

ACE – Audit & Certification Engine

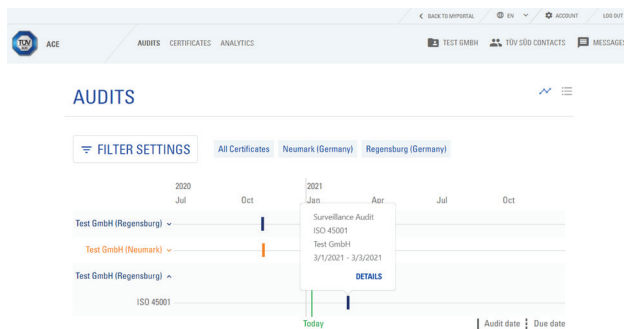
Quick Reference Guide



TÜV SÜD in Singapore

Welcome to **ACE – Audit & Certification Engine**, your one-stop solution for managing audits, certificates and analysis. This Quick Reference Guide highlights the main features of the ACE portal.

- Find important information about all audits
- Keep track of your upcoming audit dates
- Keep your information up to date
- Manage all certificates in one place
- Analyse findings from your past audits and display data by diagrams
- View synopsis of each site
- Subscribe or unsubscribe to messages regarding your audits, certificates, findings, or data changes

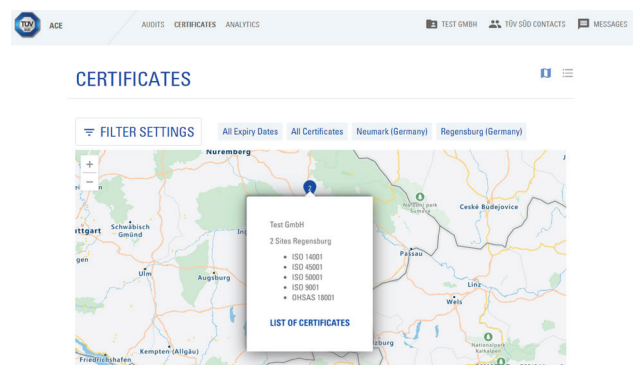


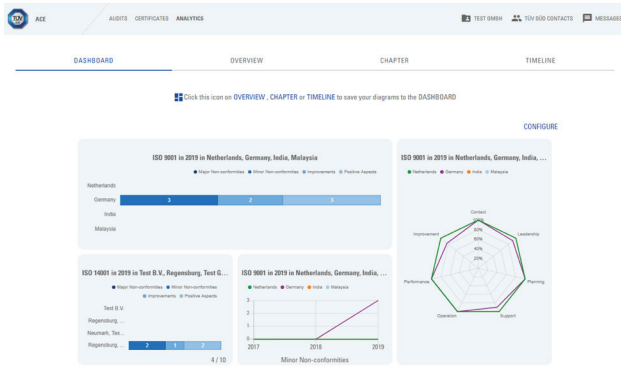
Audits

- Show upcoming audits by site.
- Find your audits by filtering by date, standard or location.
- Switch between a graphic timeline and a more detailed list view to examine your audits.
- Click on a marker in the timeline to show the most important information about an audit.
- Follow the “Details” link for further information about an audit.
- Download PDFs for the Audit Plan, Audit Report and Action List, as soon as they become available on the audit detail page. You can also export calendar events for the audit date and the certificate expiration date.

Certificates

- Switch between an overview map and a more detailed list view to see your certificate locations.
- Click on a map marker to show sites and which certificates each location has.
- The “List of Certificates” link brings you to the list view, which contains only the sites of the location you have selected.
- The “Details” link in the list view shows you detailed information about a specific certificate.
- Download a PDF of the certificate and a JPEG of the certificate badge for online use.





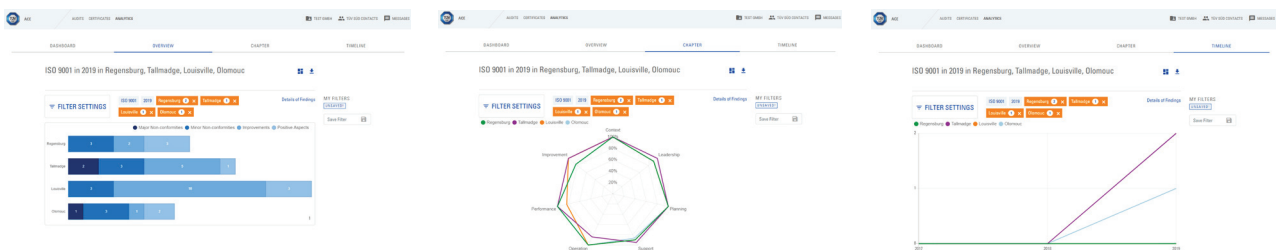
Analytics

This feature uses various diagrams to analyse findings from past audits and to compare findings from different sites with each other.

Important diagrams can be pinned to the Dashboard for quick access. You can arrange your Dashboard by adding, moving, resizing and deleting diagrams according to your needs.

Customise your individual diagrams and save your filter settings. You will also find three preconfigured filter settings under "Popular Filters". You can export the data as a CSV file.

When you click on the link "Details of Findings", a list with detailed information about each finding will appear. You can also download the Action List.



Overview

The Overview diagram shows the number and classification of findings of a specific certification area and audit by location in a bar chart.

Chapter

The Chapter diagram is a spider chart that displays the number of findings in different chapters of an audit.

Timeline

In the Timeline diagram, it shows the number of findings of past audits.

Filter Settings Menu & Location Filter

The Audits, Certificates and Analytics features all use the same Filter Settings menu.

You can filter certificates by expiration date, certification area and location. A "location" can either be a specific client or all sites in one city or country.

In the Analytics feature, you can use the filter settings to customise diagrams. You can select individual clients, cities or countries. You can also combine any of these options into one location filter.

Close the Filter Settings menu after submitting, if you prefer a larger view of the map, list or chart.

You can unselect filters by clicking the blue filter boxes, even if the Filter Settings menu is closed.

The screenshot shows the 'FILTER SETTINGS' menu with the following options:

- YEAR:** 2021, 2020, 2019 (selected)
- CERTIFICATION AREA:** ISO 9001 (selected), ISO 14001, ISO 50001, ISO 45001, DIN EN ISO 9001, IATF 16949, Audit Services
- LOCATION:** Regensburg, Tallmadge, Louisville, Olomouc (all selected)
- Search Location:** Search Location
- COUNTRY:** All, Louisville (USA) (selected), Neumark (Germany), Nijmegen (Netherlands), Nilai, Negeri Sembilan (Malaysia), Olomouc (Czech Republic) (selected), Regensburg (Germany) (selected), Sibiu (Romania), Tallmadge (USA) (selected), Tamil Nadu (India)
- Location Filter Name:** [Text input field]
- Buttons:** APPLY, RESET

The resulting bar chart shows findings for Regensburg (3), Tallmadge (2), Louisville (10), and Olomouc (1).