



User Quick Start

Data Center Security Review · for the review team · from signing in to the findings

1 Sign in

- Open the address your audit lead gave you, such as `http://audit-pc:3000/1/data-center/`, in Edge, Chrome, Firefox or Safari. Phones and tablets work too.
- Type your real name: it signs every answer you save. Then the sign-on password from your audit lead.
- Three wrong passwords block your computer for 15 minutes. Sessions last 12 hours (§2.3, §2.5).

2 Find your way around

- **Introduction:** the overview and instructions. **Plan:** the controls to test. **Findings:** the report. **Project:** progress. **Admin:** for the audit lead (§3.2). **Dark mode** is next to Sign out.
- Work the categories you were assigned, so two people don't test the same control.

3 Test a control

- The **Plan** tab opens on the controls not yet answered. Filter by category, risk or type, or search by ID, words or framework reference (§5.2).
- Open a control and read it, its suggested **test procedure** and the evidence to request. Then perform the test.

4 Answer it

- ✓ **Confirmed** if the control is in place and operating, ✗ **No** if it is not (this creates an exception), **N/A** if it doesn't apply. The answer saves at once (§5.5).
- Write the comment as a full sentence: what you examined, what you found, and for N/A why. **Save comment** or `Ctrl + Enter` (§5.6).

5 Attach the evidence

- Below the answer, **Upload Evidence** or drop files onto the control: documents, screenshots, photos, exports, up to 25 MB each (§5.9).
- Name files so a reader can tell what they are, such as `Badge reader config export 2026-10-12.pdf`. Remove only a file uploaded by mistake.

6 Work as a team

- Answers and evidence others save appear on your screen within seconds, without reloading (§5.8).
- The panel shows who last answered a control and when. To change an answer, open the control and choose again, or use **Edit** on the Findings tab (§5.7).

7 Read the findings

- **Findings** builds the statements of fact, the exceptions with their risk, and the recommendations from the answers as you go (chapter 6).
- Filter by risk to review high-risk exceptions first. **Copy report as text** pastes into a Word report or working papers.

8 Track progress and finish

- **Project** shows progress by category and the work calendar of the days the review was worked on (§7.1).
- Save any tab with the **PDF**, **Word** or **Export CSV** button for the working papers (chapter 8). Sign out when you're done (§2.6).

HANDY TO KNOW

Move through the list



Save the comment



Back to the list or Findings



Open one control directly

add `#PH-05` to the review's address

Remove an answer

select it again, or **Clear answer** Open a tab directly

`#plan` · `#facts` · `#project`

Can't sign in or see the review

Ask your audit lead: the sign-on password, the review's address, or a 15-minute block (User Manual, chapter 12)

§ numbers refer to the User Manual: **Open the User Manual** on the Project tab. Don't share the sign-on password outside the review team.
Help: support@autoq-ai.com · AutoQ-AI.com.