OLD DOMINION UNIVERSITY
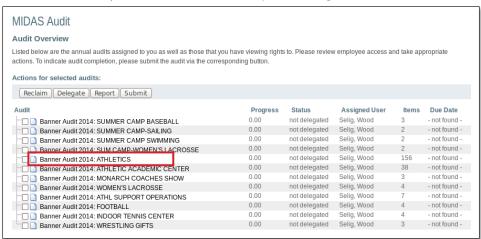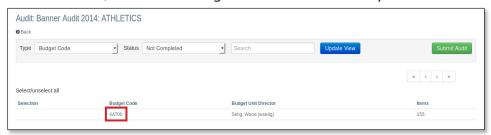IDEA FUSION

1. Log into MIDAS – https://midas.odu.edu

2. Click **Management > Audit**.
   Or, if you were Delegated an Audit, click the notice link.

3. Select the Audit you would like to start processing.

4. The default view for Audit Items is by Budget Code. You also have the option of viewing them by Person or Right. *(The order from this point of the walkthrough will change depending on the view type you choose but the process is the same)*. Select the budget code to view the People to be audited.
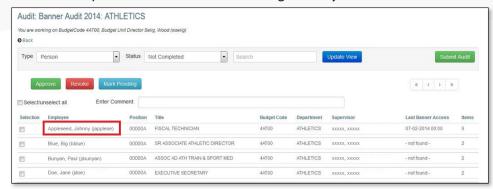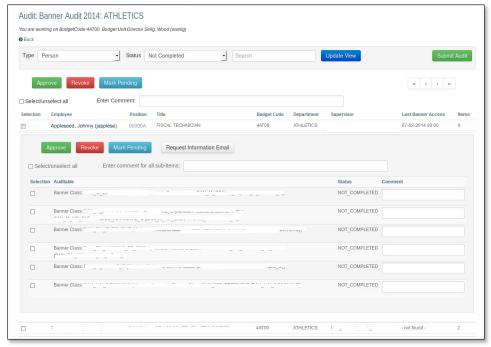
5. Click on the person's name to view the rights they have.

6. Check the box beside each right you wish to process, enter a comment and choose **Approve**, **Revoke** or Request Information and **Mark Pending**.

7. Once you have processed all Audit Items for an Audit, you can click **Submit Audit** which will mark it complete. This action makes the audit read-only for you and marks it as ready to be worked on by the account managers.