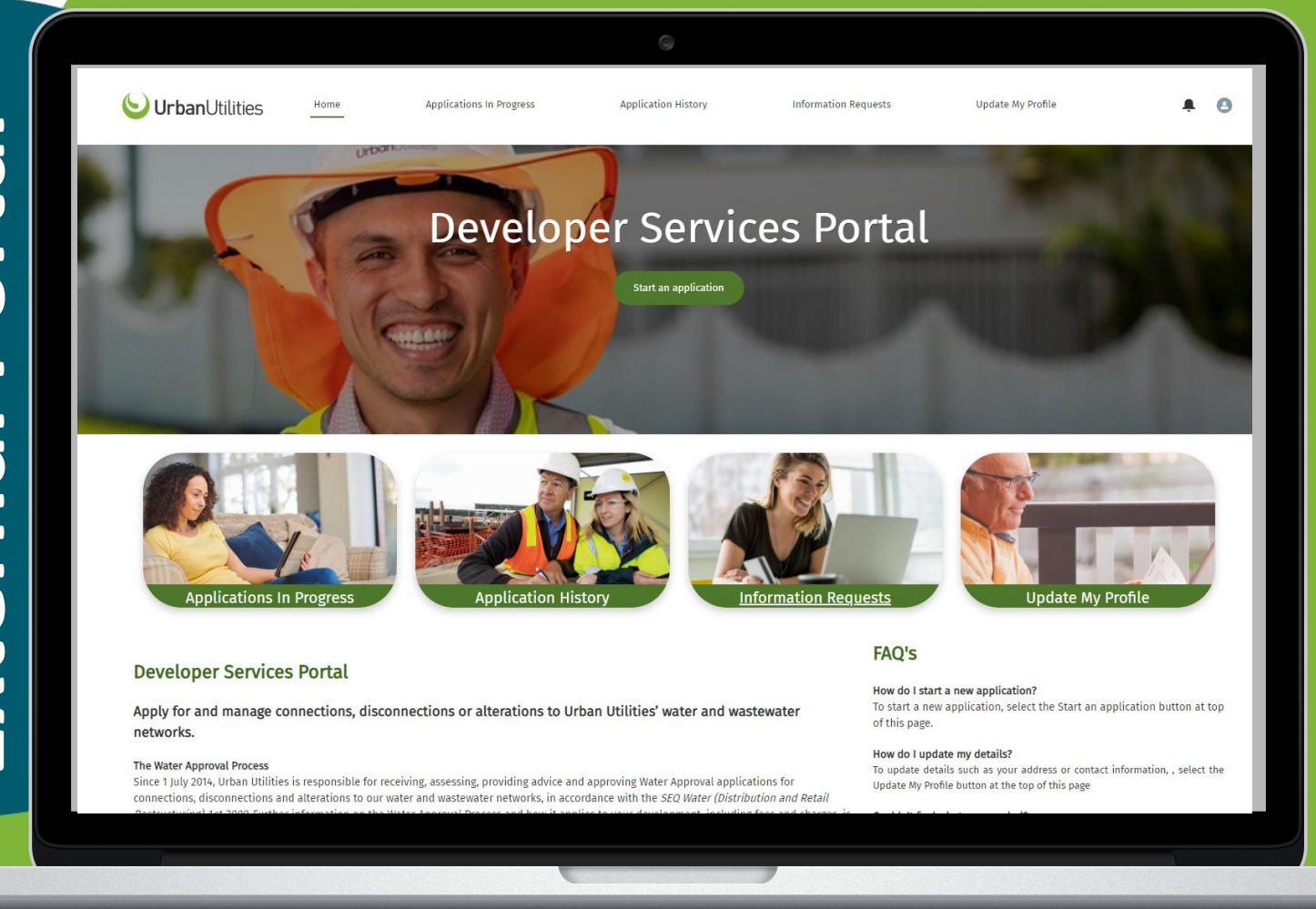# UrbanUtilities

DEVELOPER SERVICES APPLICATION PORTAL
QUICK REFERENCE GUIDES

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HOW TO VIEW MY AUDITS AND AUDIT ISSUES

The following document provides you with a Quick Reference Guides for the Developer Services Application Portal.
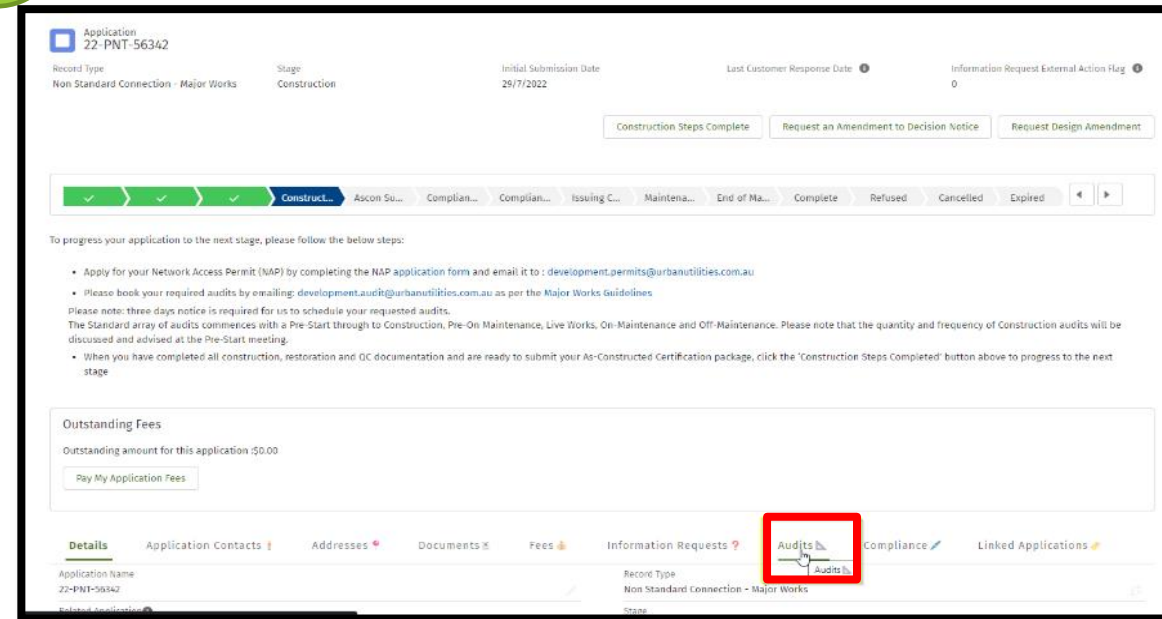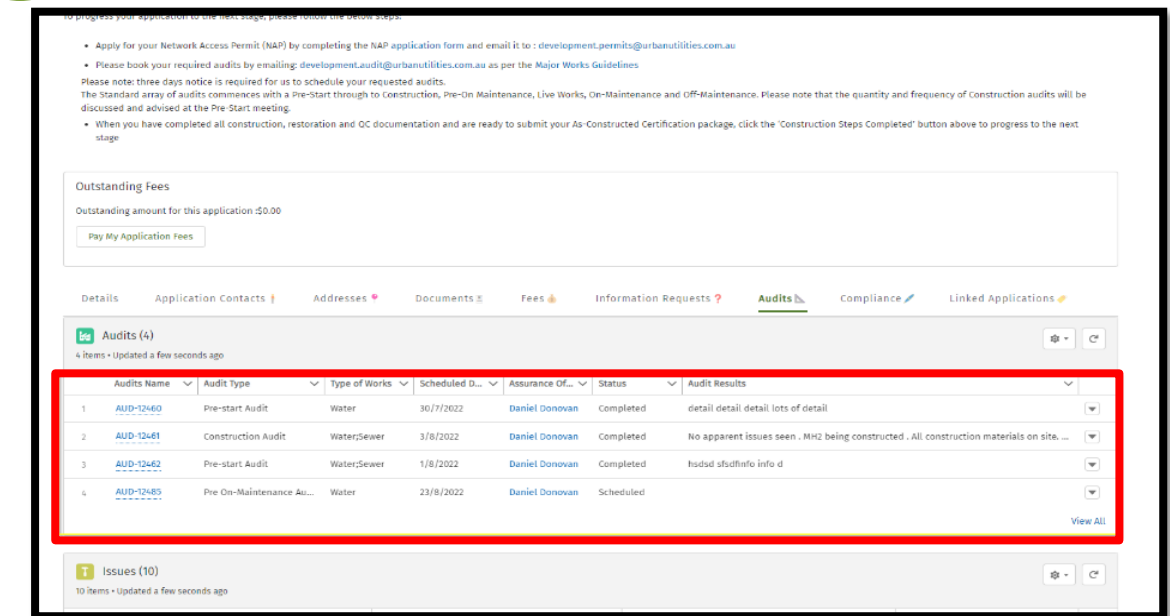
External Portal

HOW TO VIEW MY AUDITS

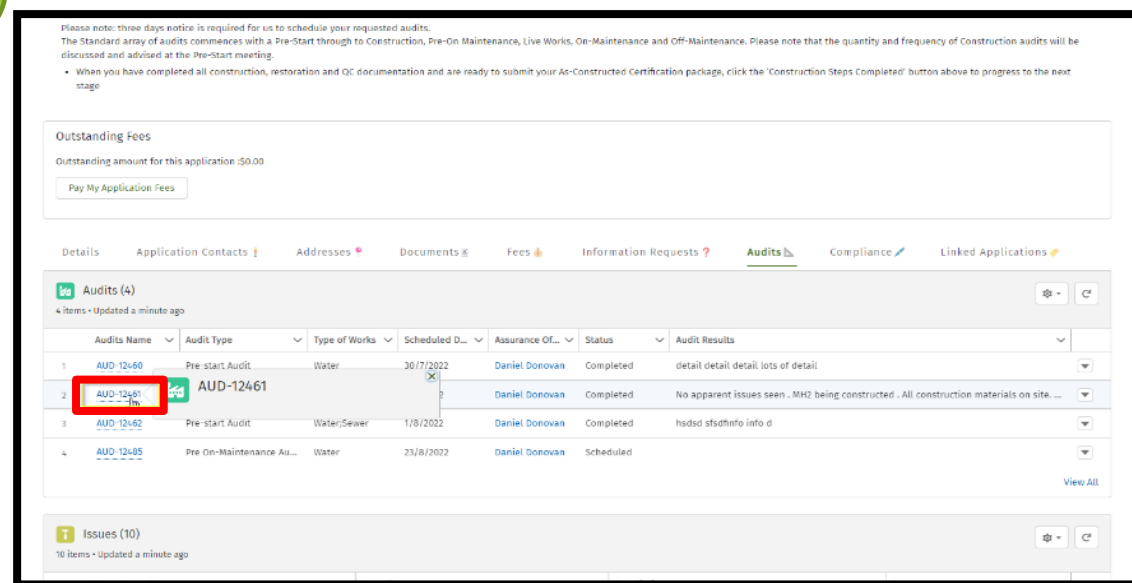- You can view audit for your Non-Standard applications.

1

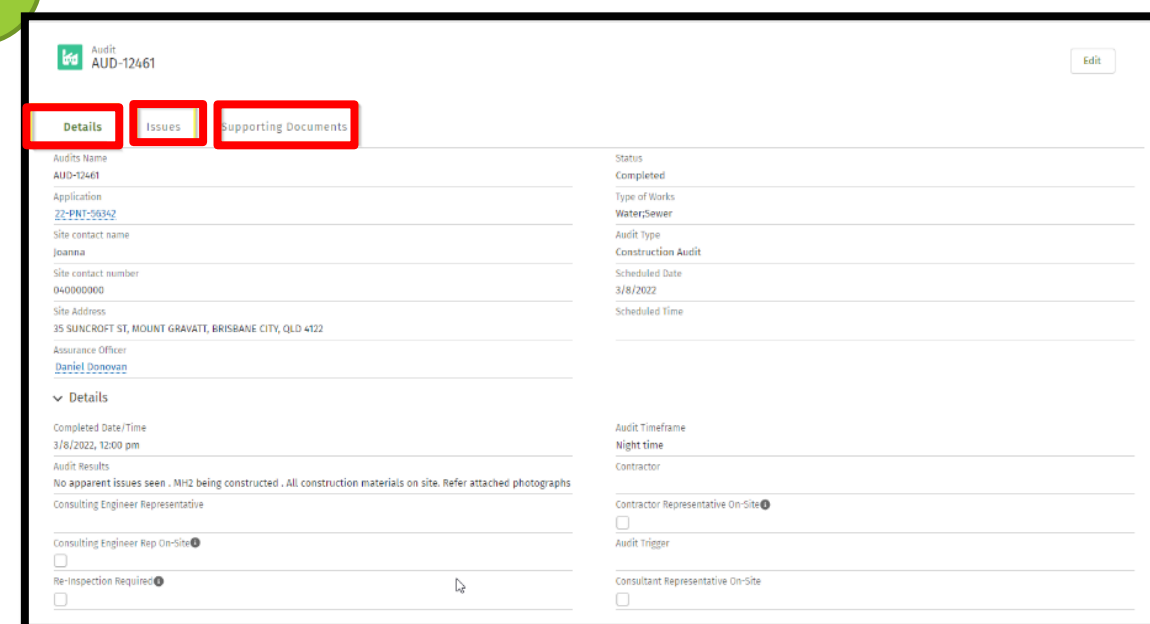- Open your Non-Standard application and click on the **Audits** tab.

2

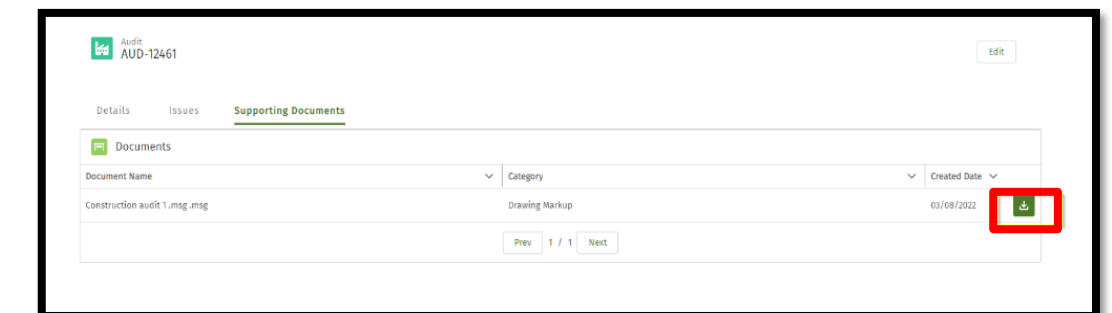- Here you will see the **Audits** component.

3

- Click on the Audit name link to open and view the Audit record details.

4

- You can view information in the **Details** tab, **Issues** tab, or the **Supporting Documents** tab.

5

- The **Supporting Documents** tab is the place where documents related to an Audit can be viewed and downloaded by you at any time.

HOW TO VIEW ISSUES FROM AUDITS

- You can view issues for your Non-Standard applications.

- You can view issues via an **Audit** link, or from the **Issues** component.

1

- Open your Non-Standard application and click on the **Audits** tab.

2

- Here you will see the **Audits** component.

- Click on the Audit name link to open and view the Audit record details.

3

- You can view information in the **Details** tab, **Issues** tab, or the **Supporting Documents** tab.

4

- You can view information in the **Issues** tab. Click on the **Issue Name** to view the details of the issue linked to the Audit record.

- A banner information on how to respond to issue is also present in this screen. You can also upload any required documents.

5

- The **Supporting Documents** tab is the place where documents related to an Audit can be viewed and downloaded by you at any time.