
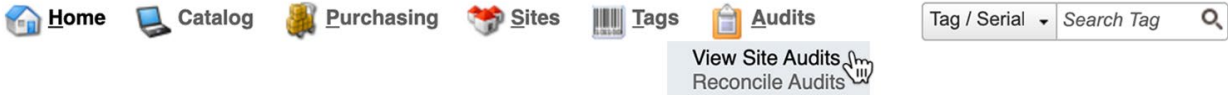


# Reopen a Room or Staff Audit

1. Click  **Audits** in the top navigation bar and select **View Site Audits** from the dropdown.



This selection opens the Audits page.

2. Locate the audit in question directly from the Audit grid and click on the line containing that audit to open the District Audit Details window.

**District Initiated Audits for Learning ISD**

Filters

Audit Name:   Created Date: Equal To    Progress: 2 items checked

Site:   Audit Due Date: Equal To    Compliance: Please select:

Last Modified Date: Equal To    Police Report Required: Please select:

Audit Name	Created Date	Audit Due Date	Last Modified Date	New	In Progress	Scan Complete	Closed	Progress ?	Compliance ?	Actions
Winter 2023 - Staff Grayson Elementary	01/30/2023		01/30/2023	0	0	2	19	50% Reconciled		
Jackson Staff - Winter 2023	01/30/2023		01/30/2023	7	2	11	0	55% Scanned		
Ridgemont MS - Winter 2023 Student	01/30/2023		01/30/2023	7	1	52	0	87% Scanned		
Grayson Front Office - Feb 2023	02/01/2023		02/01/2023	2	1	7	0	70% Scanned		

District Audit Details



Audit Details		
Audit Name: Grayson Front Office - Feb 2023	Product Types: All	Ignore Tags Modified Date:
Audit For: Room, Staff	Room Types: 1 Selected	New: 2
Created Date: 02/01/2023	Staff Types: 1 Selected	In Progress: 1
Last Modified Date: 02/01/2023	Grades: All	Scan Complete: 7

✔ Approve Audit
🔄 Reopen All
Please Select Audit Report...
🔄 Refresh

Location	Status ?	Modified Date	Inventory	Verified	Found	Missing	Misplaced	Actions
<input type="text"/>	All items checked							
Room: 800-Scrty	Scan Complete	02/01/2023	4	4	0	0	0	
Room: 801-NRS	In Progress	02/01/2023	3	2	0	1	0	
Room: 802-Prn	Scan Complete	02/01/2023	3	3	0	0	0	
Room: 803-Cnslr	Scan Complete	02/01/2023	3	3	0	0	0	

1. Search for the respective room or staff audit in the status of "Scan Complete."
2. Click **Reopen**, located on the respective row. **DO NOT CLICK ON REOPEN ALL.** The Reopen window opens and displays the message, "You are about to reopen Room XXX for scanning. This will set the status back to In Progress."
3. Click **Confirm**. The Reopen window closes and the District Audit Details grid updates the room audit's status to In Progress.