



# GARI-ITS

Government Audit Recommendations Implementation  
Information Tracking System

## USER MANUAL

VERSION 1.0

Prepared by:  
Duxte Limited

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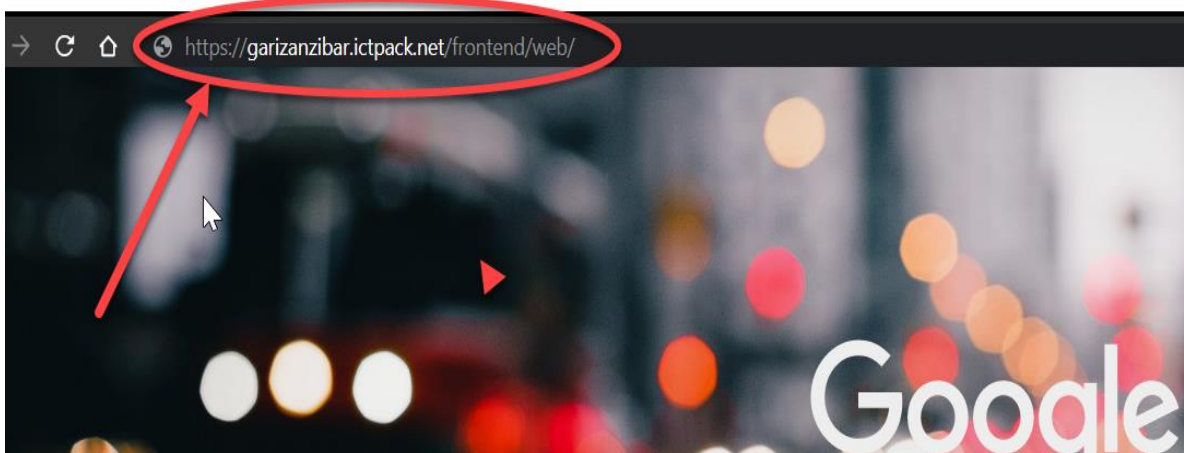
## 1. GETTING STARTED

To access the GARI-ITS system, here are a series of steps to follow.

- a. A user will open a web browser (**recommended is Google Chrome or Mozilla Firefox**)

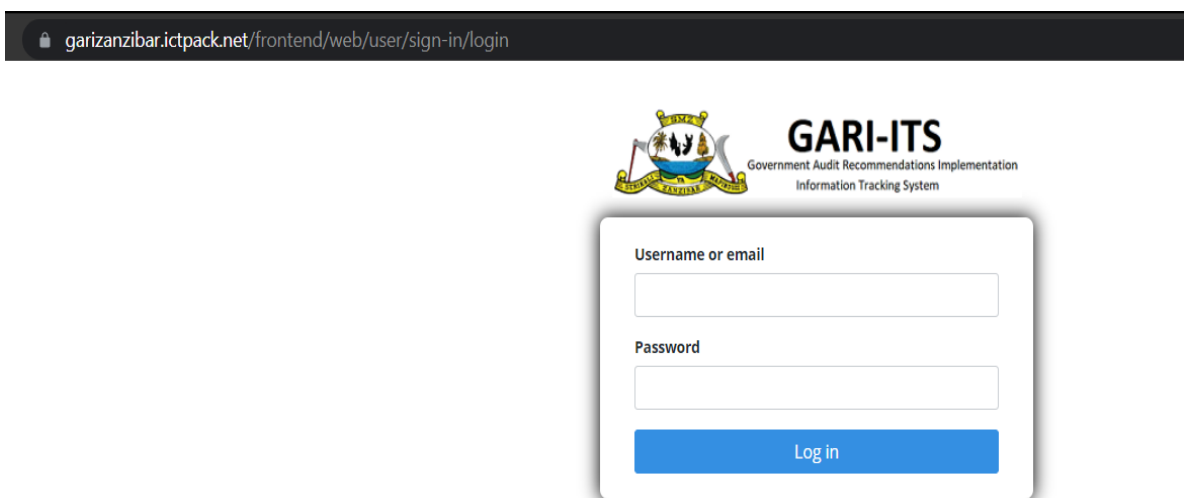
Type in the provided system address i.e.,

**"https://garizanzibar.ictpack.net/frontend/web/"** and proceed to open. If you face any difficulties, contact your system administrator to get the correct system address.



If the address is entered correctly, the system will launch, and a user should be able to see a login page.

*Example is shown on a screenshot below*



On the Login page, the user shall be authenticated and proceed to access the system functions thus a correct and active username and password shall be entered.

## 2. LOGGING ON

This is the first step to be performed after reaching the login page as described above. The Login page contains two empty fields to requiring you to type in your **USERNAME** and **PASSWORD**. On this page each user will be authenticated and authorized to access the system functions based on the assigned privileges.

### Procedure:

- Contact your System Administrator to obtain your correct **username** and **Password**.
- Type in the correct provided Username and Password in their respective boxes/fields.
- Click on **Login** button or Hit **Enter** key on your keyboard.

### Outcome:

- If the entered Username and Password is correct, system will open the Homepage and you shall be able to see available system functions allocated to you.
- If the entered Username and Password is NOT correct, an error message shall occur and return you to the same Login Page where you will be required to re-enter the credentials correctly.

## 3. THE DASHBOARD

Upon successful login, user will be presented with a system dashboard that they shall be able to see every time they log in to the system.

*Find the screenshot below.*

The screenshot displays a web application dashboard. At the top, there is a navigation bar with a left sidebar menu, a central header area with notices and a user manual link, and a right header area with user information and a logout button. The sidebar menu includes links to Dashboard, Assigned Issues, IA Area, CAG Area, Internal Auditors Database, Outputs / Reports, Shared Document, Review Feedback, Reporting Deadlines, Import Tool, Votes, Categories, Financial Years, Quarters, and Sources. The main content area features a row of four teal-colored cards: 'IA Area', 'CAG Area', 'Other oversights' (with a dropdown menu), and 'Report Area Outputs'. Below these is a section titled 'Observations Reported by (2021/2022)' containing a table with filters for Source, Vote, From, and To, and a 'Go' button. The table displays four data cards: 'Total issues All issues' (6), 'Issues completed IMPLEMENTED' (2), 'Started IN PROGRESS' (1), and 'outstanding NOT IMPLEMENTED' (4). On the right side of the dashboard, there is a 'Quick Access' section with links to Send Report, Find HOJA, Attached Reports, Find Internal Auditors, HQ Internal Auditors, and Shared Documents. Below this is a 'Summary Reports' section with a 'Status' dropdown menu and a 'Report Type' dropdown menu.

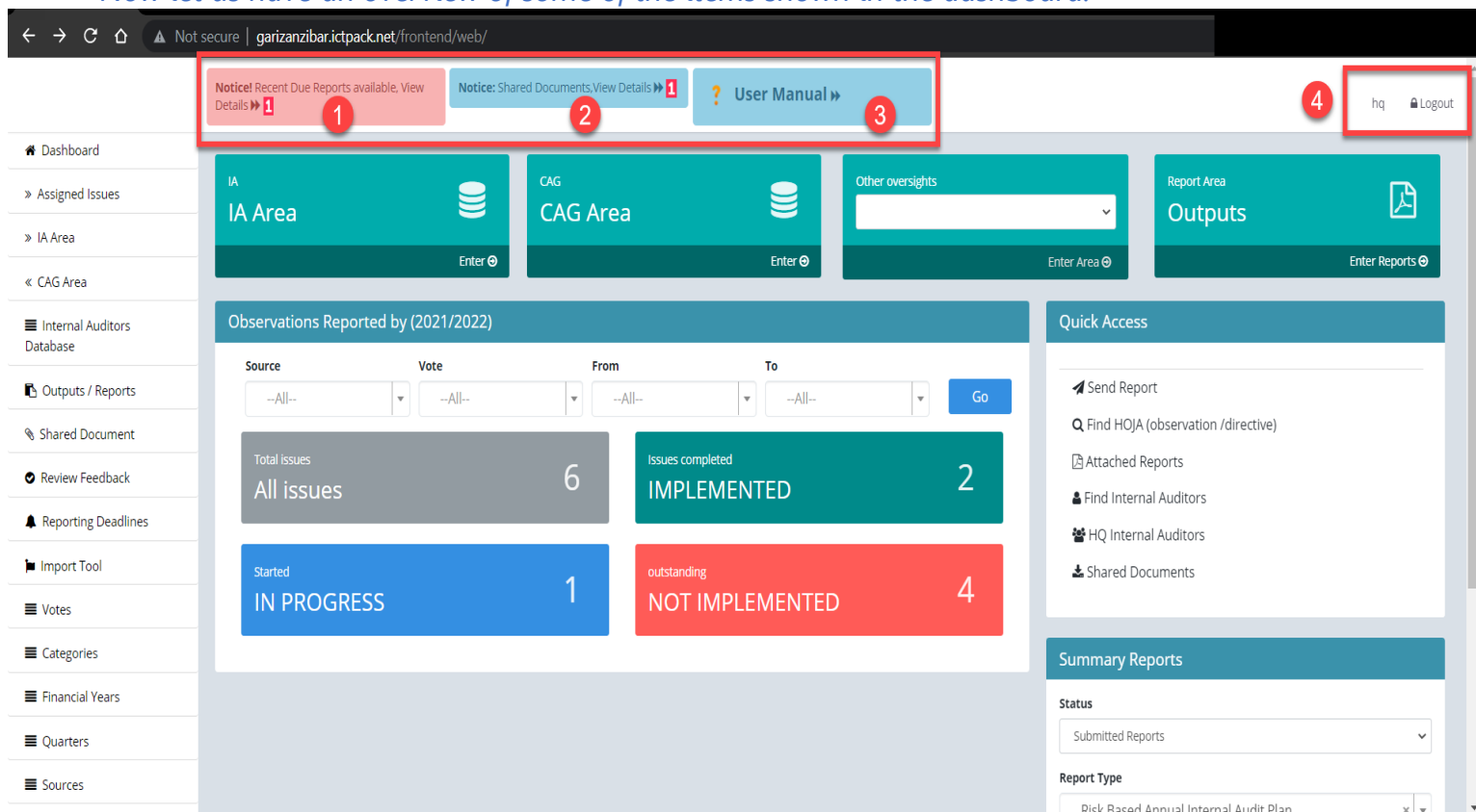
Source	Vote	From	To
--All--	--All--	--All--	--All--

Category	Count
Total issues All issues	6
Issues completed IMPLEMENTED	2
Started IN PROGRESS	1
outstanding NOT IMPLEMENTED	4

Above is how the dashboard looks like, it provides some highlights of some important sectors of the system for easier access of information. This dashboard is divided into some sections as mentioned below:

- i. The navigation panel or the menu.
- ii. The User profile area.
- iii. The notification area.
- iv. The content area.

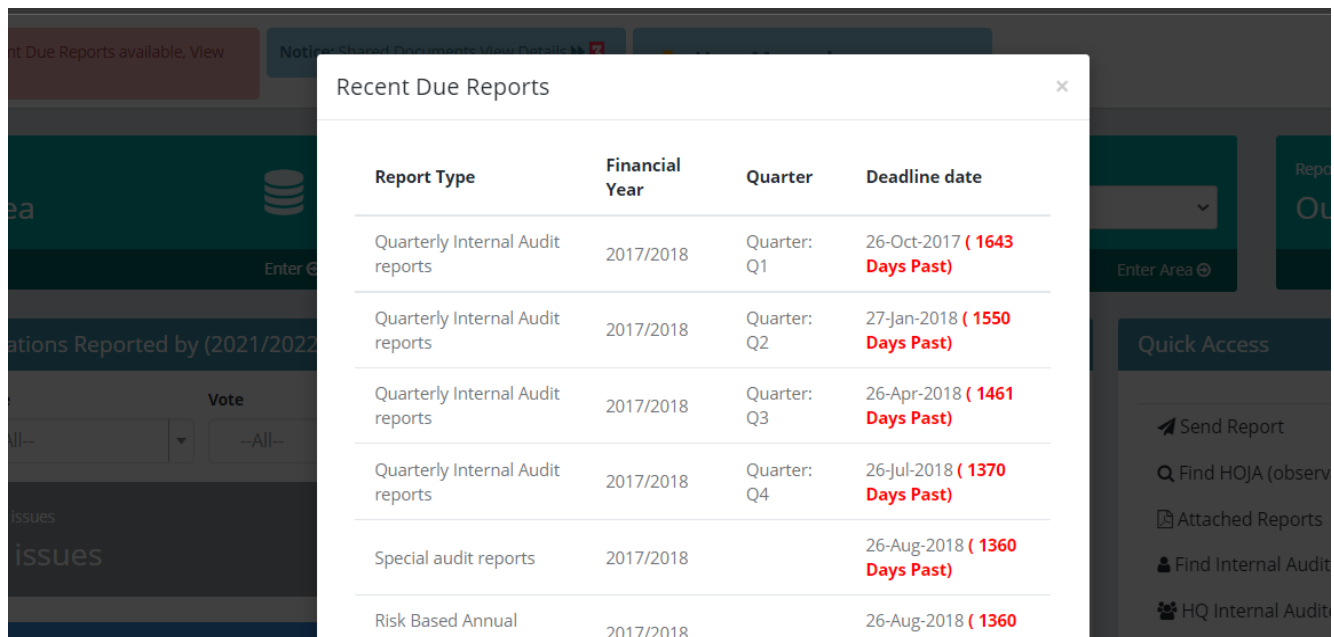
*Now let us have an overview of some of the items shown in the dashboard.*



### 3.1. NOTICE ON DEADLINES (ITEM NO.1)

This part displays the due dates upon sending reports. This means that the reports that are shown here are all overdue thus making this as an alert. To make for a proper alert the system will also display how many days have passed since the submission date.

*Example is seen on the screenshot below:*

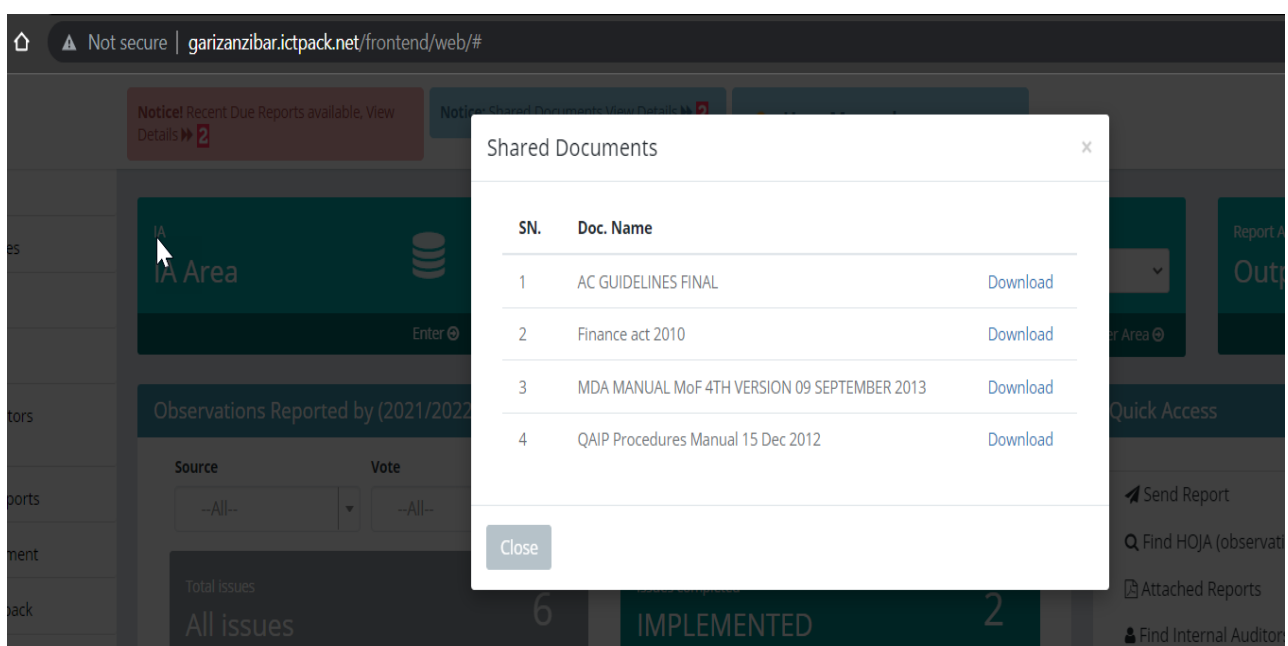


Report Type	Financial Year	Quarter	Deadline date
Quarterly Internal Audit reports	2017/2018	Quarter: Q1	26-Oct-2017 ( 1643 Days Past)
Quarterly Internal Audit reports	2017/2018	Quarter: Q2	27-Jan-2018 ( 1550 Days Past)
Quarterly Internal Audit reports	2017/2018	Quarter: Q3	26-Apr-2018 ( 1461 Days Past)
Quarterly Internal Audit reports	2017/2018	Quarter: Q4	26-Jul-2018 ( 1370 Days Past)
Special audit reports	2017/2018		26-Aug-2018 ( 1360 Days Past)
Risk Based Annual Internal Audit Plan	2017/2018		26-Aug-2018 ( 1360 Days Past)

### 3.2. SHARED DOCUMENTS (ITEM NO.2)

The system allows for users to share documents thus other users can see and download. This part is where you can find all the uploaded documents and attachments from users across the system.

*See the screenshot below:*



SN.	Doc. Name	
1	AC GUIDELINES FINAL	<a href="#">Download</a>
2	Finance act 2010	<a href="#">Download</a>
3	MDA MANUAL MoF 4TH VERSION 09 SEPTEMBER 2013	<a href="#">Download</a>
4	QAIP Procedures Manual 15 Dec 2012	<a href="#">Download</a>

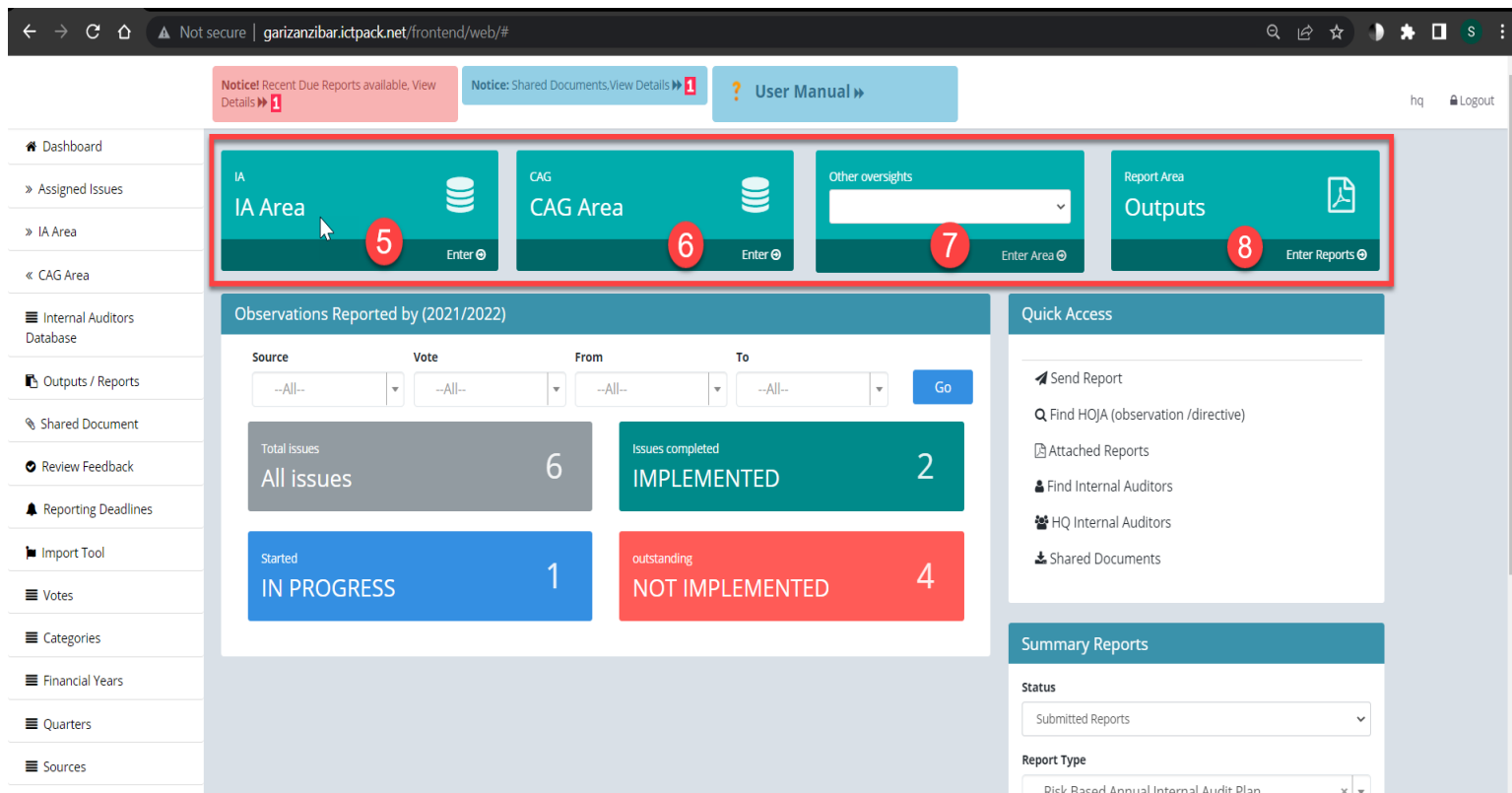
### 3.3. THE SYSTEM USER MANUAL (ITEM NO.3)

This is where the supporting materials for the system are going to be available. The user manual, system tips and help can be downloaded from here.

### 3.4. USER PROFILE (ITEM NO.4)

The users in the system also have some capabilities to maintain their accounts, these are such as changing their passwords or changing their usernames. Users will also be able to log out from the system from this part.

After seeing the above items, let us now see another set of quick access items available on our dashboard. These items help provide some quick access to some areas in the system.



### 3.5. IAG AREA (ITEM NO.5)

From the dashboard, the IAG area is a quick link to reach the Internal Auditor Area. The users will be able to see some information associated with the IAG easily as this is one of the most important parts of the system. Some further explanation will be found on the following chapters.

### 3.6. CAG AREA (ITEM NO.6)

Users can easily reach the External Audit information by entering on the link provided here. This is however found on the navigation panel too and more explanation will be covered in the following chapters.



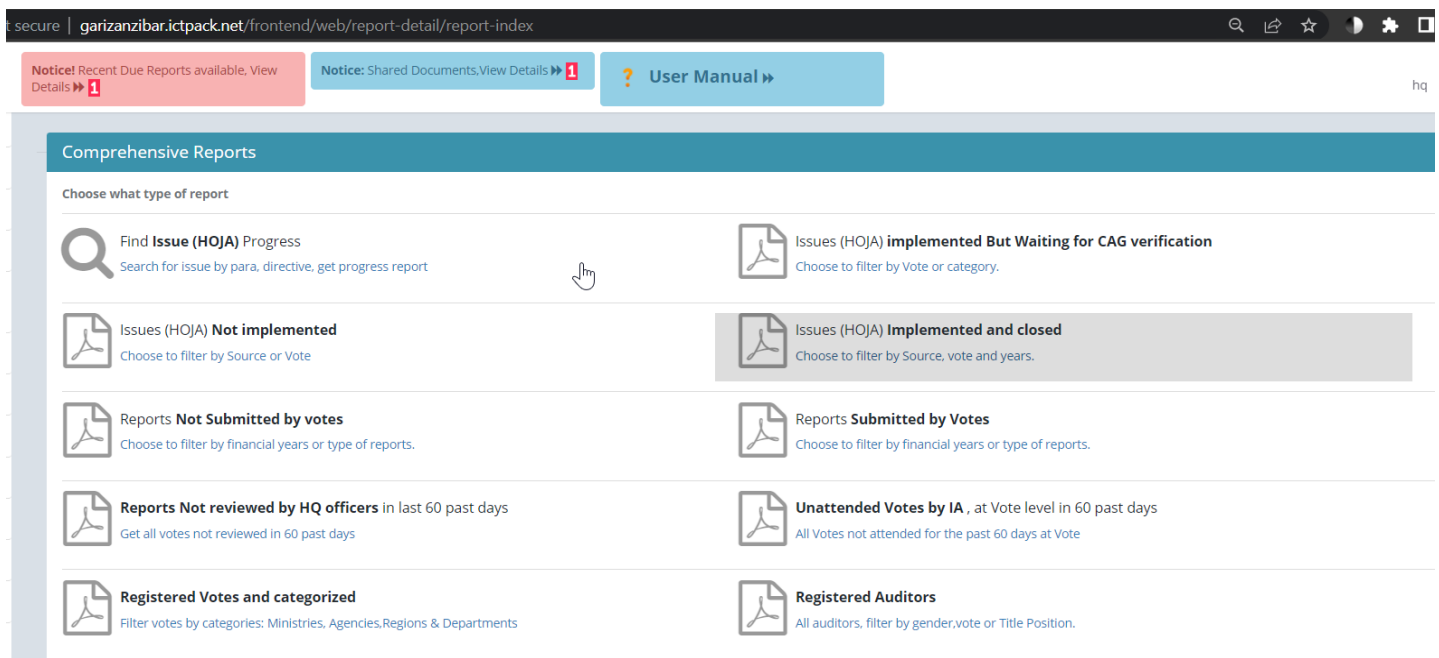
### 3.7. OTHER AUDITS (ITEM NO.7)

The other audit allows for a user to select from a series of other audits available on the system and then view information based on that external audit. Make sure to select first the external audit you would like to see its information and then click enter to proceed.

### 3.8. ALL REPORTS/ UPLOADS (ITEM NO.8)

This section provides easy access to all the reports from votes and all the uploads available on the system, these reports can be filtered based on several criteria

*The image below shows available types of reports.*



### 3.9. THE ISSUE OBSERVATION DASHBOARD

This is a small summary on the issues reported over a range of time. This dashboard has some categories on the issues observed. These are

#### a) All Issues

This is the total number of issues without using any of the filtering criteria. Pending, on progress and all other issues will just be mentioned here.

#### b) Implemented Issues

This shows the count of issues that have been already implemented. When the recommendations were made and met for a certain issue, the issue will be required to be listed here.

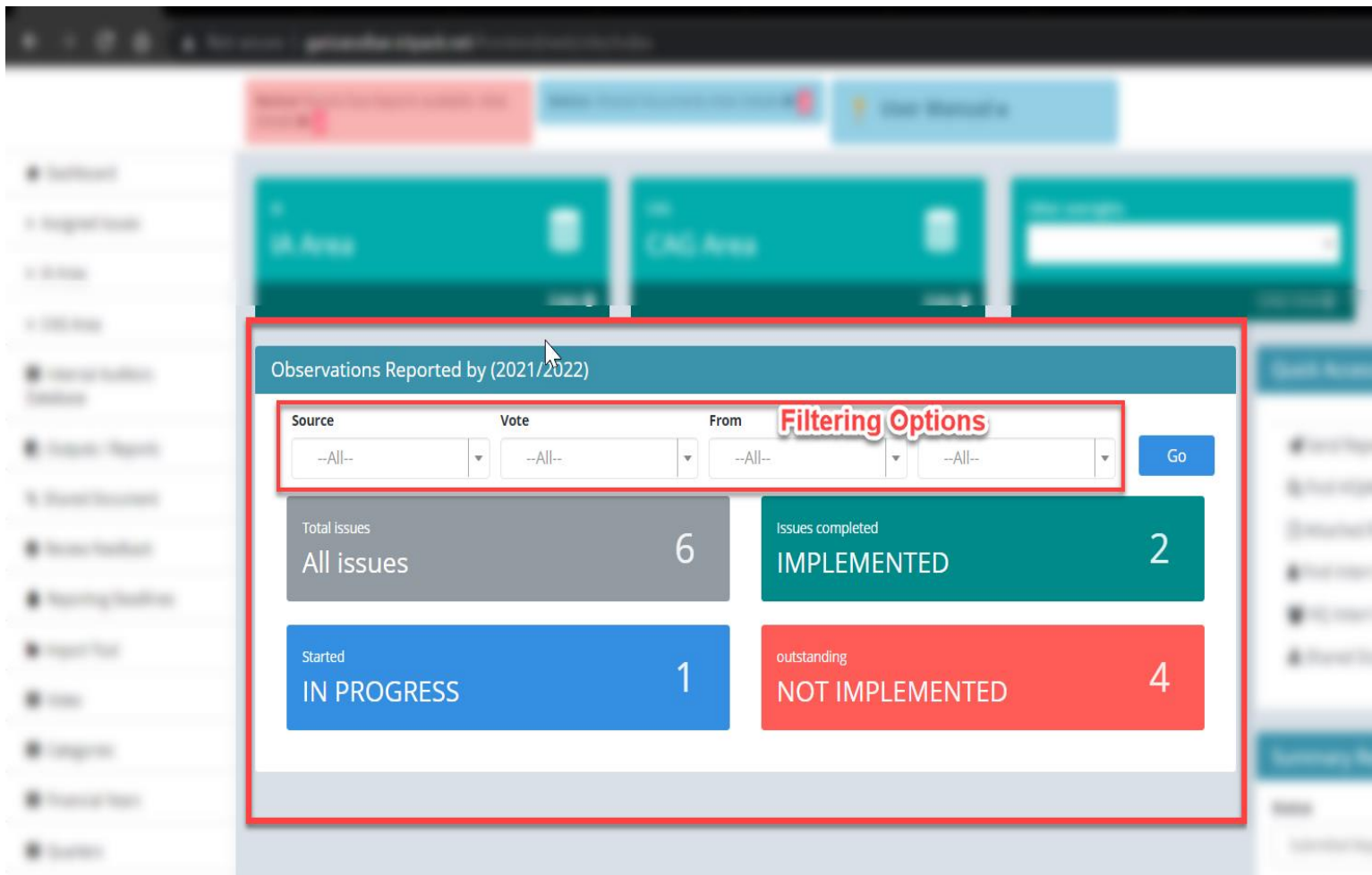
### c) Issues on Progress

This part will display a count of issues which are currently on progress and not yet resolved.

### d) Outstanding Issues

The dashboard also displays a count of issues that have not been resolved in time. These are the overdue issues and are displayed in a red color to draw some attention.

*Find the screenshot below for the observation dashboard.*



## 3.10. SUMMARY FOR REPORTS

This part will allow a user to view a summary of reports. The summary is fully customizable allowing a user to select which period and what type of reports is to be displayed. The status, report type, year and quarter can be used as filtering options on the report summary to be displayed. The following criteria's can be used to filter the summary.

- Status: Whether you want to see the summary for submitted reports or the summary for reports that are not submitted.
- Report type: Allows a user to choose the type of report such as quarter report or annual internal audit plan.
- Year and quarter: As their names suggest, the summary can be filtered for a certain year and quarter.

*The screenshot on the Summary Reports.*

The screenshot displays the 'Summary Reports' section of the application. It features a sidebar with navigation options: 'CAG Area', 'Other Audits', and 'All Reports Uploads'. The main content area shows a 'Summary Reports' section with filters for Status (Submitted Reports), Report Type (All), Year (All), and Quarter (All). The results show 5 Submitted reports. Below this, there are statistics for 'Issues completed Implemented' (2) and 'Issues outstanding Outstanding' (0).

#### 4. THE NAVIGATION PANEL

The screenshot shows the application's navigation panel on the left side. The panel contains a list of navigation items: Dashboard, Assigned Issues, IA Area, CAG Area, Internal Auditors Database, Outputs / Reports, Shared Document, Review Feedback, Reporting Deadlines, Import Tool, Votes, Categories, Financial Years, Quarters, and Sources. The 'Dashboard' item is highlighted with a red box. The main content area shows a 'Dashboard' section with statistics for 'Total issues' (6), 'Issues completed IMPLEMENTED' (2), 'Started IN PROGRESS' (1), and 'outstanding NOT IMPLEMENTED' (4).

The navigation panel acts as a main menu for the system. This is where you find all the links to the certain parts of the system. These are described below,

#### 4.1. THE ASSIGNED ISSUES AREA

This area contains all issues/findings assigned to that specific logged in user, so that to provide easy visibility for he or she to work on them.

Not secure | garizanzibar.ictpack.net/frontend/web/plan/index?source=1&active=3&is\_mine=1

Notice! Recent Due Reports available. View Details 2

Notice: Shared Documents. View Details 2

User Manual »

hq Logout

Dashboard

Assigned Issues

IA Area

CAG Area

Internal Auditors Database

Outputs / Reports

Shared Document

Review Feedback

Reporting Deadlines

Import Tool

Votes

Categories

Welcome to IA Working Area

IA: Current Reporting Year- 2021/2022: Q3

Choose what area to continue

IA Previous Recommendations

CAG Previous Recommendations

Other Oversights

IA Current observations/directive

Reports

observations / directives listing

\* Resize table columns just like a spreadsheet by dragging the column edges.

#	Vote	Para No.	Year of finding	Finding / Directive title	Category	Assignee	Status
	-- Select --		-- Select --		-- Select --		

No results found.

With selected Remove All

#### 4.2. IAG AREA

This area contains the information (mostly issues and recommendations) associated with the IAG.

Not secure | garizanzibar.ictpack.net/frontend/web/plan/index?source=1&active=3

Notice! Recent Due Reports available. View Details 3

Notice: Shared Documents. View Details 3

User Manual »

hq Logout

Dashboard

Assigned Issues

IA Area

CAG Area

Internal Auditors Database

Outputs / Reports

Shared Document

Review Feedback

Reporting Deadlines

Import Tool

Votes

Categories

Financial Years

Welcome to IA Working Area

IA: Current Reporting Year- 2021/2022: Q3

Choose what area to continue

IA Previous Recommendations

CAG Previous Recommendations

Other Oversights

IA Current observations/directive

Reports

observations / directives listing

Showing 1-5 of 5 items.

\* Resize table columns just like a spreadsheet by dragging the column edges.

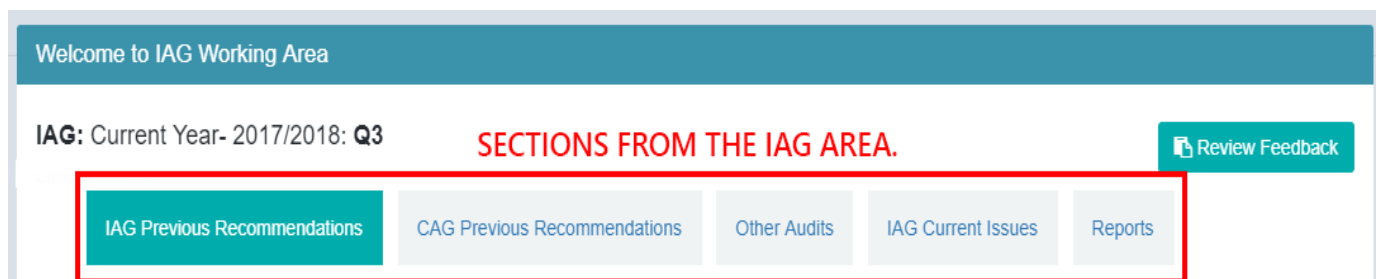
#	Vote	Para No.	Year of finding	Finding / Directive title	Category	Assignee	Status
1		2.1	2021/2022	Unavailability of receipts for TZS 12,000,000	Procurement	cia	Implemented & Closed
2		2.3	2021/2022	7,790,000/= not available	Expenditure Management	cia	Overtaken by events & Closed
3		4.2	2021/2022	Missing fund of more than 4,000,000/=	Expenditure Management		Not attended
4		5.0.7	2021/2022	Unavailability of receipts for TZS 12,000,000	Internal controls & Compliance	cia	Implemented & Closed

+ add more Details

The information shown is divided into some multiple categories mentioned below:

- IAG previous recommendations.
- CAG previous recommendations.
- Other oversights
- IAG current observations/directive
- Reports

*The screenshot showing the sections of the IAG area.*



## IMPORTANT TIPS ON IAG AREA.

### i. FILTERING THE FINDING/DIRECTIVE LISTING

On the issue listings, you can filter the results based on the criteria's which are shown as titles. You can use any of the options to filter your results.

*Refer to the screenshot below.*

Welcome to IA Working Area

IA: Current Reporting Year- 2021/2022: Q3

Choose what area to continue

[IA Previous Recommendations](#) [CAG Previous Recommendations](#) [Other Oversights](#) [IA Current observations/directive](#) [Reports](#) [Review Feedback](#)

observations / directives listing Showing 1-5 of 5 items.

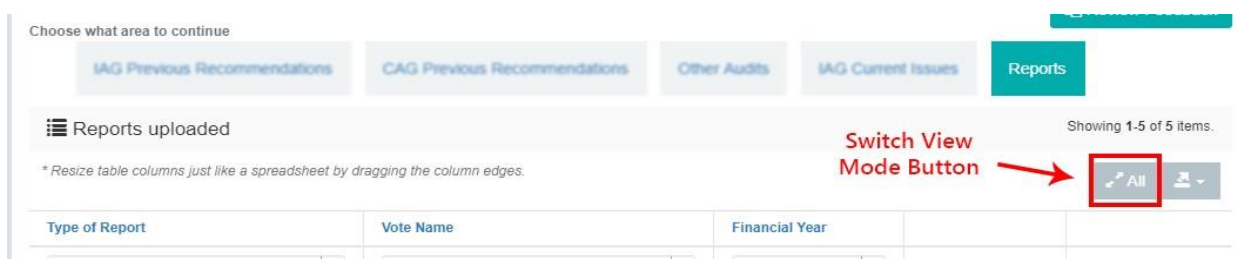
\* Resize table columns just like a spreadsheet by dragging the column edges.

#	Vote	Para No.	Year of finding	Finding / Directive title	Category	Assignee	Status	
1	Chake Municipal Council	2.1	2021/2022	Unavailability of receipts for TZS 12,000,000	Procurement	cia	Implemented & Closed	<a href="#">+ add more Details</a>
2	Chake Municipal Council	2.3	2021/2022	7,790,000/= not available	Expenditure Management	cia	Overtaken by events & Closed	<a href="#">Details</a>
3	Chake Municipal Council	4.2	2021/2022	Missing fund of more than 4,000,000/=	Expenditure Management		Not attended	<a href="#">Details</a>
4	Chake Municipal Council	5.0.7	2021/2022	Unavailability of receipts for TZS 12,000,000	Internal controls & Compliance	cia	Implemented & Closed	<a href="#">Details</a>
5	Chake Municipal Council	5.6.1	2021/2022	Unavailability of receipts for TZS 12,000,000	Project Management		Overtaken by events & Closed	<a href="#">Details</a>

## ii. VIEW MODE ON PAGES WITH MANY RECORDS

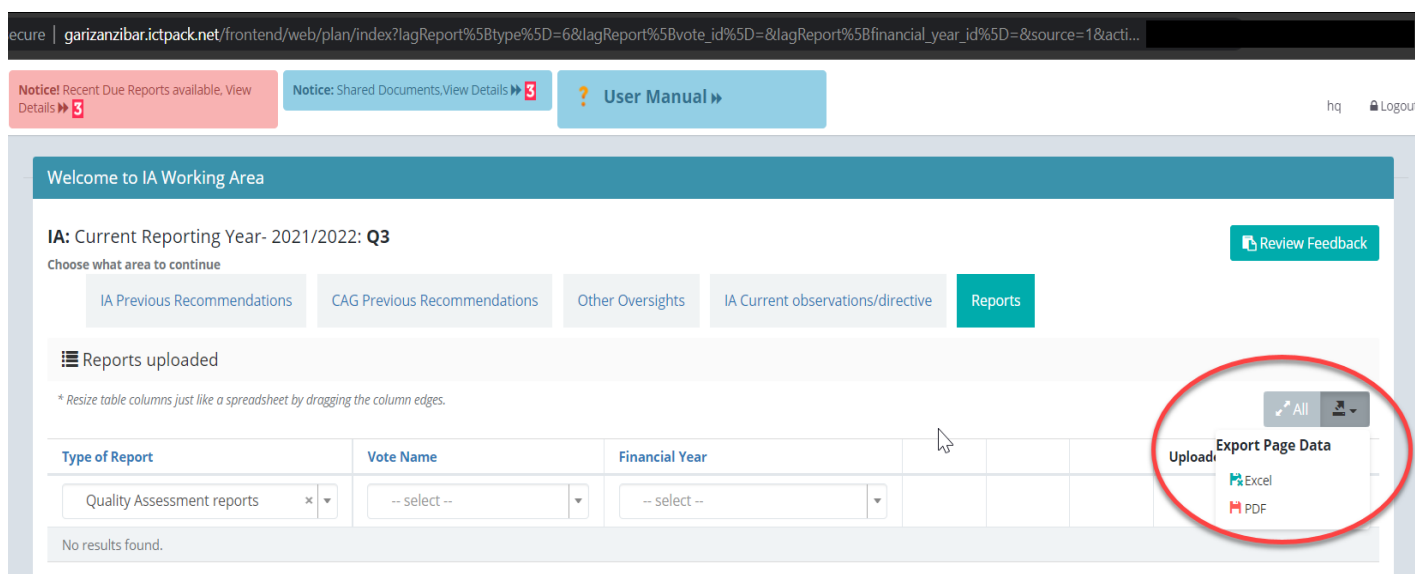
Some pages contain many records which cannot fit in a normal page size (For example the reports page). In this situation the system gives you an ability to display all the records in one page. This will require a user to scroll more to reach the bottom records but if a user does not find this helpful, he/she can stay with the normal paged mode of viewing.

*The screenshot below shows the button which triggers between the two viewing modes available.*



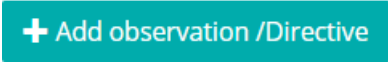
## iii. EXPORTING THE FINDINGS/DIRECTIVES REPORTS.

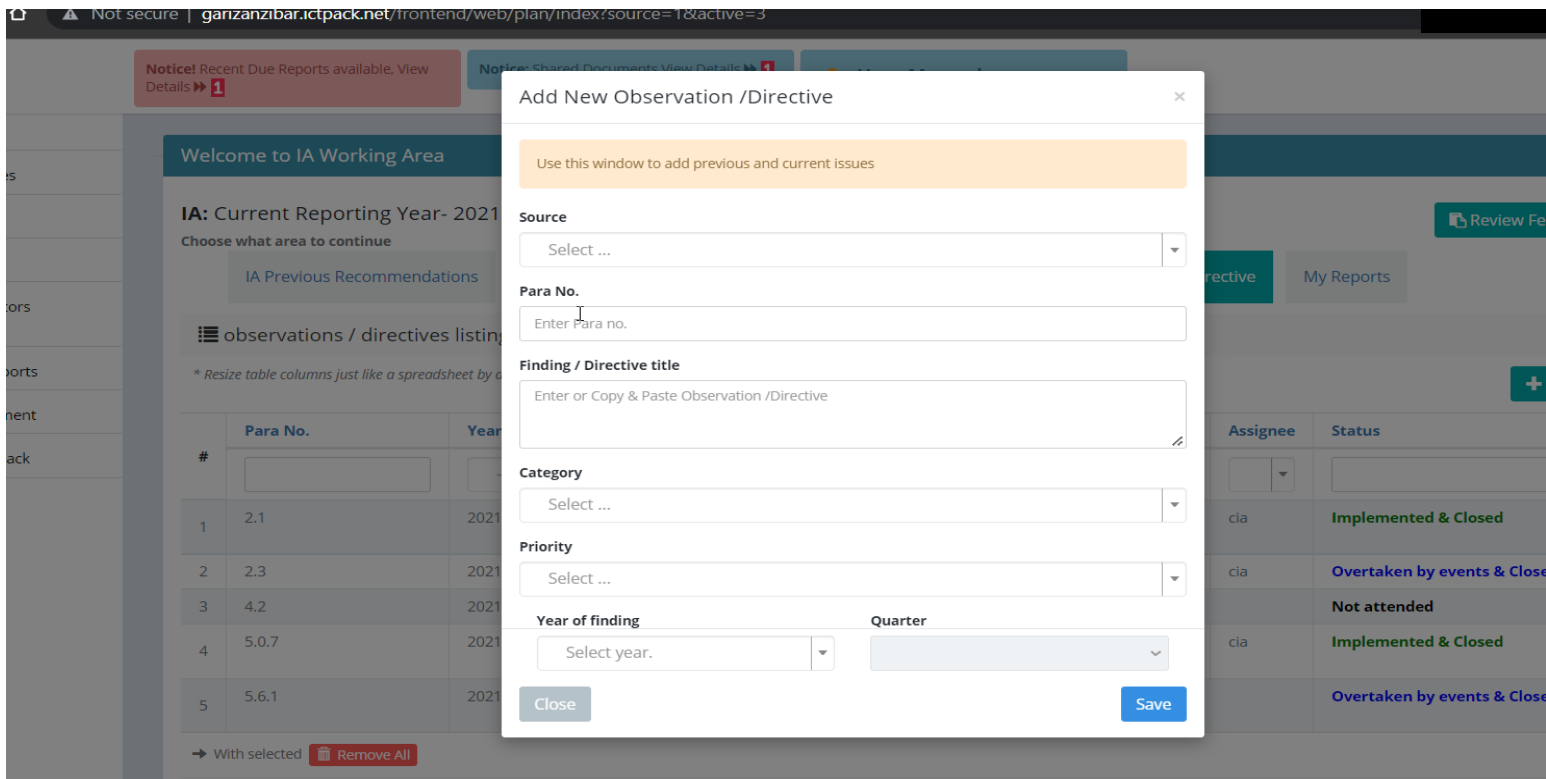
The records displayed can also be exported for some offline use or printing. To export simply locate the EXPORT button and click on it, select the format in which you wish your exported records to be into and then your file will be downloaded.



## iv. HOW TO ADD OBSERVATIONS/DIRECTIVES.

This will apply to the users with the permission to add observations/directives into the system, therefore if your account has those permissions, the following are the steps to follow,

- a. Click the button 
- b. The following page will pop up,



The screenshot shows a web application interface with a modal window titled "Add New Observation /Directive". The modal contains the following fields and controls:

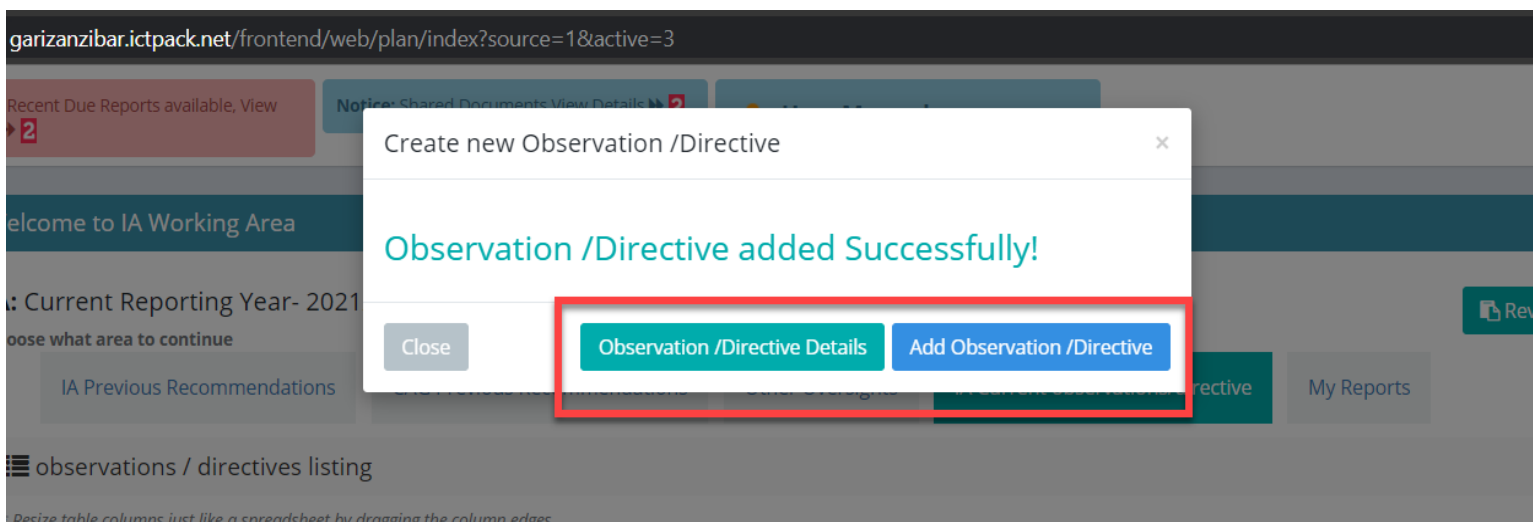
- Source:** A dropdown menu with "Select ..." as the placeholder.
- Para No.:** A text input field with "Enter Para no." as the placeholder.
- Finding / Directive title:** A text input field with "Enter or Copy & Paste Observation /Directive" as the placeholder.
- Category:** A dropdown menu with "Select ..." as the placeholder.
- Priority:** A dropdown menu with "Select ..." as the placeholder.
- Year of finding:** A dropdown menu with "Select year." as the placeholder.
- Quarter:** A dropdown menu.
- Buttons:** "Close" and "Save".

In the background, a table titled "observations / directives listing" is visible, showing columns for "#", "Para No.", and "Year". The table contains five rows of data:

#	Para No.	Year
1	2.1	2021
2	2.3	2021
3	4.2	2021
4	5.0.7	2021
5	5.6.1	2021

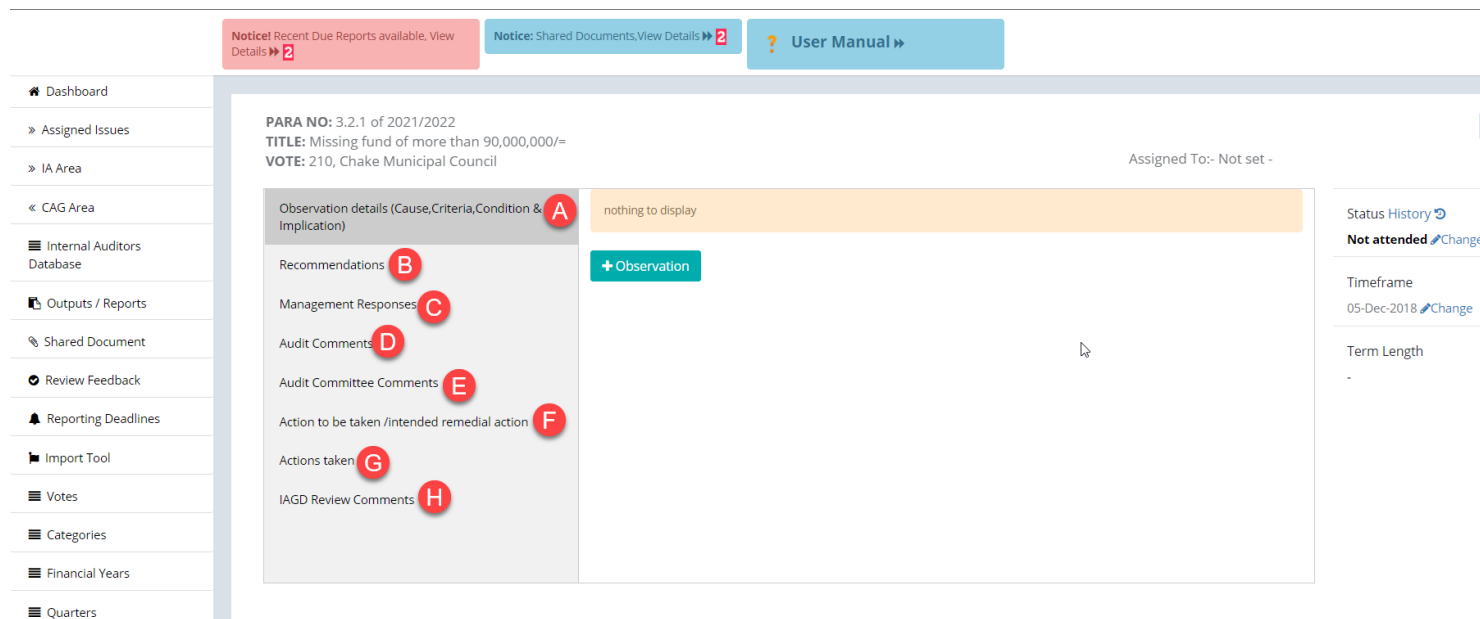
Add all the details needed for the new observation including the source, Para No., Title of the finding/Directive, category, Priority of the finding and the Year.

- c. After you are done click the "Save" button.
- d. The following page will pop next,



The screenshot shows the same web application interface, but the modal window now displays a success message: "Observation /Directive added Successfully!". Below the message, there are three buttons: "Close", "Observation /Directive Details", and "Add Observation /Directive". The "Observation /Directive Details" and "Add Observation /Directive" buttons are highlighted with a red rectangle.

And you can choose to continue creating more observations or add more details for the observation you have just created. If you choose to add more details about the observation the following will show up,

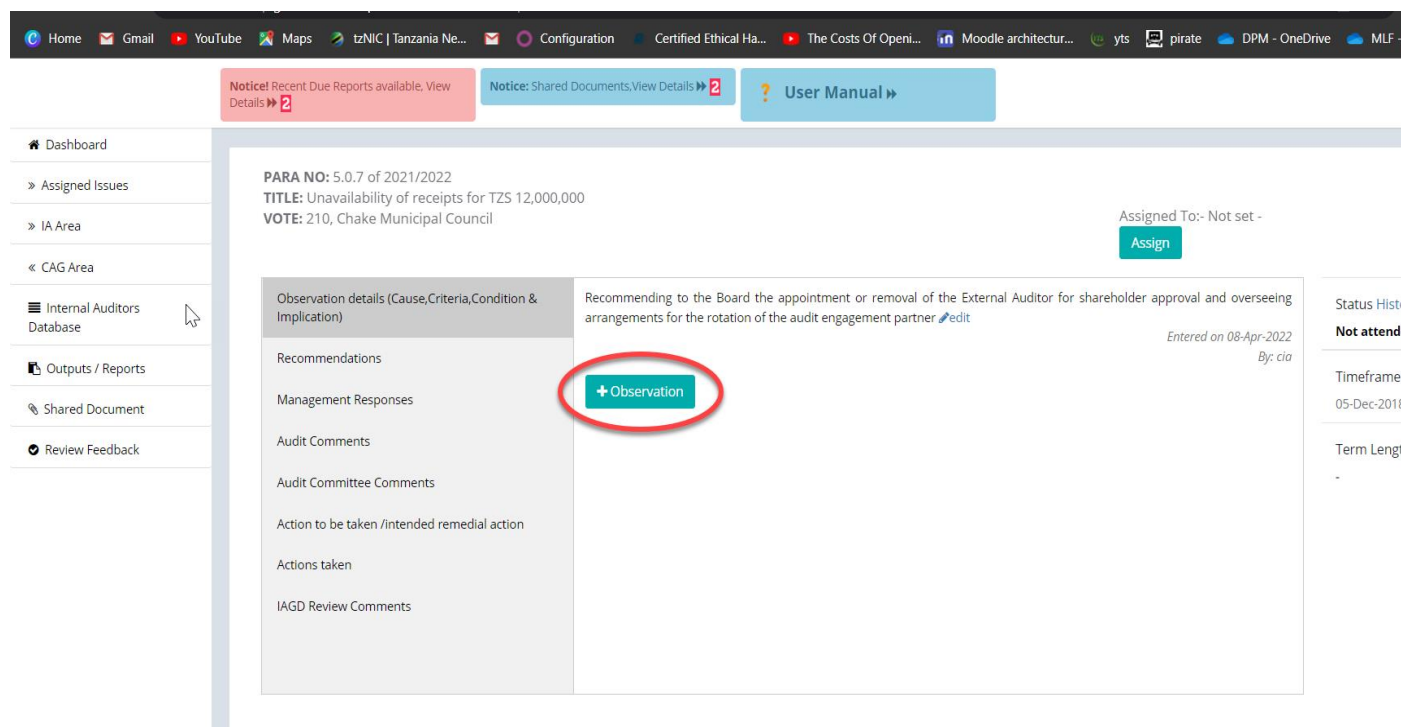


**NOTE:** You can add details for an observation/directive in any of these stages shown above according to your account permissions and if you are “assigned” to work on that observation.

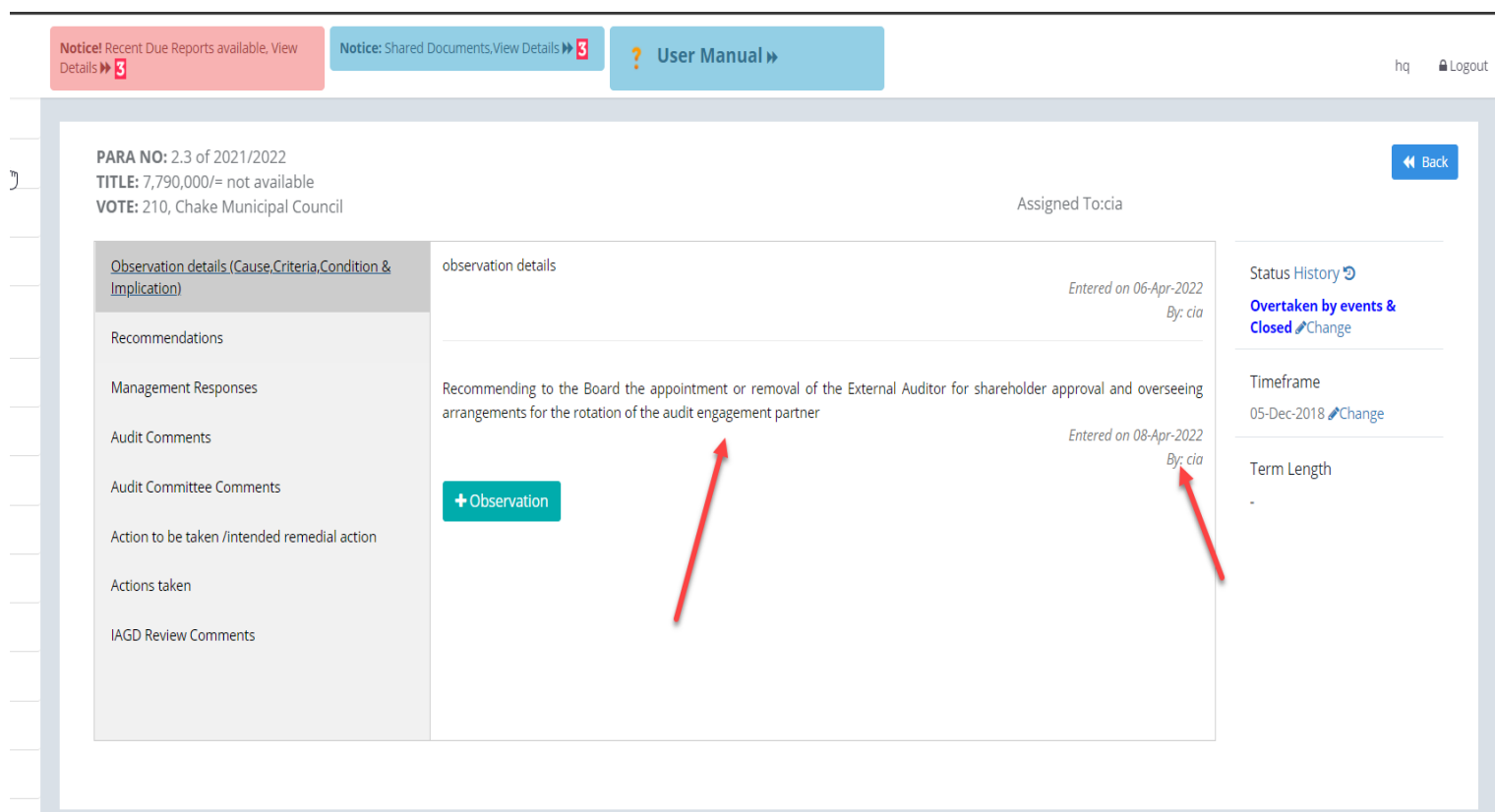
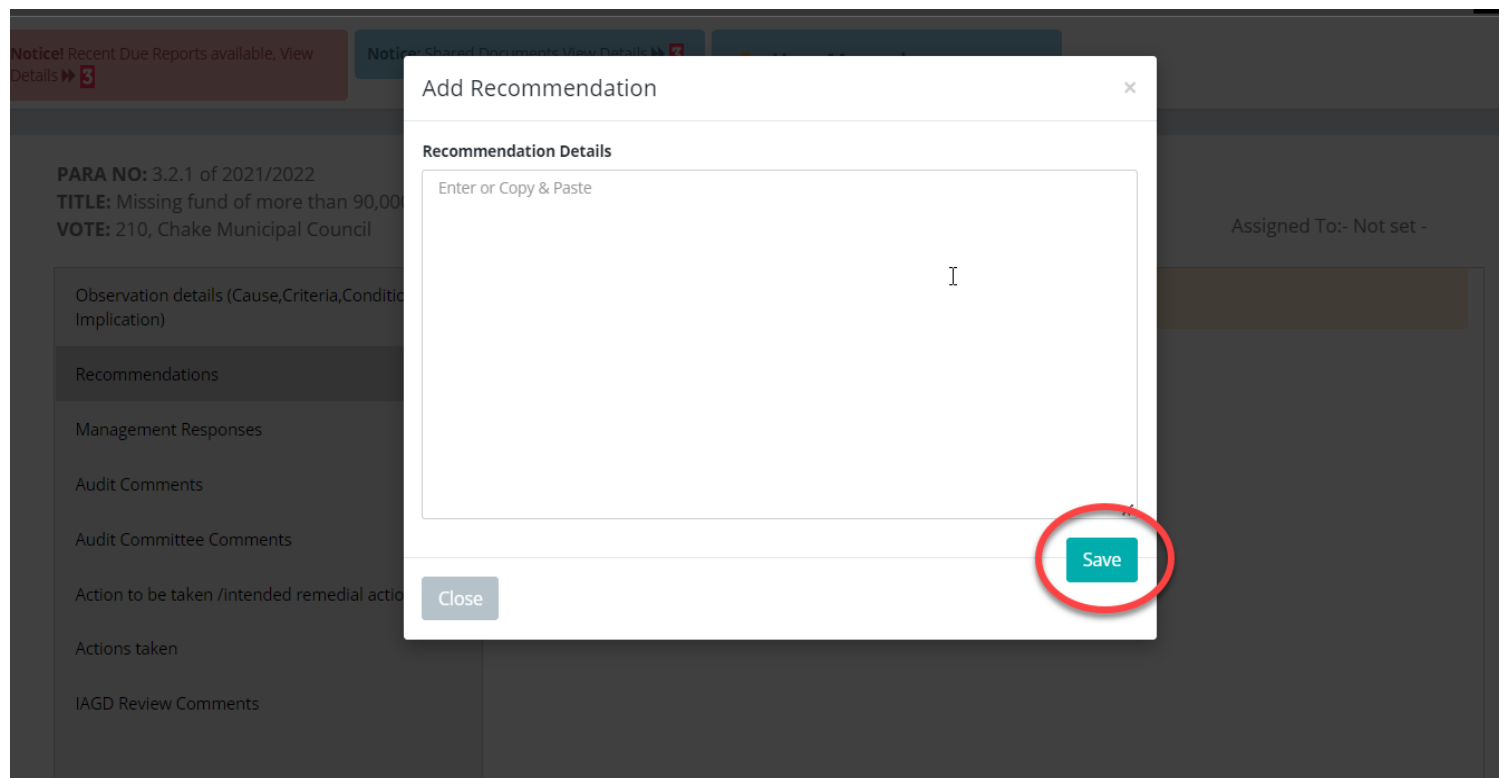
## A. Observation details

In this stage you can enter or copy and paste observation details as shown in the observation/directive report, and thereafter you can click the “Save” button to save the details.

*The screenshots below illustrate this procedure*







After you click "Save" the details of the observation/directive will be recorded and the system is going to record which user has performed that input. As indicated in the screenshot above.

## B. Recommendations

In this section you can add by entering an observation recommendation as shown in the observation/directive report, and thereafter you can click the “Save” button to save the recommendations.

*The screenshots below illustrate this procedure*

The screenshot displays a web application interface for viewing an observation report. At the top, there are three notification banners: a red one for 'Recent Due Reports', a blue one for 'Shared Documents', and a blue one for 'User Manual'. On the left is a sidebar menu with options like 'Dashboard', 'Assigned Issues', 'IA Area', 'CAG Area', 'Internal Auditors Database', 'Outputs / Reports', 'Shared Document', and 'Review Feedback'. The main content area shows report details for 'PARA NO: 5.0.7 of 2021/2022', 'TITLE: Unavailability of receipts for TZS 12,000,000', and 'VOTE: 210, Chake Municipal Council'. It includes an 'Assigned To' field with an 'Assign' button. A table-like structure on the right lists various sections: 'Observation details', 'Recommendations' (highlighted with a red circle and a '+ Recommendation' button), 'Management Responses', 'Audit Comments', 'Audit Committee Comments', 'Action to be taken', 'Actions taken', and 'IAGD Review Comments'. The 'Recommendations' section contains the text: 'Recommending to the Board the appointment or removal of the External Auditor for shareholder approval and overseeing arrangements for the rotation of the audit engagement partner'. It also shows 'Entered on 08-Apr-2022' and 'By: cia'.

This screenshot shows a modal window titled 'Add Recommendation' overlaid on the main report interface. The modal has a 'Recommendation Details' section with a large text area labeled 'Enter or Copy & Paste'. At the bottom of the modal are two buttons: 'Close' and 'Save'. The background shows the same report details as the previous screenshot, but with a darker overlay.



Notice! Recent Due Reports available, View Details ▶ 3

Notice! Shared Documents, View Details ▶ 2

User Manual ▶

PARA NO: 2.3 of 2021/2022

TITLE: 7,790,000/= not available

VOTE: 210, Chake Municipal Council

Observation details (Cause,Criteria,Condition & Implication)

Recommendations

Management Responses

Audit Comments

Audit Committee Comments

Action to be taken /intended remedial action

Actions taken

IAGD Review Comments

Assigned To:cia

Status History

Overtaken Closed ✎

Timeframe

05-Dec-201

Term Length

-

Add Management Response

Response Descriptions

Enter or Copy & Paste

Close

Save

Notice! Recent Due Reports available, View Details ▶ 2

Notice: Shared Documents, View Details ▶ 2

User Manual ▶

PARA NO: 2.3 of 2021/2022

TITLE: 7,790,000/= not available

VOTE: 210, Chake Municipal Council

Observation details (Cause,Criteria,Condition & Implication)

Recommendations

Management Responses

Audit Comments

Audit Committee Comments

Action to be taken /intended remedial action

Actions taken

IAGD Review Comments

Assigned To:cia

Recommendation to the Board the appointment or removal of the External Auditor for shareholder approval and overseeing arrangements for the rotation of the audit engagement partner ✎edit

Entered on 13-Apr-2022

By: John Doe

+ Management Response

After you click "Save", the management response will be recorded, and the system is going to record which user has performed that input. As indicated in the screenshot above.

## D. Audit Comments

In this section you can add audit comments in an observation/directive, and thereafter you can click the "Save" button to save the recommendations.

*The screenshots below illustrate this procedure*

The screenshot displays the 'Audit Plan View' for a specific observation. The left sidebar contains navigation links: Dashboard, Assigned Issues, IA Area, CAG Area, Internal Auditors Database, Outputs / Reports, Shared Document, and Review Feedback. The main content area shows the following details:

- PARA NO:** 5.0.7 of 2021/2022
- TITLE:** Unavailability of receipts for TZS 12,000,000
- VOTE:** 210, Chake Municipal Council
- Assigned To:** Not set - [Assign](#)

The 'Observation details (Cause, Criteria, Condition & Implication)' section contains the text: 'Recommending to the Board the appointment or removal of the External Auditor for shareholder approval and overseeing arrangements for the rotation of the audit engagement partner'. Below this, the 'Audit Comments' section is highlighted, and a red circle is drawn around the '+ Audit Comment' button. Other sections include 'Recommendations', 'Management Responses', 'Audit Committee Comments', 'Action to be taken /intended remedial action', 'Actions taken', and 'IAGD Review Comments'. The right sidebar shows 'Status History' (Not attended), 'Timeframe' (05-Dec-2018), and 'Term Length'.

The screenshot shows the 'Add Audit Comment' modal dialog. The dialog has a title bar with a close button. The main content area is titled 'Audit Comments Details' and contains a large text input field with the placeholder text 'Enter or Copy & Paste'. A red circle is drawn around the 'Save' button at the bottom right of the dialog. The background shows the same audit plan view as the previous screenshot, but it is dimmed.

**PARA NO:** 2.3 of 2021/2022

**TITLE:** 7,790,000/= not available

**VOTE:** 210, Chake Municipal Council

Assigned To:cia

[◀ Back](#)

Observation details (Cause,Criteria,Condition & Implication)	Recommending to the Board the appointment or removal of the External Auditor for shareholder approval and overseeing arrangements for the rotation of the audit engagement partner <a href="#">✎Edit</a>
Recommendations	
Management Responses	
<b>Audit Comments</b>	
Audit Committee Comments	
Action to be taken /intended remedial action	
Actions taken	
IAGD Review Comments	

+ Audit Comment
↑

*Entered on 13-Apr-2022  
By: John Doe*
↑

Status History [🔍](#)

Overtaken by events & Closed [✎Change](#)

---

Timeframe

05-Dec-2018 [✎Change](#)

---

Term Length

-

After you click "Save", the comments will be recorded, and the system is going to record which user has performed that input. As indicated in the screenshot above.

## E. Audit Committee Comments

In this section a representative from the committee can add comments in an observation/directive, and thereafter you can click the "Save" button to save the recommendations.

#### F. Action to be taken/intended remedial action

In this section you can add the actions taken upon a given observation/directive, and thereafter you can click the "Save" button to save the actions entered.

### G. Action taken

You can add actions taken in this section if your account has permissions and if you are assigned to do so. Once an action is added to an observation/directive then its status will change to "In progress".

## H. IAGD Review Comments

Here you can add a review on the actions taken upon an observation/directive if your account has been given permissions to do so.

## v. OBSERVATION/DIRECTIVE STATUS AND TIMEFRAME.

Look at the screenshot below

Notice! Recent Due Reports available. View Details » 2

Notice: Shared Documents.View Details » 2

User Manual »

hq Logout

PARA NO: 4.2 of 2021/2022  
TITLE: Missing fund of more than 4,000,000/=  
VOTE: 210, Chake Municipal Council

Assigned To:- Not set -

Observation details (Cause, Criteria, Condition & Implication)

Recommendations

Management Responses

Audit Comments

Audit Committee Comments

Action to be taken /intended remedial action

Actions taken

IAGD Review Comments

Receiving and considering the External Auditor's annual independence declaration to be provided to the Board.  
Entered on 08-Apr-2022  
By: sheila

c  
Entered on 08-Apr-2022  
By: sheila

t  
Entered on 08-Apr-2022  
By: sheila

v  
Entered on 08-Apr-2022  
By: sheila

Back

Status History

Not attended Change

Timeframe  
05-Dec-2018 Change

Term Length  
-

**Note:** This section contains the status history and where you can change the status of an observation and an option to change the time frame of an observation. Once an observation is entered in the system, its status reads as "Not attended" and thereafter the status changes to "In progress" after user has entered actions taken on that observation. There after the user can change statuses of the directive according to the actions taken. To change the status of an observation, click "change" and choose the status.

See the screenshots below

Back

Assigned To:- Not set -

to the Board.  
Entered on 08-Apr-2022  
By: sheila

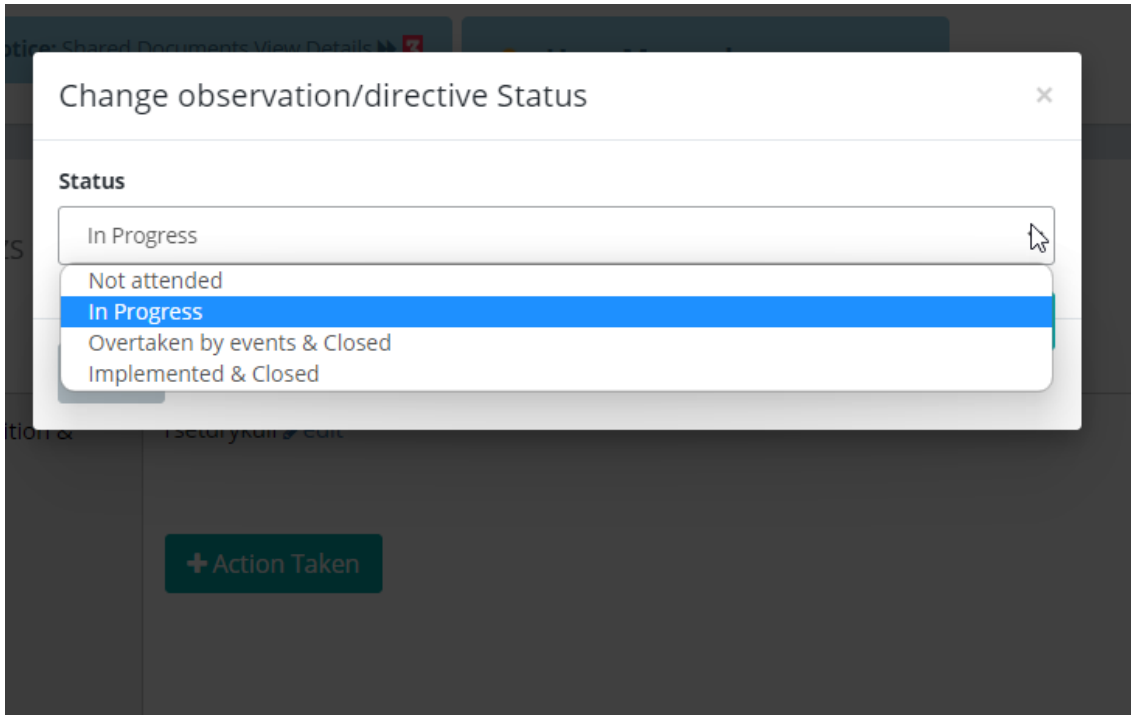
Entered on 08-Apr-2022  
By: sheila

Status History

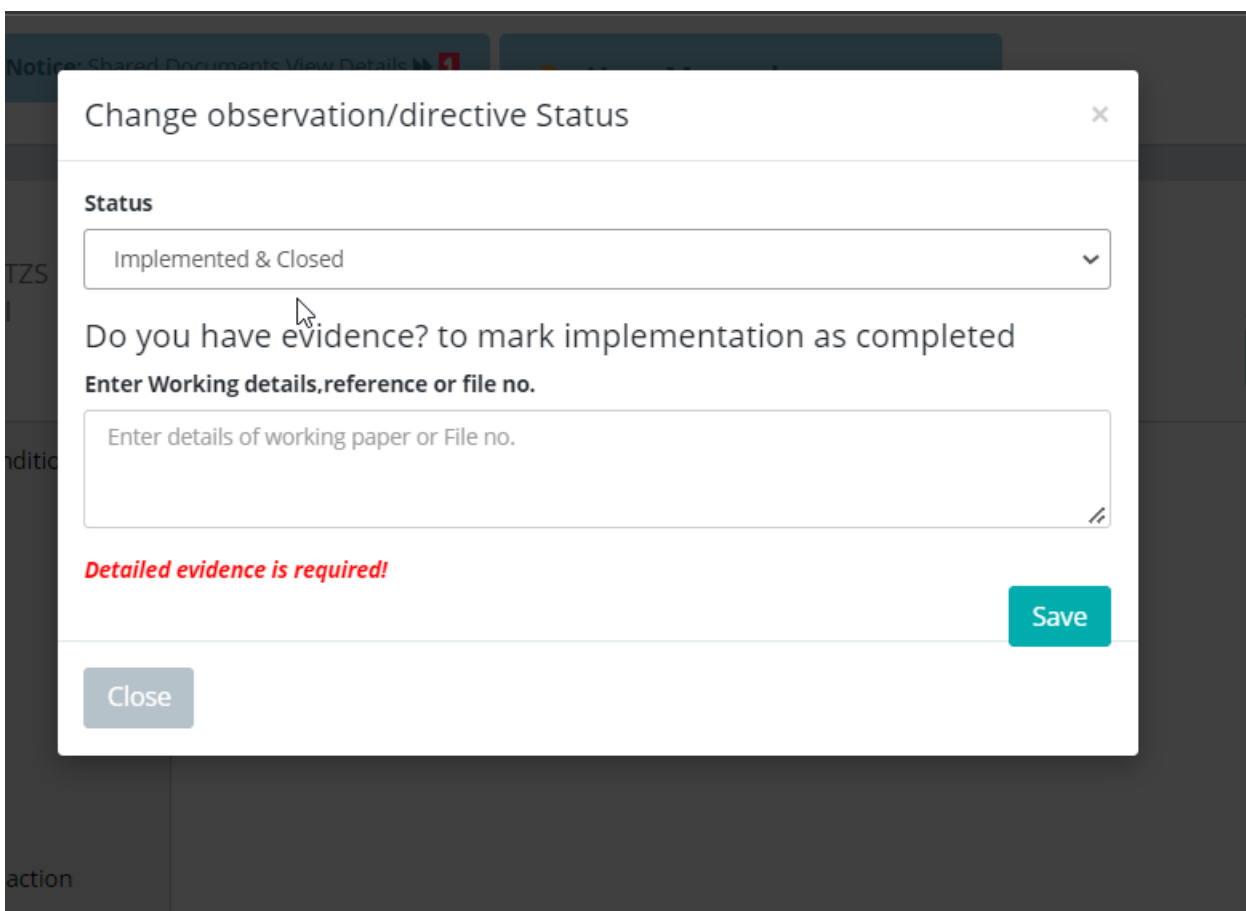
Not attended Change

Timeframe  
05-Dec-2018 Change

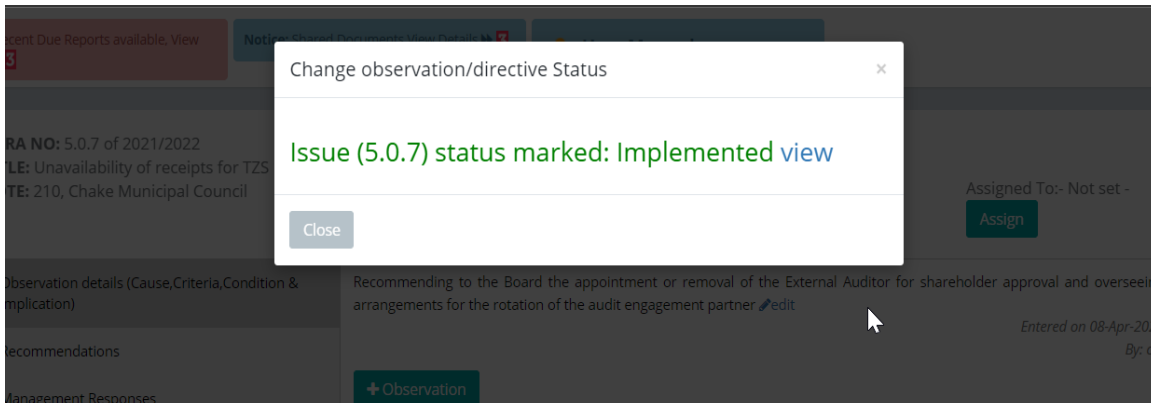
Term Length  
-



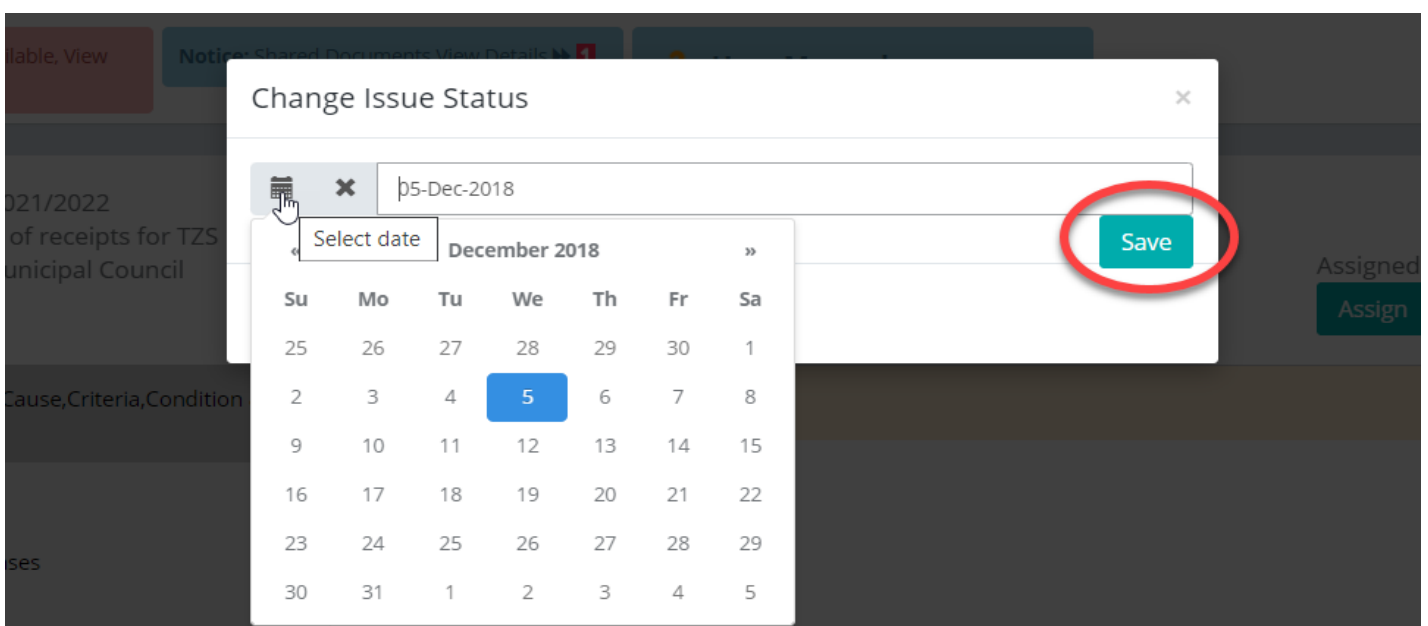
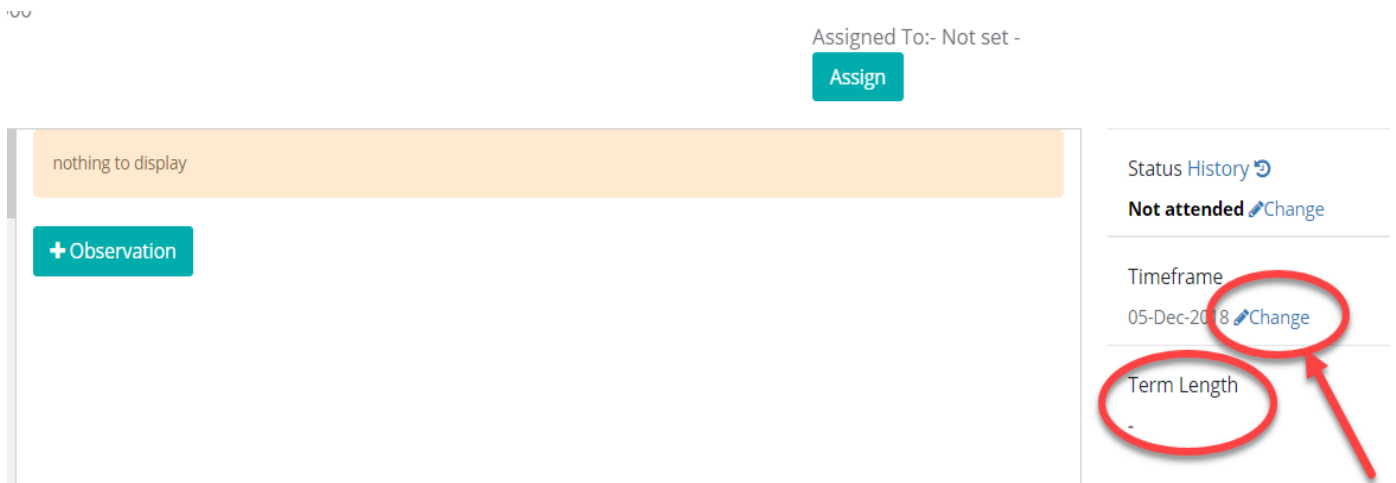
If you choose the status "implemented & closed" the system will prompt you to provide evidence to mark the observation as complete, after you provide the evidence click "Save" to complete the action.








A user can also change the time frame for the observation/directive, and this can be achieved as follows. Click "change" and choose the date you want and thereafter click "Save" to complete this process.



After this process is done, the time frame status will change to either Short, Medium, or Long according to the dates you have set, as shown in the screenshot below.

Timeframe  
05-Jun-2025 [Change](#)




---

Term Length  
**LONG** 

**vi. ASSIGNMENT OF OBSERVATION/DIRECTIVE TO A USER.**

A user can assign another user to work on observation/directive, according to the permissions given to that user's account. To achieve this a user will click on the "Assign" button, search for the username of the user you want to assign the click "Assign User" to complete this process.

*Refer to the screenshots below.*

Recent Due Reports available. View  [Notice: Shared Documents.View Details](#)  [User Manual](#) 

---

ARA NO: 3.4.0 of 2021/2022  
ITLE: Unavailability of receipts for TZS 12,000,000  
OTE: 210, Chake Municipal Council

Assigned To:- Not set -  
[Assign](#)

nothing to display

[+ Observation](#)

Observation details (Cause,Criteria,Condition & Implication)

Recommendations

Management Responses

Audit Comments

Audit Committee Comments

Statu



Not

Time

05-Ju

Term

LON

[Notice: Recent Due Reports available. View Details](#)  [Notice: Shared Documents.View Details](#) 

PARA NO: 3.4.0 of  
TITLE: Unavailability  
VOTE: 210, Chake

Observation detail (Implication)

Recommendations

Management Responses

Audit Comments

Audit Committee Comments

Action to be taken /intended remedial action

Assign

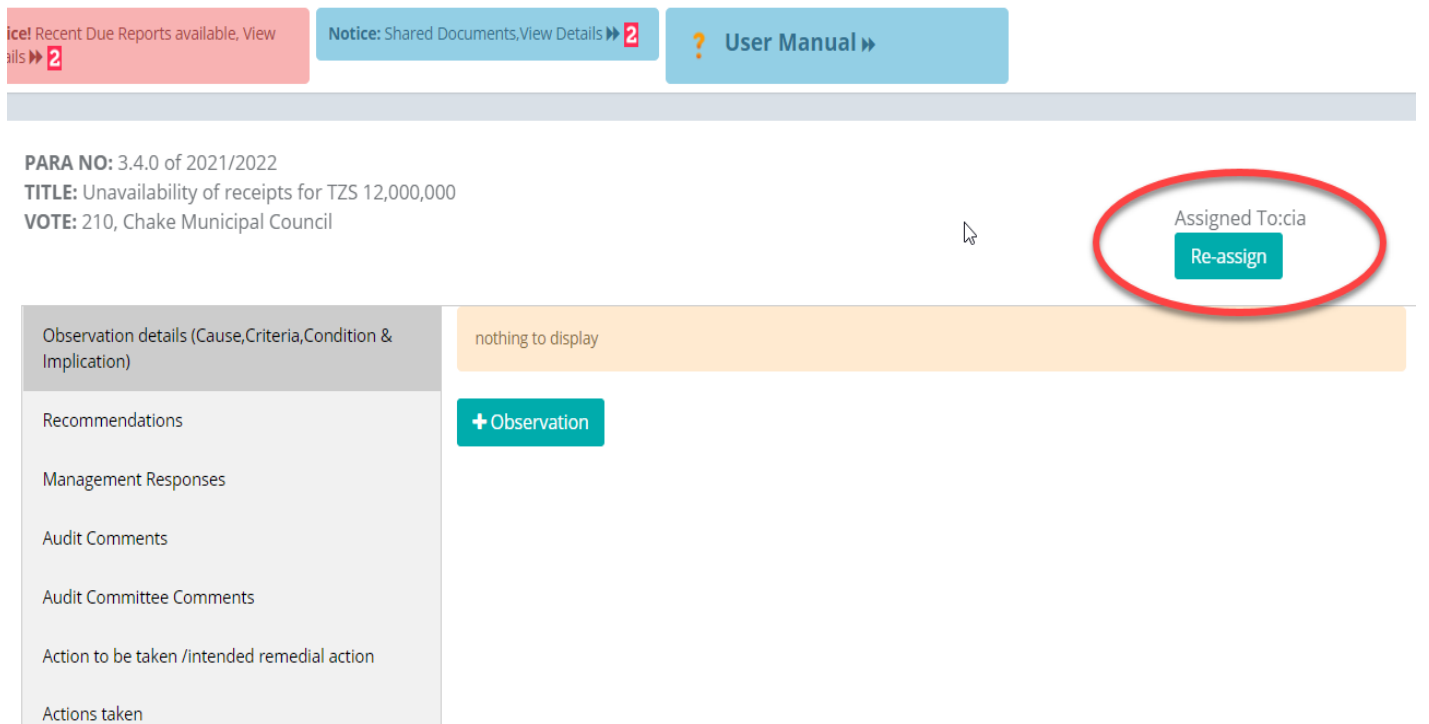
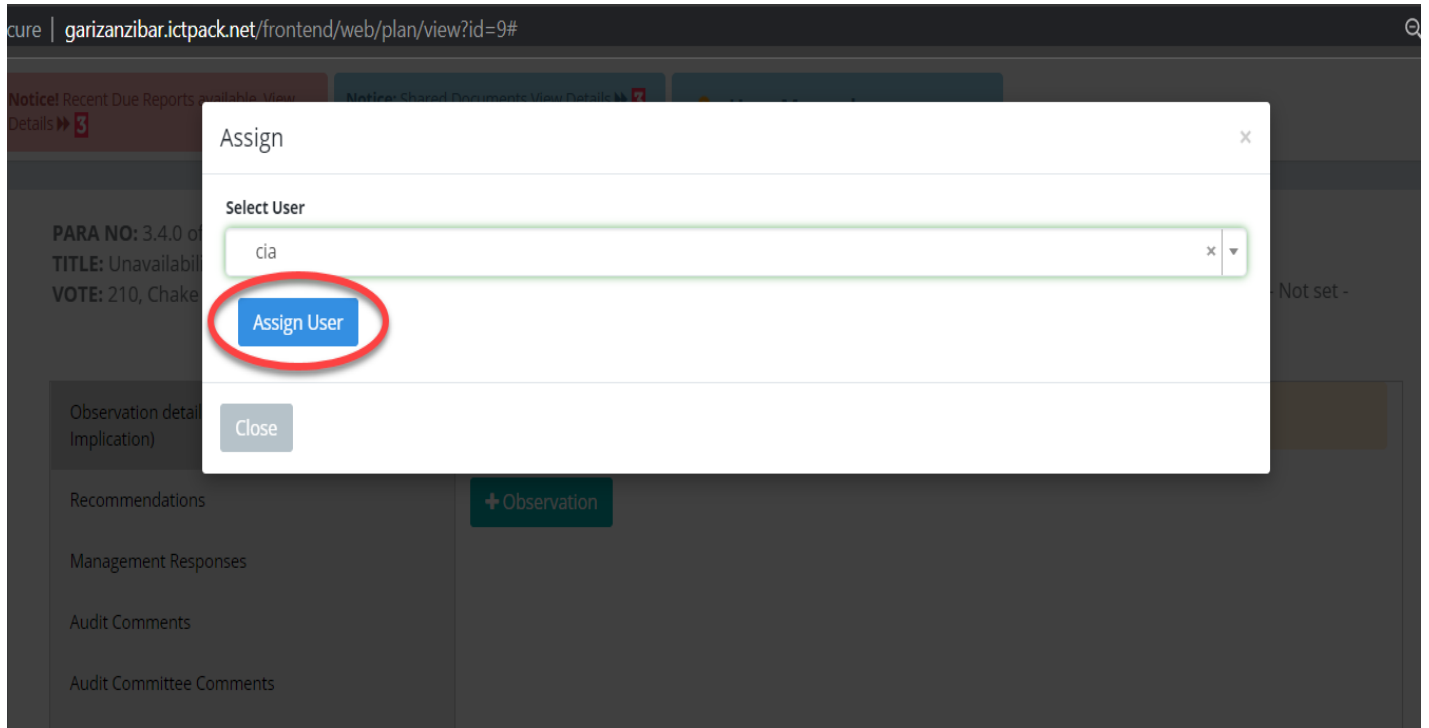
Select User

Please enter 2 or more characters

[Close](#)

[+ Observation](#)

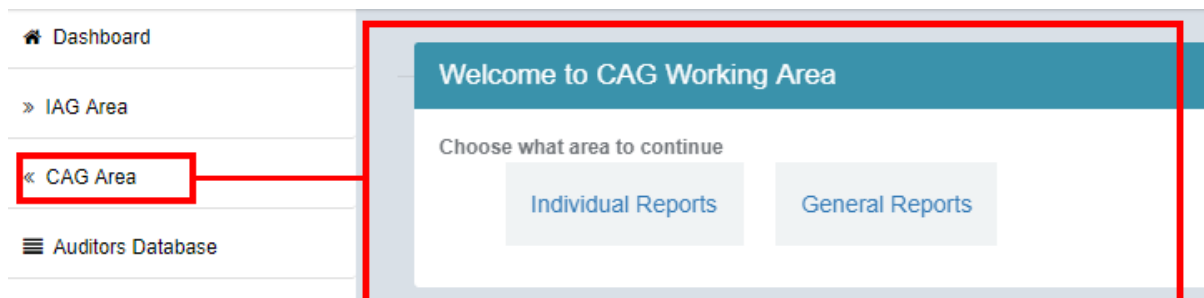
Not set-



### 4.3. CAG AREA

The CAG area will display all the issues and recommendations provided by the CAG based on a certain vote. Depending on what information is needed, a user will have two options to select from: **INDIVIDUAL AND GENERAL REPORTS.**

*Screenshot on the CAG Area.*



- i. **Individual Reports:** Here a user will be able to see the **CAG Previous Recommendations** based on his assigned vote and the **CAG Current Issues** also based on the user's assigned vote.

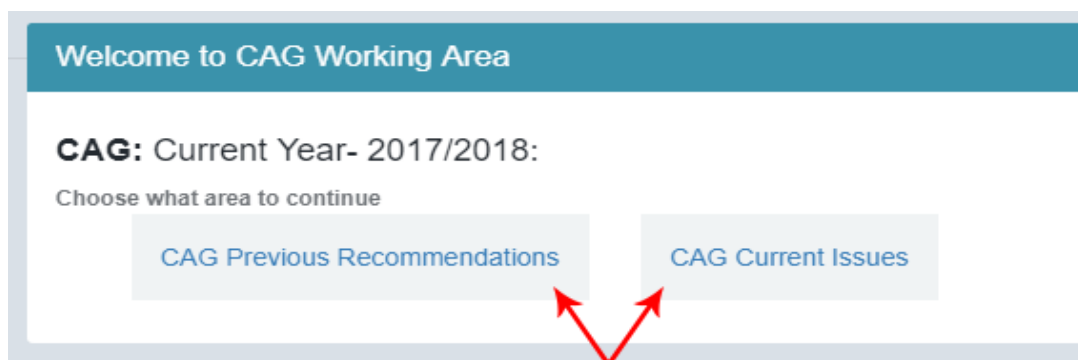
To access these, simply click on the “**individual reports**” button and you will be presented with another set of option for you to choose.

*See the screenshot below.*



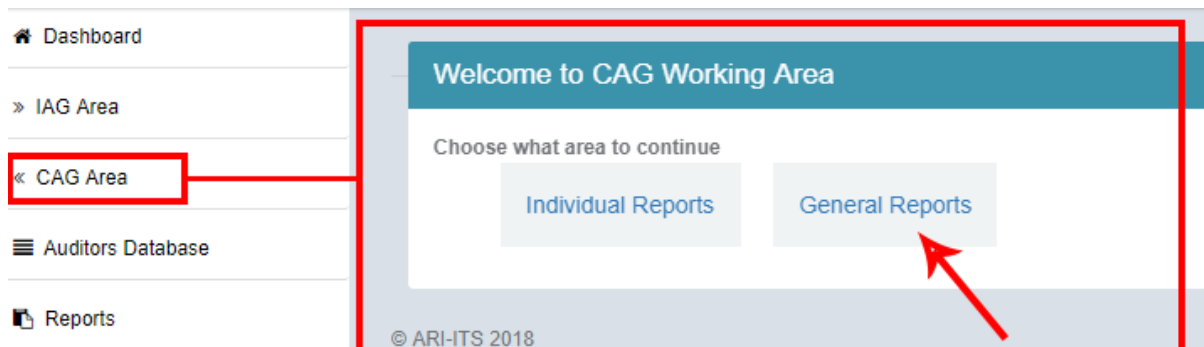
Select what option you would like to continue with, the system will bring the information right away.

*See the screenshot below.*



- ii. **General Reports:** This section contains all the reports related to the CAG. A user can filter what type of report is needed then it can be downloaded.

*Screenshot showing how to reach the reports from the CAG Area.*



There are some actions possible on this page such as to **export the list of reports displayed on the page.**

To achieve this Simply find the export button located on the right-hand side of the page as seen on the screenshot below then select a format in which you would like your file to be into, confirm to your selection and the file shall be downloaded.

*See the screenshot below.*

Notice! Recent Due Reports available, View Details » 2

Notice: Shared Documents, View Details » 2

User Manual »

hq Logout

General Reports

Upload Report

Reports uploaded

Total 2 items.

\* Resize table columns just like a spreadsheet by dragging the column edges.

Filters

Type of Report

-- select --

Financial Year

-- select --

Local Government	2017/2018	Download
Public Authority & Other Bodies	2017/2018	Download

Export Button

Page

Export Page Data

Excel

PDF

Export Formats

© GARI-ITS 2022

**REMEMBER**, clicking on the “**download**” button on a certain report will result into downloading that one report only and “**exporting**” will download a list of all reports listed in the page.

#### 4.4. AUDITOR'S DATABASE

The auditor's database is where you find details of all auditors inserted in the system.

The details will include their name, contact details and the assigned votes.

*Screenshot showing the view of the auditor's database.*

#	Full Name	Gender	Phone Number	Email	Vote	Title Position	Actions
1	Abdallah A Mpambayage	Male	0754 616 149	pupambayage@yahoo.com	Geita Town Council	IA	
2	Abdulkarim Ally Hamis	Male	0713 459 092	abx23@yahoo.com	Ministry of Finance and Planning	IA-1	
3	Abel Mlewa	Male	0763 149 214 / 0655 149 211	(not set)	Capital Development Authority	IA	
4	Abraham G Missangs	Male	0786 350 725	sarah.zakayo@yahoo.com	Rungwe District	DIA	
5	Absalom D Mwakipunda	Male	0755 882 625	mwakipuwanda@yahoo.com	Attorney General's Office	IA-1	
6	Absalom Obeth	Male	0755 882 625	(not set)	Attorney General's Office	IA	
7	Abdul Nywele	Male	0718 686 884	ngwele54@gmail.com	The National Service	SO	
8	Adam Noor	Male	0764 111 400	(not set)	Kibondo District	DIA	
9	Adamu C Mambwe	Male	0766 766 465	mambweadamu49@gmail.com	Ulunga District	(not set)	

From the Auditor's database there are some actions that can be performed but below are some highlights on the basic things a user can do on this page.

- A user can filter the list of the auditors based on their details to ease up the search.
- A user can click on the view button to view more details upon a selected auditor.
- Only authorized users can add the auditors to the database.
- Only authorized users can delete auditors from the database.

##### i. ADDING A NEW AUDITOR

Bear in mind that this action requires some certain permissions to complete. If you have that then follow the steps below:

- a. Click on the green ADD button located on the right-hand side of the

page. As seen on the screenshot above on arrow no.1.

- b. Fill in all the details on the given form and when finished click on the word **SAVE**.
- c. Some fields are necessary to fill, these are highlighted in red when they are left empty, it is still a good practice to fill all the details.
- d. Take your time and be careful not to enter the wrong information.

*Screenshot showing how to add the new auditor.*


The screenshot shows a web application interface for managing internal auditors. A modal window titled "Create new Internal Auditor" is open, displaying a form with the following fields:

- First Name (text input)
- Middle Name (text input)
- Last Name (text input)
- Gender (dropdown menu, currently showing "Male")
- Phone Number (text input)
- Email (text input)
- Highest Education Qualification (dropdown menu, currently showing "Select ...")
- Professional Qualification (text input)
- Vote (dropdown menu, currently showing "Select ...")
- Title Position (dropdown menu, currently showing "Select ...")
- Appointment Date (text input with a calendar icon)

At the bottom of the form, there are two buttons: "Close" and "Save". The "Save" button is highlighted with a red circle.

## ii. EDIT OR UPDATING THE EXISTING AUDITOR DETAILS

The system allows for some changes to be made on the existing auditors. This also requires an account with necessary permissions to accomplish the task. If you have that follow the few steps below:

- a. First, you will need to be on the auditor's database which can be opened from the navigation panel.
- b. From the list of the auditors, select the auditor you wish to edit and click on the update icon  on its right-hand side. Remember you can search or filter to easily locate your auditor.
- c. You will be displayed with a screen with records of the auditor that you intended to edit.
- d. Make some changes and then click on **SAVE** when you are done.

*Find the screenshot below.*

Update Auditor #1

First Name	Shaibu	Middle Name	Shaban
Last Name	Hamis	Gender	Male
Phone Number	0789896548	Email	shaibu@gmail.com
Highest Education Qualification	Masters	Professional Qualification	CPA
Appointment			
Vote	Chake Municipal Council - 210	Title Position	Select ...
Check No	4567	Appointment Date	

Close Save

### iii. VIEW MORE ON AUDITOR

Viewing an auditor allows for a user to have a full look of all details on a selected auditor.


A user will have to click on the view  icon and then the details will prompt up.

When a user is done looking at the details, a close button can be used to end the activity.

**TIP:** You can also find a quick edit while viewing an auditor thus you don't have to go back to the full list and click on the edit icon. Just from the viewing screen you can find the edit button below on the right-hand side. Make your changes and click save to finish your task.

### iv. DELETING AN AUDITOR

This is a crucial action and cannot be easily undone, proceed with caution and if you are sure of what you are about to do.

To delete an auditor, locate the delete icon , click on it and you will be prompted to confirm the deletion process. Click yes to finish up the delete or click cancel if you decide to quit the process.

*Screenshot showing the delete prompt.*

Are you sure?

Are you sure want to delete this item

Cancel OK



## v. SOME IMPORTANT REMINDERS ON THE AUDITOR'S DATABASE

- a. A user can export the auditor's list.
- b. A user can trigger the view mode to either multiple pages with limited view of records or just one page with all the records in one place however this last mode will require a user to scroll so much to reach the bottom records. It can also be helpful to use this one-page method when you wish to export a list of records all in one place.
- c. Exporting is also available as found on the other page

## 4.5. OUTPUT / REPORTS

This is the page for all reports, it explains itself as all the titles in it are using the language based on how the real scenario is.

The screenshot displays the 'Outputs / Reports' section of the GARI-ITS 2022 system. The sidebar on the left includes navigation links: Dashboard, Assigned Issues, IA Area, CAG Area, Internal Auditors Database, **Outputs / Reports** (highlighted with a red box), Shared Document, Review Feedback, Reporting Deadlines, Import Tool, Votes, Categories, Financial Years, Quarters, and Sources. The main content area, titled 'Comprehensive Reports', features a section 'Choose what type of report' with ten report categories, each with a PDF icon and a filter option:

- Find Issue (HOJA) Progress**: Search for issue by para, directive, get progress report
- Issues (HOJA) implemented But Waiting for CAG verification**: Choose to filter by Vote or category.
- Issues (HOJA) Not implemented**: Choose to filter by Source or Vote
- Issues (HOJA) Implemented and closed**: Choose to filter by Source, vote and years.
- Reports Not Submitted by votes**: Choose to filter by financial years or type of reports.
- Reports Submitted by Votes**: Choose to filter by financial years or type of reports.
- Reports Not reviewed by HQ officers in last 60 past days**: Get all votes not reviewed in 60 past days
- Unattended Votes by IA , at Vote level in 60 past days**: All Votes not attended for the past 60 days at Vote
- Registered Votes and categorized**: Filter votes by categories: Ministries, Agencies, Regions & Departments
- Registered Auditors**: All auditors, filter by gender, vote or Title Position.

At the bottom left of the main content area, the text '© GARI-ITS 2022' is visible.

## 4.6. SHARED DOCUMENTS

The shared documents are those files and attachments uploaded to the system. Any user can download these files.

*The screenshot below shows the appearance of the shared documents.*

Shared Documents

Share Documents

Shared Documents listing Showing 1-4 of 4 items.

\* Resize table columns just like a spreadsheet by dragging the column edges.

#	Document Name		Published on	Published	Edit
1	QAIP Procedures Manual 15 Dec 2012	Download	15-Feb-2018	Yes	Edit
2	MDA MANUAL MoF 4TH VERSION 09 SEPTEMBER 2013	Download	15-Feb-2018	Yes	Edit
3	Finance act 2010	Download	15-Feb-2018	Yes	Edit
4	AC GUIDELINES FINAL	Download	15-Feb-2018	Yes	Edit

### i. Uploading or Sharing a New Document

To upload a document, user will have to follow some few steps below:

- A user will have to be on the shared document menu first.
- Then a user will have to locate and click on the **Share Documents** button.



- Then you will be sent to a page where you will have to choose the file to upload, enter the name for the file and select whether the file will be published immediately or not.
- When every step is done, you will have to click on **Upload Now** as this will share your file.

*Screenshot supporting the above matter.*

Upload Shared Documents

Back

Document to Upload

Choose File No file chosen

Document Name

Publish

Yes

Upload Now

**Note:** Published are those files which can be seen by every user and unpublished will only be visible to the owner and the permitted users only. Unpublish a document when you don't want it to be seen or when it is not required anymore.

## ii. Some important Notes on the shared documents

- The edit option seen in the earlier screenshot is only available to the user who uploaded the document.
- The edit function provides ability to publish or unpublish the document only and not otherwise.
- The unpublished documents are not deleted, they will just not be seen by other users.
- You cannot permanently delete the file once it is uploaded so be wise during the upload procedure.
- Published documents are meant to be seen by users.
- You can download the file to keep it offline in case you worry it might get unpublished.
- You can filter or search the shared documents by using the document names, publicationdate and publication status.

## 4.7. REVIEW FEEDBACK

This section contains the review feedbacks made from the headquarter. Users will be able to view and download the feedbacks based on their assigned votes.

*The screenshot on how the review feedback looks like.*

Dashboard

» IAG Area

« CAG Area

Auditors Database

Reports

Shared Document

**Review Feedback**

Reporting Deadlines

Import Tool

### Review Feedback

[Upload Review](#)

#### Reviews listing

Showing 1-1 of 1 item.


\* Resize table columns just like a spreadsheet by dragging the column edges.

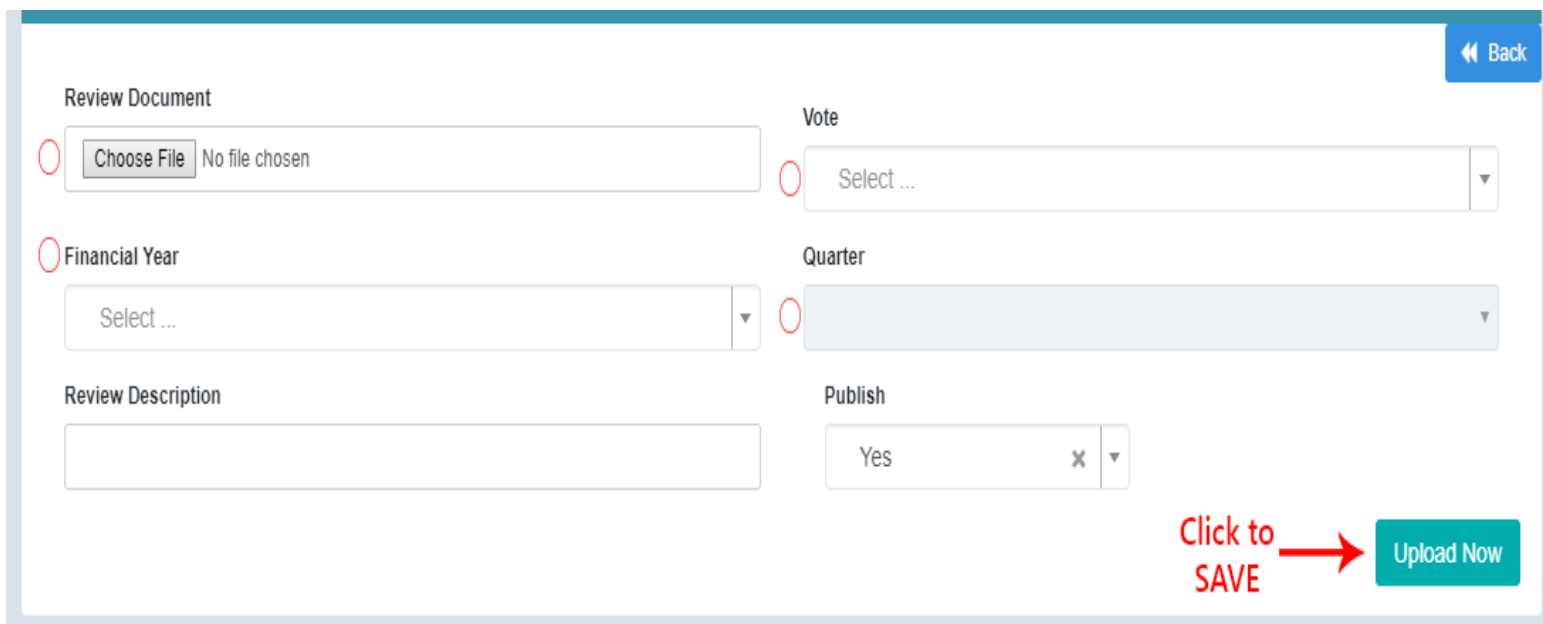
#	Vote	Financial Year			Created At	Published	
1	Public Serv Recruit Secretarie	2017/2018	Quarter: Q1	<a href="#">Download</a>	01-Jan-1970	Yes	<a href="#">Edit</a>

## HOW TO UPLOAD A REVIEW FEEDBACK.

**NOTE:** This Part covers the headquarter users only. For normal users they will only be able to view what the headquarter have reviewed.

To upload a review, follow the following steps:

- a. On the Review Feedback menu, locate the Upload Review button .  
Then click on it. 
- b. You will be presented with a form where you will be able to choose or attach a review document, select its associated vote, financial year, quarter, description, and publication status.



The screenshot shows a web form for uploading a review. It includes a 'Back' button in the top right corner. The form has the following fields:

- Review Document:** A file selection area with a 'Choose File' button and the text 'No file chosen'.
- Vote:** A dropdown menu with 'Select ...' as the current selection.
- Financial Year:** A dropdown menu with 'Select ...' as the current selection.
- Quarter:** A dropdown menu that is currently empty.
- Review Description:** A text input field.
- Publish:** A dropdown menu with 'Yes' selected.
- Upload Now:** A teal button at the bottom right, indicated by a red arrow and the text 'Click to SAVE'.

- c. When you are finished with the form, don't forget to click on "Upload Now" to save and finish up the process.

**Important Note:** The published status means that the document will be visible to everyone with permissions to see it. Unpublished means that the document will not be visible to others.

Remember that you cannot delete the uploaded document thus you can just use the unpublish to remove the document so that no other user will be able to see it.

Publish and unpublishing is allowed on the user who uploads the document and the administrator.

## 4.8. REPORTING DEADLINES

The reporting deadlines are the notices for when the report submissions will start, end and their respective dates of publications based on the financial year respectively.

*A screenshot showing how the Reporting Deadlines looks.*

Dashboard

» IAG Area

« CAG Area

Auditors Database

Reports

Shared Document

Review Feedback

**Reporting Deadlines**

Import Tool

Votes

**Report Notices listing** Showing 1-7 of 7 items.

\* Resize table columns just like a spreadsheet by dragging the column edges.

**Controls Buttons** → + ↺ 🔍 📄

		Report Type	Start Reporting Date	End Publishing	Report Deadline	Financial Year		Actions
	#	-- select --				-- select --		
	1	Annual Internal Audit Report	25-Jul-2018	03-Oct-2018	29-Aug-2018	2017/2018		👁️ ✎️ 🗑️
	2	Annual Internal Audit Plan	25-Jul-2018	03-Oct-2018	29-Aug-2018	2017/2018		👁️ ✎️ 🗑️
	3	Annual Audit Committee Report	25-Jul-2018	03-Oct-2018	29-Aug-2018	2017/2018		👁️ ✎️ 🗑️
	4	Quarter Report	15-Jul-2018	13-Aug-2018	29-Jul-2018	2017/2018	Quarter: Q4	👁️ ✎️ 🗑️
	5	Quarter Report	15-Apr-2018	13-May-2018	29-Apr-2018	2017/2018	Quarter: Q3	👁️ ✎️ 🗑️
	6	Quarter Report	16-Jan-2018	12-Feb-2018	30-Jan-2018	2017/2018	Quarter: Q2	👁️ ✎️ 🗑️

This part allows for users to find, search, and see full details on the report submissions and deadlines

## 4.9. VOTES

All the votes are found and managed here. Only administrative accounts can manage the votes.

Upon clicking on Votes on the navigation panel, you will be presented with a list of all votes in the systems.

As seen in the screenshot below:

**Votes listing** Showing 1-20 of 440 items.

\* Resize table columns just like a spreadsheet by dragging the column edges.

Search Box

Control Buttons

Filter by Category

#	Vote No#	Name	Category	Actions
1	23	Accountant General's Dept	-	
2	X7	Admin. Dev. Edu & Mgt Agency	-	
3	43	Agri. , Food Security & Co-op	-	
4	TR69	Agricul.Mechani. & Rural Techn.	-	
5	TR65	Agricultural Inputs Trust Fund	-	
6	TR103	Agricultural Seed Agency	-	
7	91	Anti-Drug Commission	-	
8	X5	Architect Quantity Reg Board	-	
9	X4	Ardhi Institute Morogoro	-	
10	TR06	Ardhi Institute Morogoro	-	

### IMPORTANT NOTES ON VOTES:

- A normal user does not have permissions to manage votes.
- Votes are managed only by accounts with administrative permissions.
- Votes can be viewed based on the filters included. (Vote number, vote name and category)

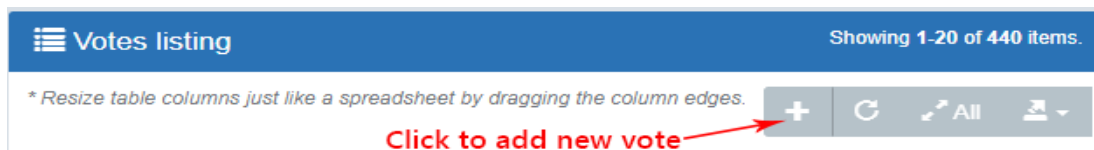
#### i. **ADDING A NEW VOTE (Administrators only).**

As mentioned before, this action can be done with an administrative account.

Follow the steps below to create a new vote:

- Locate the ADD button on the control buttons at the right-hand side of the page.

See the screenshot below.



Click on it and you will be displayed with a form to fill in the details for the new vote.

Refer to the screenshot below:

Create new Vote ✕

Vote No#

Name


Category

Select ...

Close Save

- b. Fill in all the details I.e., the vote no, the vote name and category. Then click on **SAVE**. As seen on the screenshot above.

## ii. VIEWING A VOTE (Administrators)

To view a vote is simple displaying all the details for that specific vote. This can be accomplished by clicking on the view  icon on the right-hand side of the vote you wish to view.

For administrators, they can also find the edit ability from the viewing screen.

*See the screenshot below.*

Vote #16 ×



ID	16
Vote No#	23
Name	Accountant General's Dept
Category	(not set)

Click to make changes

## iii. EDITING AN EXISTING VOTE (Administrators only)

To edit an existing vote can be done through the previous procedure but the following steps will reach you to the same goal:

- a. Locate the edit icon on the same line as the vote intended to be edited.

4	TR69	Agricul.Mechani.& Rural Techn.	  
---	------	--------------------------------	---

- b. Click on it and then you will find the form where you can make some changes on the vote.

Update Vote #390 ×

Vote No#


Name

Category

- c. Make your changes and click on SAVE to finish. As seen on the screenshot above.

#### iv. **DELETING A VOTE (Administrators only)**

To delete an existing vote, you need to locate the delete button, click it, and then confirm deletion of the vote

1	201	Zanzibar City Council	LOCAL GOVERNMENT	Directed to submit report	
2	202	Urban Municipal Council	LOCAL GOVERNMENT	Directed to submit report	