue, and a start and end date for attending to the issue.

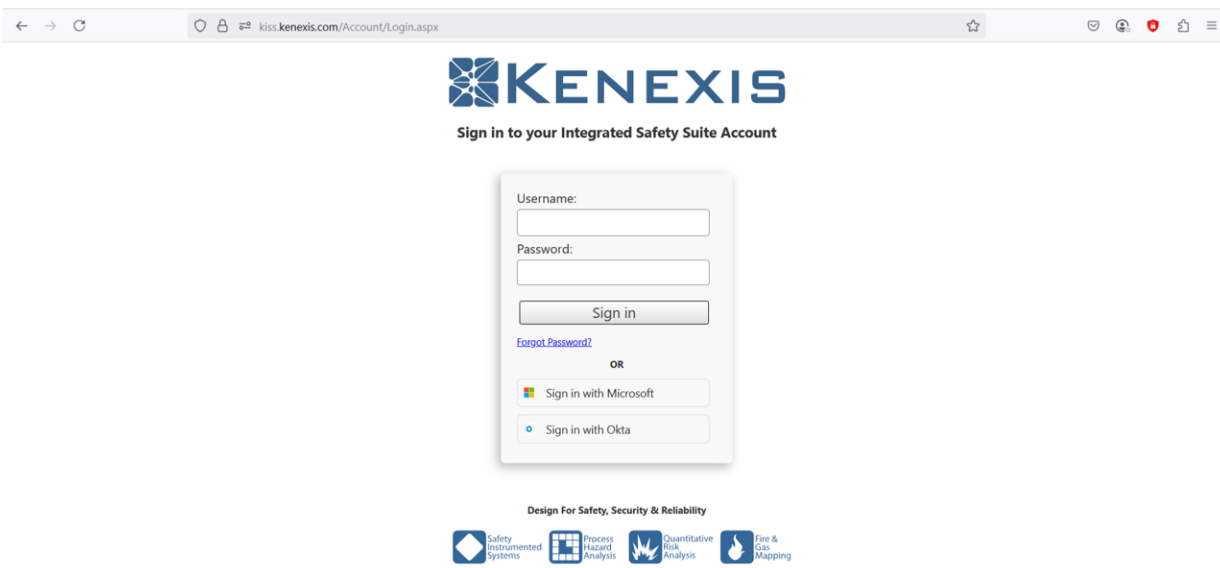
Section 5 - Premium Features

5.1 Premium Features Overview

This section of the user's manual is dedicated to premium features which are only available in Open-Audit™ Cloud. Open-Audit™ Cloud is the cloud-based version of Open-Audit™, which is integrated with the Kenexis Integrated Safety Suite.

5.1.1 Open-Audit™ Cloud Login

When your Open-Audit™ Cloud license is activated, you will receive instructions via email with your login credentials. Once you have received this package, it means that your account has been configured and is ready to use. You can access your account by directing your browser to https://kiss.kenexis.com. This will navigate your browser to the KISS login page, shown below:



From here you can login using the login credentials provided in your KISS welcome email. If you've lost your temporary password, it can be restored by using the "Forgot Password?" link. If you've lost your username, please contact support@kenexis.com for assistance.

If your organization is set up to use single sign on, you can log in by clicking on the "Sign in with" button that is appropriate for your organization. In the figure, there are options to sign in with Microsoft Office 365 and Okta Verify.

Once logged into your KISS account you'll be ready to create new Open-Audit™ studies or import existing Open-Audit™ studies created using the Open-Audit™ desktop edition.

Section 5 - Premium Features

Creating a new audit is covered in Section 1.1 of this user's manual. Importing is covered in the following section.

5.2 Importing and Exporting Studies in Open-Audit™ Cloud

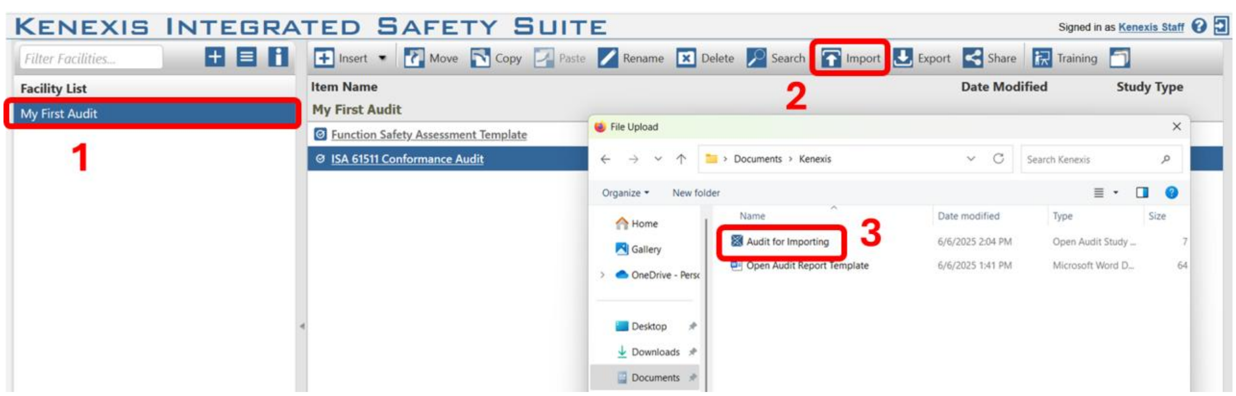
The Open-Audit™ desktop edition and Open-Audit™ Cloud are designed to work in tandem. The Open-Audit™ desktop edition gives you the ability to work with Open-Audit™ studies without an internet connection. This is particularly useful when facilitation of Audit studies takes you to places where internet connection is limited.

The Importing and Exporting tools of Open-Audit™ Cloud allow you to easily move studies between the Kenexis Integrated Safety Suite and your computer. Once an audit has been imported in the Open-Audit™ Cloud and KISS, all of the premium features described in the section will be available. If at any time you need to work without an internet connection, you can use the export tool to create a local copy of an audit that can be edited with the Open-Audit™ desktop edition.

To import an Open-Audit™ desktop file to Open-Audit™ Cloud, perform the following steps:

1.) From the KISS Study Manager page, select a facility where you would like to store your Open-Audit™ study.
2.) In the main action ribbon, click the Import Study button.
3.) Use the file dialog to select the file to import and click open the start the import.

Once the import is complete, your audit will be automatically opened in Open-Audit™ Cloud.

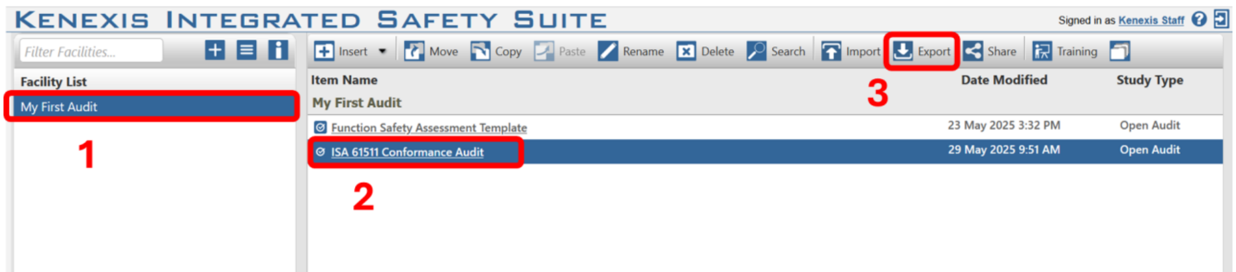


The process can be reversed using the export study tool, allowing you to move your audit from Open-Audit™ Cloud to a file stored locally on your computer that can be opened with the Open-Audit™ desktop edition.

Section 5 - Premium Features

To export an Open-Audit™ Cloud study to your computer, perform the following steps:

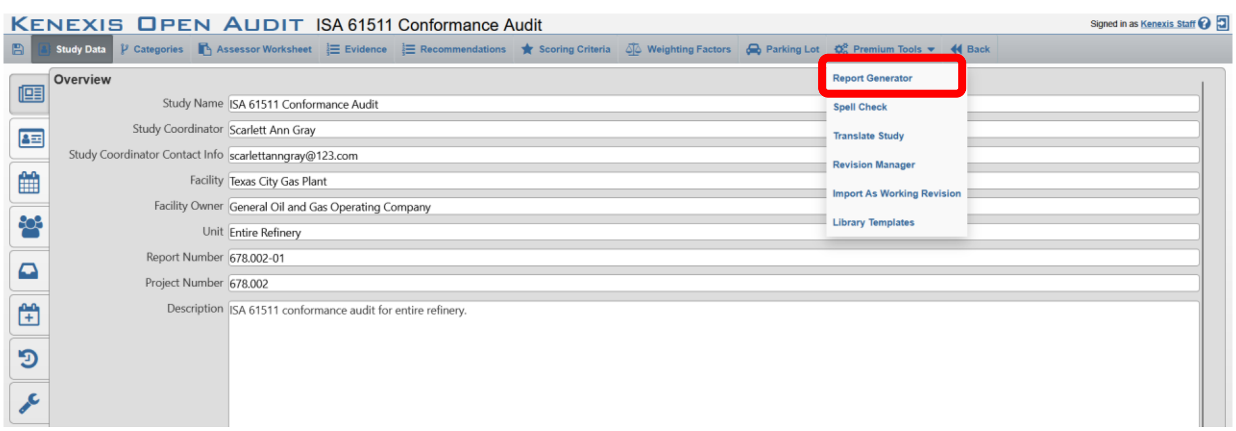
1.) From the KISS Study Manager page, select the facility where your study is located to load the study list.
2.) Locate your audit in the study list and left click anywhere in the row other than the study name to select it. Once selected the row will be highlighted blue.
3.) In the Main Action Ribbon, click the export study button to start the download.



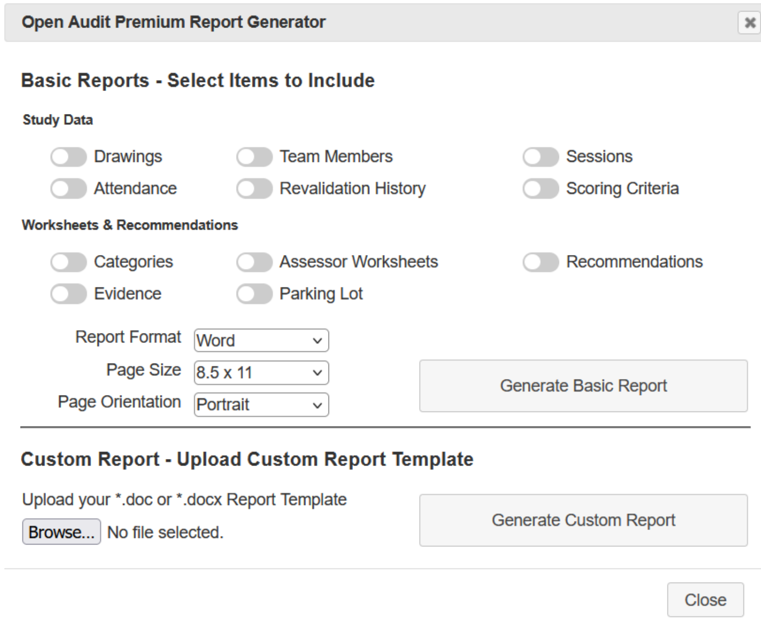
5.3 Premium Report Generation

The standard version of Open-Audit™ can export worksheet information to Microsoft excel files using the Export to Excel button described in Section 3.1.1.8. The Open-Audit™ Cloud report generation tools provide a wider set of options and features for report generation.

To generate a report, click on the Premium Tools button in the navigation toolbar and select "Report Generator" from the drop-down menu.



This will open the Open-Audit™ Cloud Report Generator, shown below:

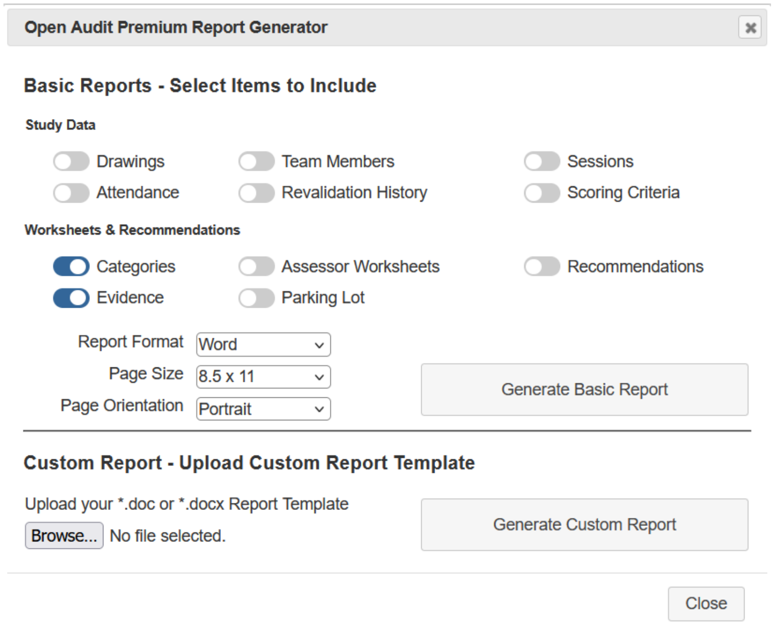


Open-Audit™ Cloud reporting can generate two types of reports: basic reports and custom reports.

5.3.1 Generating a Basic Report

Basic reporting in Open-Audit™ Cloud will generate a Microsoft Word (*.docx) or Microsoft Excel (*.xlsx) file that contains one or more tables based on the options selected when generating the report. The report format, page size, and page orientation of the basic report can be modified using the dropdown menus in the basic reporting section of the report generator.

To add tables to your basic report, click on the toggle for the desired tables. Options which have blue toggles will be printed. In the following figure, a report will be generated on an 8.5x11 page size with portrait orientation that only contains the categories and evidence tables. Clicking the Generate Basic report button will generate the report and initiate a download.



5.3.2 Generating a Custom Report

Custom reporting in Open-Audit™ Cloud allows you to use a custom Microsoft Word (*.docx) report template to generate your audit. Custom Reporting allows you to quickly generate a complete audit in in your preferred report format, complete with your company's branding, imaging, and standard text. This is one of the most powerful features of Open-Audit™ Cloud and is a very useful productivity feature. Learning to leverage custom reporting can greatly reduce report generation time.

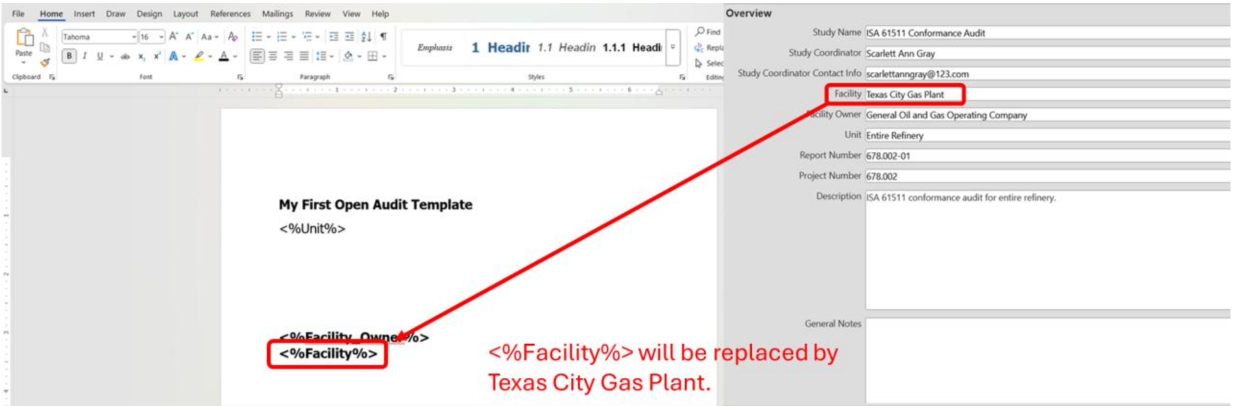
To start using the custom reporting tool you'll need to create an audit report template in Microsoft Word. You may already have a report template that you have used previously. Existing report templates are a good starting point for the custom report generator.

The custom report generator works by identify and replacing specific text patterns in an existing Microsoft Word document. When a text pattern is recognized, it will be replaced with data extracted from your audit. Text patterns always take the following form:

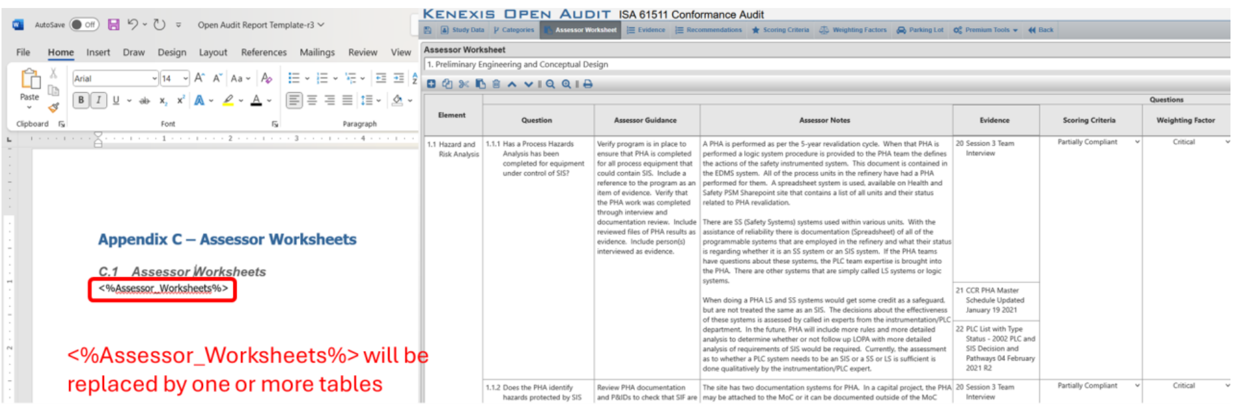
<%Text_Pattern%>

This represents a piece of data that you would like extracted from your Open-Audit™ study and inserted into your report. In some cases, this data may be a single field. For example, including the text pattern <%Facility%> in your custom report template will replace with text pattern with the data entered in the Facility field on the Study Data Overview Page.

Section 5 - Premium Features



In other cases, the text pattern may be replaced by one or more tables. For example, including the text pattern <%Assessor_Worksheets%> will replace the text pattern with the Assessor Worksheet tables from your audit.



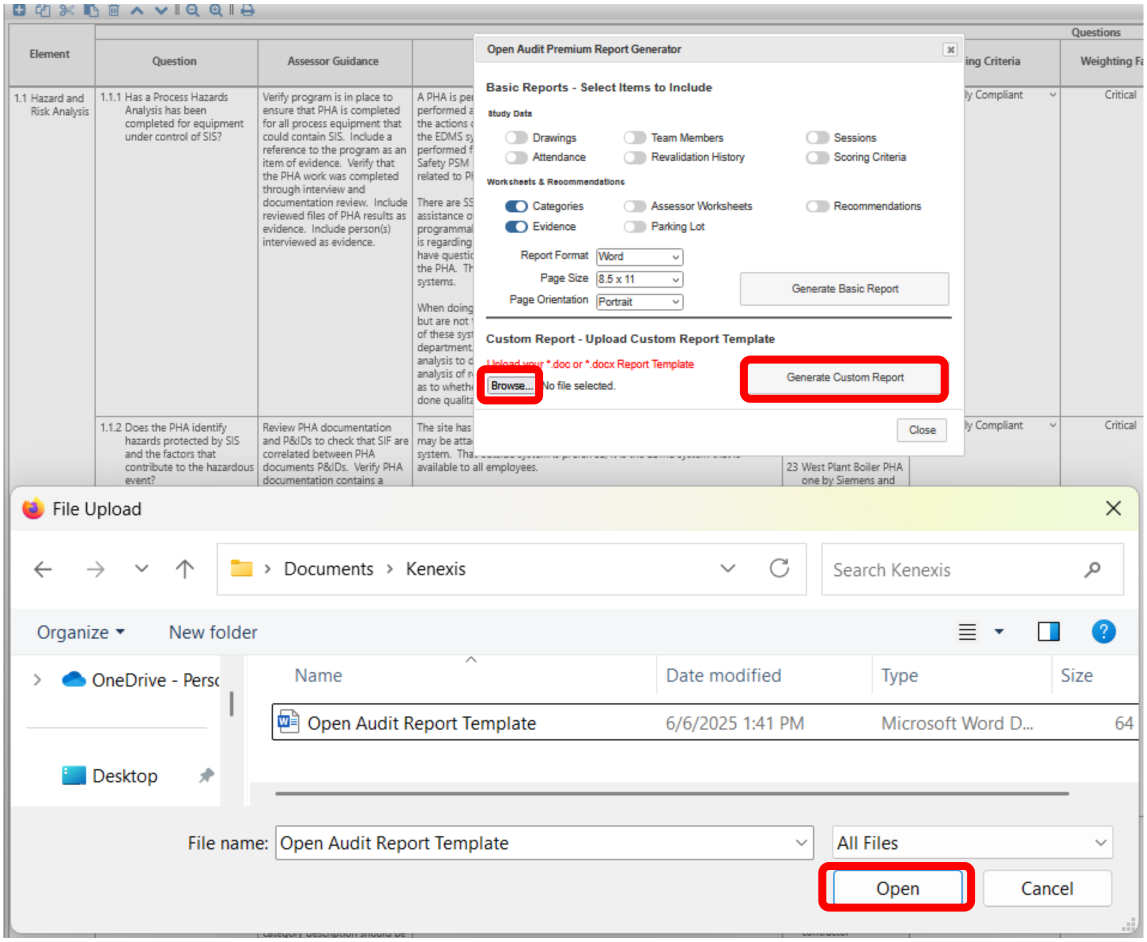
Open-Audit™ Cloud recognizes numerous text patterns. The full list of recognized patterns is listed on the Kenexis website at the following link:

https://www.kenexis.com/open-audit-custom-reporting-text-patterns/

Once you have a custom report template configured with the text patterns of your choosing you can generate a custom report using the Open-Audit™ Cloud Report Generator by following the steps below:

1.) Click on the Choose File button and select your report template from the file dialog.
2.) Click on the Generate Custom Report button.

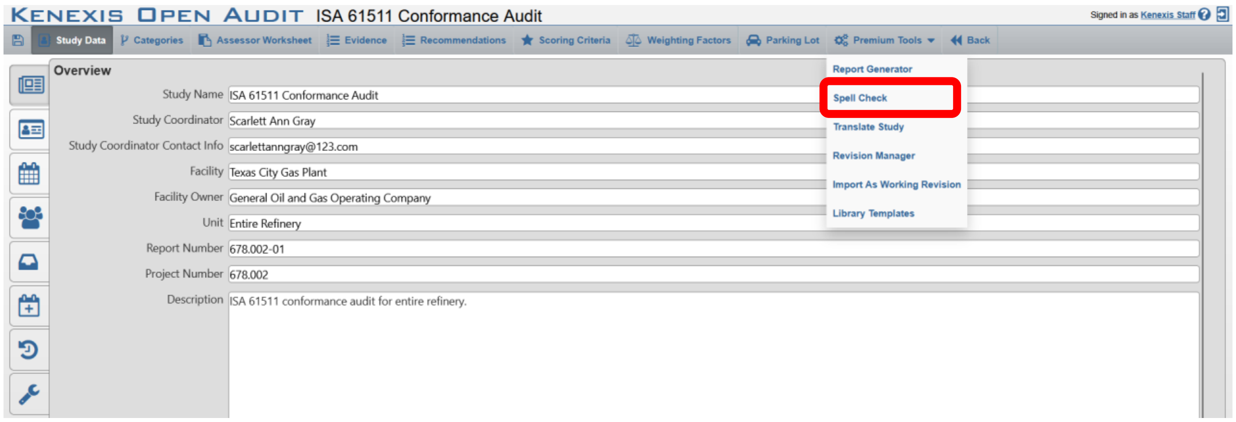
Your report template will be populated with data from your audit, and a download will start with your completed report.



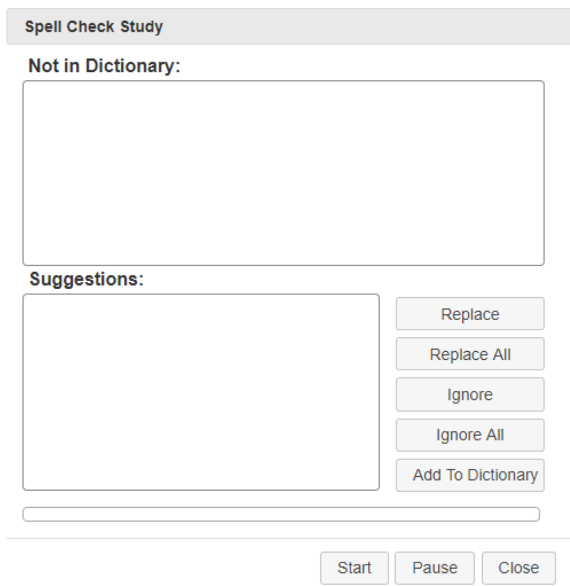
5.4 Translations and Spell Check

Open-Audit™ Cloud has a translation and spell-checking engine which is powered by Microsoft cloud API's. The spell-checking tool will automatically detect the input language and generate appropriate results. To spell check a study simply click on the Spell Check option under the Premium Tools menu.

Section 5 - Premium Features

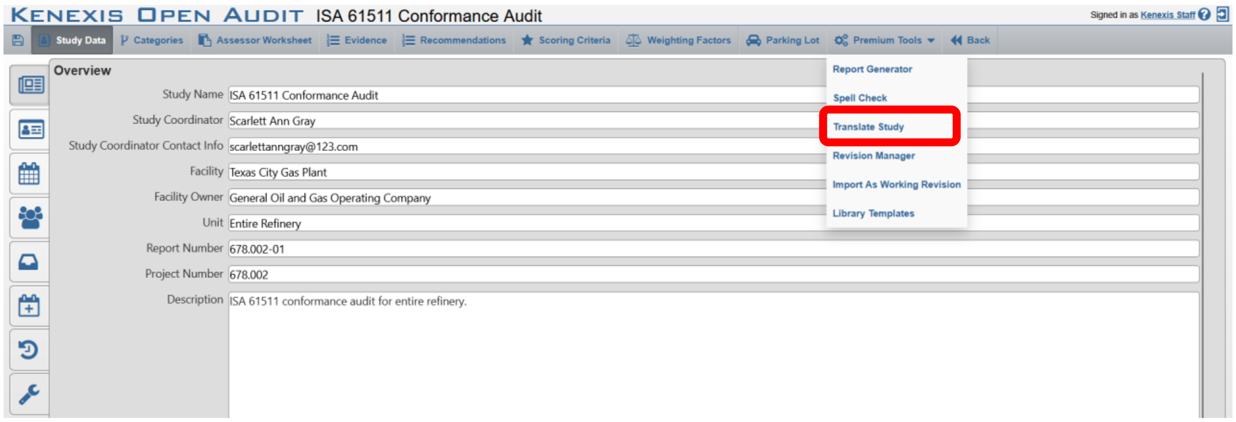


You be presented with the following window. Click the Start button to begin spell checking the audit. The spell-checker will review the entire audit, not just the visible worksheets.

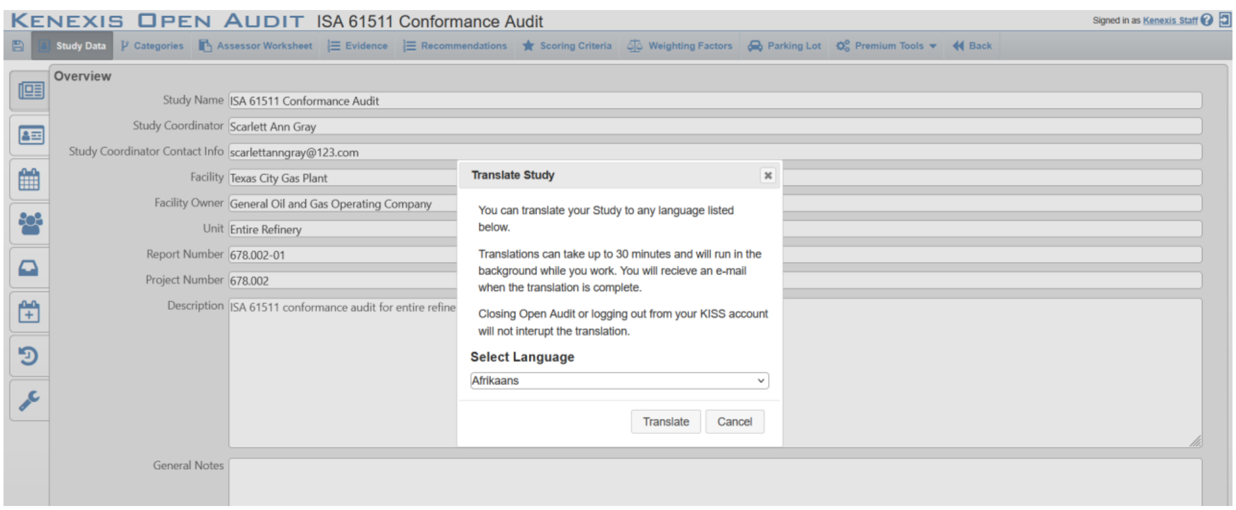


Translation of the audit is also a very simple process. To translate an audit, select the translate study option from the Premium Tools dropdown menu.

Section 5 - Premium Features



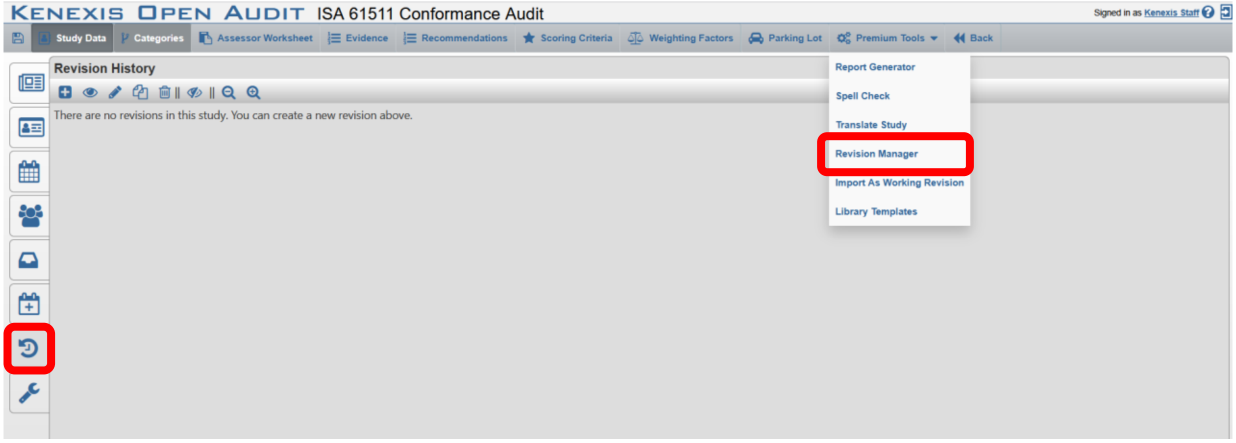
You will be presented with a window prompting you to select your desired language. Clicking the translate button will begin the translation process in the background. When the translation process is complete you will receive an email at the email address associated with your Open-Audit™ Cloud subscription.



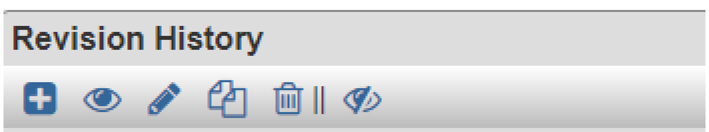
5.5 Revision Management

Open-Audit™ Cloud features a revision management tool which allows you to create and manage a revision history for an audit. The revision manager can be reached either by selecting the option from the Premium Tools menu or selecting the Revision Manager button under the Study Data tab.

Section 5 - Premium Features



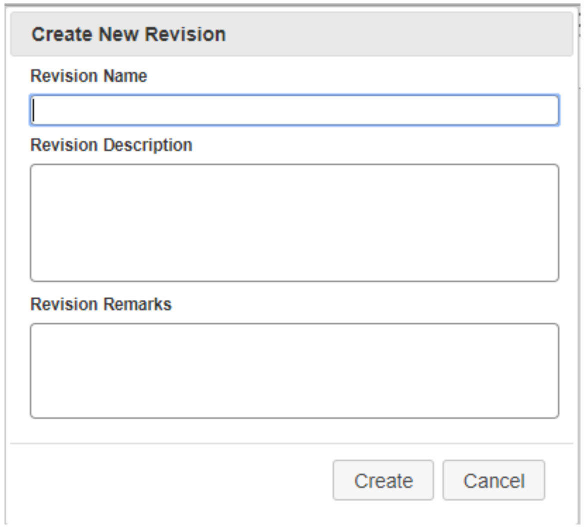
In the revision manager you will be presented with a revision history for the current audit. In the above figure, no revisions exist. Once a revision is added, it will appear in the revision history table. The toolbar in the header of the revision history table is used to interact with revisions. The following buttons are available in the revision manager:



5.5.1 Adding a New Revision

 Add Revision – Opens a Dialog to Add a new Revision

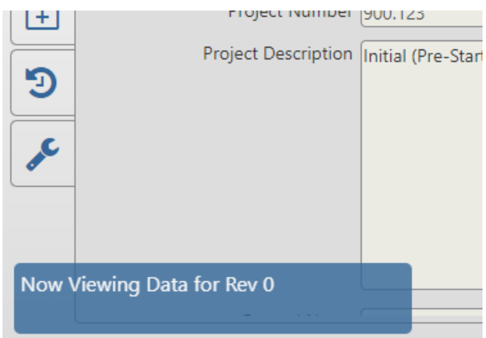
The Add Revision button will open the following dialog for creating a revision. All fields are optional. When a revision is created, the creator of that revision, and the creation date will be set automatically.



5.5.2 Loading a Revision for Viewing

 View Revision – Loads the selected revision for viewing

When a revision is loaded for view, the current working revision of the study will be unloaded and replaced with the state of the study when the selected revision was created. The ability to load and view a previous revision allows you to understand how a study has changed over time. Once a revision is loaded, you will receive a notification informing you that you are viewing a previous revision of the study, and Open-Audit™ will transform to read-only mode.



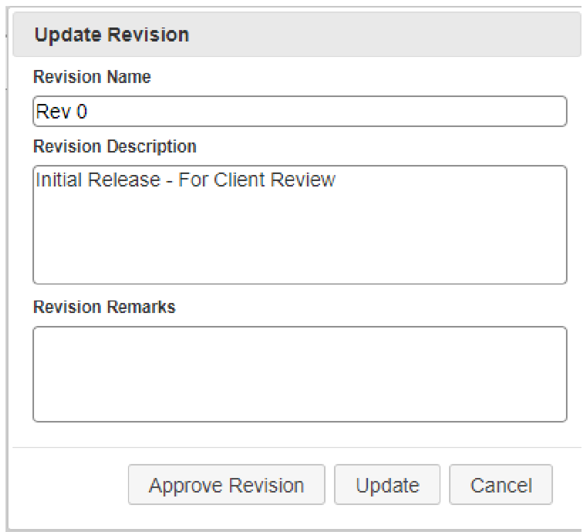
To stop viewing a previous revision and return to the working revision of the current study return to the revision manager and click on the view working draft button shown below:

 View Working Draft – Unloads previous revision being viewed and returns to editable working revision.

5.5.3 Updating and Approving a Revision

 Edit Revision – Opens a dialog to edit the selected revision

Clicking the edit revision button will open the following dialog window.



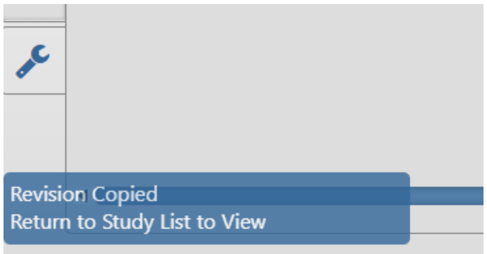
Editing the revision name, description, or remarks and clicking the update button will update the properties of the revision. Clicking on the Approve Revision button will mark the revision as approved by whichever user clicks the approve button. The approval date will be set automatically based on the time the button was clicked.

5.5.4 Copying and Deleting Revisions

Revisions can be copied or deleted using the copy and delete buttons in the revision manager toolbar.

Clicking the Delete icon will prompt you to delete the selected revision.

Clicking the Copy icon will create a new audit, which is identical to the selected revision. The new copy of the audit will appear in the Study list with the same audit name as the revision but suffixed with the revision name. You will also review a notification informing you that the revision has been copied.

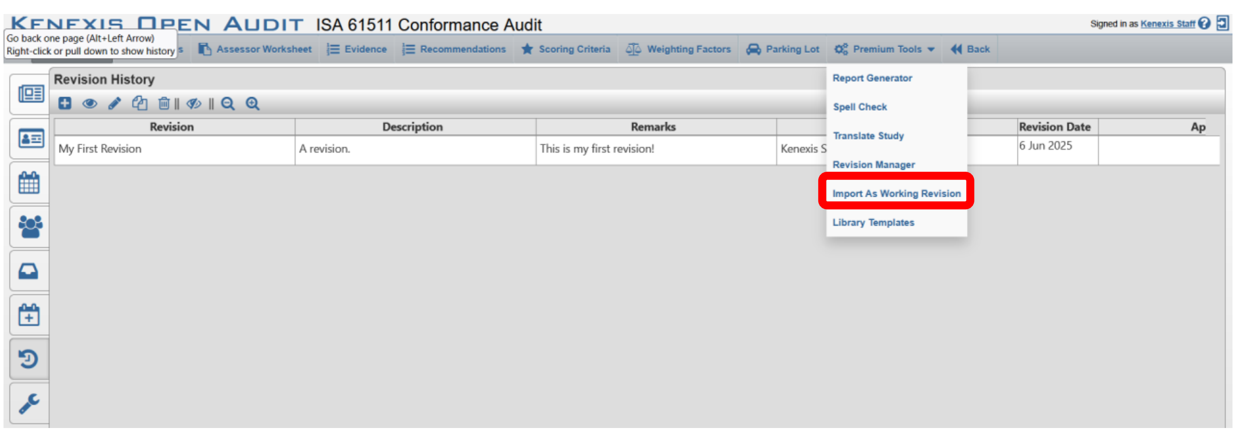


5.6 Import as Working Revision

Earlier in Section 5, the functionality for importing and exporting files through the KISS study manager was discussed. This functionality is essentially only a file transfer, moving the file from the desktop to cloud, or cloud to desktop. Also, earlier in this section, the functionality for locking and tracking versions of a study was discussed. This functionality essentially freezes the study in its current state where it can be viewed in perpetuity while a new "working revision" is created, which will subsequently contain any changes that occur after the new revision was created.

Open-Audit™ Cloud also includes the ability to import as a working revision. This means that a user can freeze the status of the audit by creating a revision and then download the cloud-based copy of the study to the desktop for subsequent work. After the work is completed, the file can then be re-uploaded as a new revision to an existing study as opposed to a completely new study. It is important to upload as a new revision of an existing study, especially in situations where an audit has links to other studies in KISS.

To employ this functionality, a user would download the Open-Audit™ file to their desktop and edit the document as they normally would in the course of work. When the file is ready to be re-uploaded in the Cloud version, the user would select "Import as Working" from the Premium Tools dropdown list as shown below:



After doing so, the user will be warned that all of the data in the “working revision”, i.e., any changes that were made from the time that data was exported until the current time, will be lost, and prompts for confirmation of the upload. At that point, the Desktop file is imported and becomes the new working revision of the study.

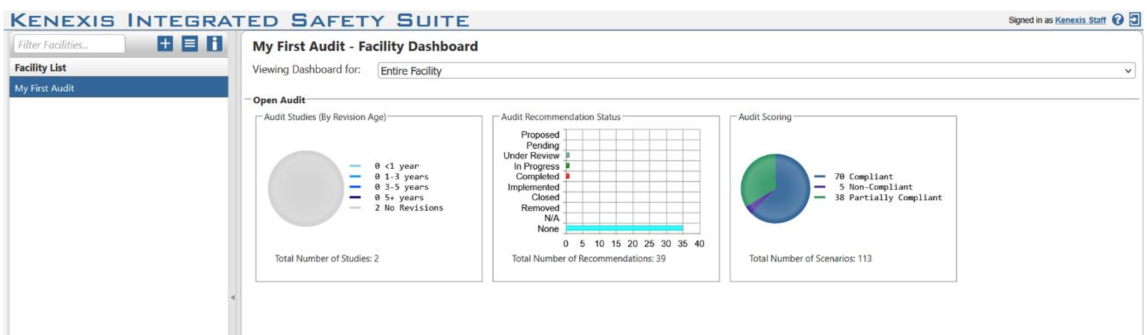
5.7 Facility Dashboarding

In the Kenexis Integrated Safeguard Suite, Open-Audit™ Cloud audits are organized into Facilities. The Open-Audit™ Cloud Facility Dashboarding feature allows you to visualize Statistics about the audits in your Facility aggregated to the Facility level.

Open-Audit™ Cloud Dashboarding displays the following

- The Number of Audit Studies and the age of the current revision
- A breakdown of Audit recommendations by their implementation status
- A breakdown of Audit scores by compliance

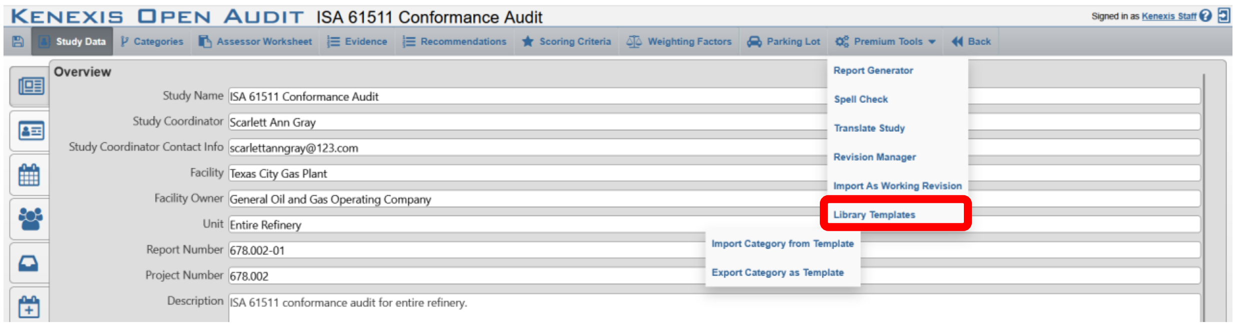
You can reach the Open-Audit™ Cloud dashboard from the Study List page of the Kenexis Integrated Safety Suite by clicking on the “View Facility Dashboard” icon in the header of the Facility list. Below is an example of an Open-Audit™ Cloud Facility Dashboard:



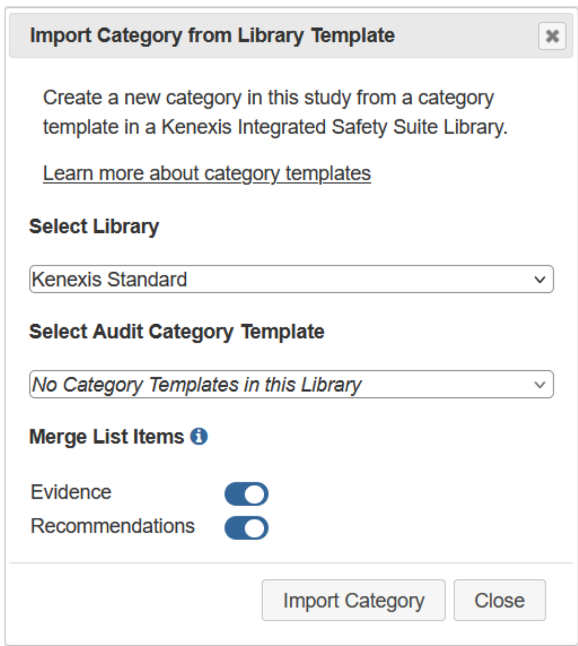
5.8 Library – Category Templates

Open-Audit™ Cloud includes functionality that allows the use and development of libraries of audit category templates. This functionality allows the entire contents of an audit category to be either imported from a library or exported out to a library. This functionality is accessed by clicking on the Premium Tools button in the action ribbon, which displays the list of premium tools. Once the tools are listed, clicking on the “Library Templates” menu item will cause a sub-menu to be displayed which allows you to select either “Import Category from Template” or “Export Category as Template”.

Section 5 - Premium Features



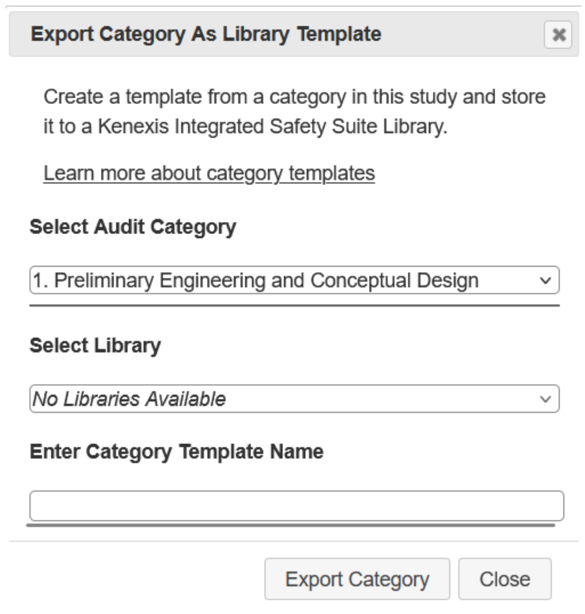
When the user chooses to import, the “Import Category from Library Template” dialog box is displayed, as shown below:



Prior to importing a category into the currently Open-Audit™, the user must first select the library that contains the desired category template. The user’s accessible libraries will be displayed, including the Kenexis Standard library, which has many generic templates for that can be used in Open-Audit™. Once the library is selected, the specific category that is desired can be selected from the “Select Audit Category Template” drop-down box, which will contain a list of all categories available in that library. Finally, before importing the user can select, using the associated toggle switches, the user can decide whether certain merge list items should be included or ignored. These items include evidence and recommendations. After all the selections are made clicking on the Import Category button will cause the information to be inserted into the currently opened audit.

Section 5 - Premium Features

To export a category, first open the audit file that contains the desired category. Once the audit has been opened, click on Premium Tools and then select “Library Templates” and subsequently “Export Category as Template” from the sub-menu. This will bring up the “Export Category As Library Template” dialog box.



In the dialog box, begin by selecting the desired audit category to be inserted into the library using the “Select Audit Category” drop-down box, which contains a list of all the categories in the current audit. Next, select the target library from a list of all user-accessible libraries from the “Select Library” drop-down list. Finally, set the name of the template that will be stored in the library in the “Enter Category Template Name” text box and then click on the Export Category button.