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Quick Reference for Automated Audit Guide

GAO/IMTEC-8.1.4SW

Automated Audit Guide (Quick Reference)

Purpose	To provide instructions for installing and operating the automated version of our audit guide, <u>Information Technology: An Audit Guide for Assessing Acquisition Risks</u> (GAO/IMTEC-8.1.4., December 1992).
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Hardware Requirements	MS-DOS based personal computer (AT equivalent or better) with at least 640K memory and a hard disk with at least 3 megabytes of free space. (Note: This software may not work with some versions of Microsoft Windows.)
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Installing and Operating the Automated Audit Guide	Create a directory on your hard disk and then open it. To install the Automated Audit Guide, insert the disk into the floppy drive, type [drive name]: install at the prompt and press [Enter].
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Open the Automated Audit Guide by typing **AAG** at the prompt and press [**Enter**].

You will now see a page entitled, "Automated Audit Guide." Use the [**Tab**] key (or a mouse if your personal computer is so equipped) to move to one of the two choices displayed at the bottom of the page—**Overall Table of Contents** or **Quit**. To select one of these choices, press [**Tab**] to highlight your choice and then press [**Enter**].

Description of the Initial Choices

Overall Table of Contents	The Overall Table of Contents is the gateway to all the documents in the Automated Audit Guide. The table consists of two screens that list all available documents. These documents include the audit guide as well as other applicable publications from the
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General Accounting Office, the General Services Administration, and the Office of Management and Budget. To move between these two screens, simply [Tab] to the Pg Up or Pg Dn buttons at the bottom of the screen and press [Enter].

In addition, by activating buttons at the top left or bottom of selected screens of text, you can move to any location in the Automated Audit Guide or activate several special features. For example, the Overall Table of Contents screens contain six buttons that allow you to consult an index, make personal notes, move between screens, go to the title screen, search words or phrases, or quit the program.

Quit

Quit allows you to exit this program and return to your disk operating system (DOS).

How to Use the Automated Audit Guide

The Automated Audit Guide offers several features. To activate these features, place the cursor on either the blue highlighted words in the text or on the special buttons at the top left and bottom of selected screens and press [Enter]. Instructions on how to move the cursor and use the highlighted words and special buttons follow.

Cursor Movement (Without a Mouse)

The [Tab] key moves the cursor to each highlighted word or button in consecutive order from top to bottom. The cursor can also be moved in reverse order by pressing the [Shift] and [Tab] keys simultaneously. The down arrow key [↓] moves the cursor to the next highlighted button immediately below the cursor's original position. The left and right arrow keys [←] [→] activate buttons that are to the left or right of the cursor's original position.

Blue Highlighted Words (throughout the text) These words provide instant access to one or more reference sources. For example, activating the highlighted word "**Model**" in the Overall Table of Contents provides direct access to a table of contents of GAO's Acquisition Model. From here you can activate other highlighted words to move to any section in the model you want. Activating highlighted words that are linked to more than one reference results in interim menu pages that identify the available choices.

1. Place the cursor on the highlighted word and press **[Enter]**.
 - a. If a single document, activate the **Pg Up** or **Pg Dn** buttons to page through the document.
 - b. If multiple documents, select one of the documents from the interim menu and press **[Enter]**.
2. Activate the **Pg Up** or **Pg Dn** buttons to read through the selected document.
3. When finished, use the **Previous Document** button to return to the previous document or select **Contents** to return to the Overall Table of Contents.

Copy

Copy (top left corner of text screens) The Automated Audit Guide allows you to copy selected materials from the documents and save them in an ASCII text file, so they can be converted to WordPerfect or other word processing packages. For example, you can create a customized audit plan, report, or other documents by copying audit steps and references from selected chapters of the audit guide along with applicable information from the support documents. (You will not be able to see what you have copied

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until you exit the Automated Audit Guide and retrieve the ASCII file into a word processing package.)

**How to Open Files
for Copying**

1. Place the cursor on the **Copy** button and press **[Enter]**. The following message will appear on your screen:

**Create New File
Attach To Old File**

2. Select either **Create New File** or **Attach to Old File** and press **[Enter]**.

Create New File

The following message will appear on your screen:

Enter New File Name:

<< Ok >> < Cancel >

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- a. Type a new file name where you want the information copied on the hard disk drive. (If you want to copy to a floppy disk, type the disk drive and a colon before the new file name.)
- b. Place the cursor on the <<Ok>> button and press [Enter]. (This will automatically open the new file on the hard disk or floppy drive.) A box will then appear on your screen with the following message:

Select COPY to Copy Text or Close File.

<< Ok >>

Press [Enter] to clear the message. You will need to select the copy button again to copy text into your new file. See "How to Copy to the Opened File," below.

or

Attach to Old File You will see the following message:

[File Name to Attach Text to]

File Name:

.

Files in C:\AAG

AAG.BAT	↑
APP1.PAD	█
APP2.PAD	⋮
APP3.PAD	⋮
APP4.PAD	⋮
AUDIT.PAD	⋮
AUDIT1.PAD	⋮
AUDIT10.PAD	⋮
AUDIT11.PAD	⋮
AUDIT2.PAD	↓

Other drives & directories

..	↑
[-A-]	█
[-B-]	⋮
[-C-]	↓

<< Ok >> < Cancel >

- a. Either: Type the name of the old file where you want your screen copied, or

Use a combination of the [Tab], Arrow [↓] [↑], and [Enter] keys to review the existing files on the disk drives and identify the file where you want the screen copied.

b. Use the **[Tab]** key to place the cursor on **<<Ok>>** and press **[Enter]**. (This will automatically open the old file that you identified.)

How to Copy to the Opened File 3. Place the cursor on **Copy** and press **[Enter]**. The following message will appear:

Copy Text
Close File

Highlight **Copy Text** and press **[Enter]** to copy the screen.

(The Copy function copies one screen at a time. As long as the file is open you can move to additional screens and documents and copy them to the open file.)

4. When finished, place the cursor on **Copy** and press **[Enter]**. Highlight **Close File** and press **[Enter]** to close the file.

Print

Print (top left corner) The print function allows you to print single or multiple screens. (The printer must be turned on and attached to "LPT1".)

1. Place the cursor on **Print** and press **[Enter]**. You will see the following message:

Print:
<< This Page >> < Multiple Pages > < Cancel >

2. Indicate whether you want to print **This Page**, print **Multiple Pages**, or **Cancel** and press **[Enter]**.

This Page

When this option is activated the page on the screen will print, completing the Print function.

Multiple Pages

- a. When this option is activated the page shown will print. (Non-laser printers will immediately print data from the screen and wait for instructions to advance the paper. Laser printers will record data but will not print it until they receive either (1) a complete page of data, or (2) instructions to eject the page, completing the Print function.)

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To print additional screens move to the screen of choice and select **Print**. You will see the following message:

Activate "Eject Page" to Complete Printing
and Exit this Function.

<< Print this Page >> < Eject Page > < Cancel >

Activate the **Print this Page** option. That page will be sent to the printer, and this message will appear:

Move to the Next Screen to be
Printed and Select **PRINT**.

<< OK >>

- b. Activate <<OK>> to erase the message. Move to the next page to be printed and activate **Print** to continue the print sequence. After printing your last page, activate the **Eject Page** option to eject that page and complete the Print function.

- c. Activate **Cancel** to delete this option screen.
(Note: This selection will not exit the **Multiple Pages** function. To exit this function you must return to this option screen and select **Eject Page**.)

Cancel

Activate **Cancel** from the activated print message to delete the current screen of options and automatically exit the Print function.

Index

Index (bottom left corner of Overall Table of Contents) Displays an alphabetical list of subjects addressed by the documents in the Automated Audit Guide. Selecting a subject from this list gives you quick access to all related documents and materials. For example, selecting "**Acquisition Planning**" will result in a screen that offers applicable sections of five documents. From these selections you can quickly move to specific information that addresses acquisition planning.

1. Place the cursor on **Index** and press **[Enter]**.
2. Use the **[Tab]** key to move down through the list and the **Pg Up** and **Pg Dn** buttons to move between the two screens in the index.
3. After you have found the subject you want, place the cursor on the subject and press **[Enter]**.
4. Use the **[Tab]** key to move the cursor to the document of your choice and press **[Enter]**.
5. Read the document by using the **Pg Up** and **Pg Dn** buttons.

Contents

Contents (bottom left corner) Returns to the Overall Table of Contents.

Notebook

Notebook (bottom left) Creates a database of notes that can later be printed. This feature is useful for recording notes and thoughts as you use this package. Your comments in the notebook can also be searched for key words and phrases (see the **Search** button below).

1. Place the cursor on **Notebook** and press [Enter]. You will see the following message:

The screenshot shows a terminal window titled "Notebook". At the top left is a "Copy" button. Below it is a large rectangular input field with the label "Topic:" at the top left. To the right of the input field is a vertical scroll bar with a double-headed arrow. At the bottom of the window is a menu bar with several buttons: "Pg Up", "Pg Dn", "New Page", "Delete Page", "Print Field", "Search", and "Return".

2. Type a subject topic for your notes.

3. Press [**Tab**] and write your notes.
4. Place the cursor on the bottom buttons to exercise options to review notes, add or delete pages, print or search notes, or return to the Overall Table of Contents. (Note: Because one page must remain open at all times to maintain the screen format, you cannot delete the last page. Consequently, if you write notes on only one page and then decide to delete the notes, you must first open a second page before you can delete them.

Previous Document

Previous Document (bottom left) Returns to the document that was previously accessed; either a table of contents or text containing a highlighted word.

Pg Up and Pg Dn

Pg Up (bottom right) Moves to the previous page.

Pg Dn (bottom right) Moves to the next page or section throughout the document. (Note: The sections in each chapter are individually numbered. The **Pg Dn** button can be used to move within the pages of each section. It can also be used to move to the next section or chapter. For example, selecting the **Pg Dn** button on page 1 of 1 in the "Background" section of Chapter 1 of the Audit Guide will move you to the next section, "Objectives, Approach, Assignment Planning," page 1 of 4).

Search

Search (bottom right) Searches for key words or phrases. Searches can be made of (1) chapters, (2) entire documents, (3) selected documents, or (4) the entire Automated Audit Guide.

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1. Place the cursor on **Search** and press **[Enter]**. The following message will appear.

```
[ Search Parameters ]  
  
Phrase: _____  
  
From Source:  
  [ ] Current Chapter  
  [ ] Whole Document  
  [ ] All Documents  
  
Selected Documents:  
  [ ] Audit           [ ] OMB-A109  
  [ ] FIRMR          [ ] OMB-A130  
  [ ] GSA             [ ] Overview  
  [ ] Model          [ ] FAR  
  
  << OK >>      < Cancel >
```

2. Type the word or phrase you want to search for.
3. Use the **[Tab]** and **[Enter]** keys to identify the source or sources you want to search. (Press the **[Enter]** key twice to delete any undesirable selections.)
4. Use the **[Tab]** key to highlight the **<<OK>>** button and press **[Enter]** to begin the search.
5. Press **[Enter]** to reactivate the search after each word or phrase is identified.
6. Press either the **[Escape]** or **[Home]** key to stop the search.
 - a. Press **[Escape]** to stop the search and remain on the screen where the search was stopped.

- b. Press [**Home**] to stop the search and return to the screen where the search was initiated.

Quit

Quit (bottom right corner) Exits the Automated Audit Guide and returns to DOS.

1. Place the cursor on **Quit** and press [**Enter**].
2. Select <<**OK**>> to exit or to continue using the guide.

Caution: This Material Will Become Dated

All documents contained in this product were current as of December 1992. However, because this material is occasionally updated, you should verify that the document being used is the current version before relying on it as criteria.

To assist you in determining whether you are using current material, we have listed the issuance dates along with the titles of each of the documents contained in this Automated Audit Guide.

Points of Contact

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