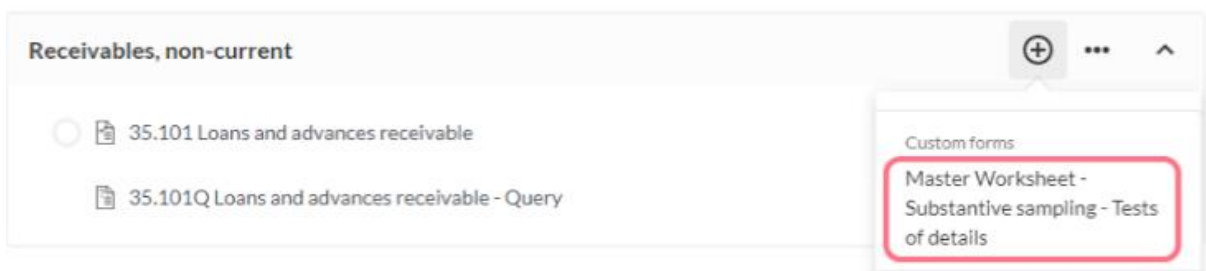


Adding an additional Substantive Sampling Test of Details Worksheet

To add a new instance of the Substantive Sampling Test of Details Worksheet to your engagement, please follow the steps below:

1. Using the Document manager navigate to the folder where you want to add the Worksheet;
2. Click on the + button located on the right of the folder name (refer to image below);



3. You will be prompted with a dialog requesting you to provide a document number/identifier and to modify the name accordingly.
4. After clicking Save, the document will be added to your engagement.