



Audit Intelligence Suite

Benchmark | Assess | Survey



The data gathered in the Audit Intelligence Suite (AIS) is housed in a secure environment. If you would like additional information regarding our confidentiality and security policies, please email AIS@theiaa.org.

Access and Profile

Establishing Your Organization Profile

If your organization is new to the AIS, you must establish an organization profile, which must be validated by IIA administrators prior to beginning any part of the suite.

1. Use this link to access the [Audit Intelligence Suite](#).
2. Required information includes:
 - Organization name
 - Organization web address
 - Full name
 - Job title
 - Address
 - City
 - State/Province
 - Postal code
 - Country
 - Phone
 - Work email (*This system does not accept personal emails.*)
3. Select industries and sub-industries applicable to your organization.
This data is critical to ensure accurate representation among the different industries and sub-industries. Please review ALL industries and sub-industries and select ALL the groups that apply to your organization. A list can be found and printed on [The AIS webpage](#).
4. Include your region, fiscal year-end, and preferred language.
5. Enter your work email as your username and a password.
Consider using entries that can be easily passed on to an organizational successor. All password information is encrypted upon receipt, so please write it down. In the event you forget your password, click on the "I forgot my password" link for instructions.
6. Submit the profile for IIA validation and acceptance.

Next steps:

1. Please allow a 24-hour turnaround (excluding weekends) upon submission for administrators to validate the organization profile.
2. You will receive an email from AIS@theiaa.org when your organization profile has been validated.

Editing Your Organization Profile	Once your organization profile is validated in the Audit Intelligence Suite, you may only modify your contact information. Other updates can only be made by AIS administrators. Please complete and submit the electronic update form .
Changing or Retrieving Your Password	Update your account password by clicking on the “I forgot my password” link on the login homepage at Audit Intelligence Suite .
Service Providers	Service provider access to the Audit Intelligence Suite is limited compared with participants. Service providers may order Benchmarking Reports or request a Benchmarking Site License Agreement. Please contact AIS@theiia.org for more information or visit our Audit Intelligence Suite Service Provider page .

Benchmarking System Questionnaire and Report Ordering

<p>Completing the Questionnaire</p>	<p>Once your organization profile is validated, you may begin entering your responses.</p>
<p>Before You Start</p>	<p>Please review the following instructions carefully before beginning the questionnaire.</p> <ul style="list-style-type: none"> • All data must encompass a 12-month period for the fiscal year-end covered by the current year survey. (As an example, the 2019 Questionnaire is for fiscal year-ends from 12/31/2018 through 11/30/2019.) • Many questions ask for numeric values. If you do not have the information or if it is not applicable to your organization, please enter zero (0) as all fields are required to be completed before the system allows you to submit information. • Please ensure that you enter <i>full dollar amounts</i> where applicable rather than abbreviating amounts in thousands or other measures (e.g., \$1,000 rather than \$1k). • A questionnaire may not be submitted until it is free of errors. This will be evident within each section as well as on the summary page. A line of red text will appear at the top of each page with errors along with a description. The summary page features a column that will add up errors present in each section. • Upon completing a questionnaire section, select "Save," and then "Mark Complete."
<p>Summary Screen</p>	<p>Hyperlinks to sections within the questionnaire are available on the left-hand side of your screen. The main summary table includes these sections:</p> <ul style="list-style-type: none"> • <i>Questionnaire/Form</i>: Represents the various sections within the questionnaire. • <i>Completed Fields</i>: Represents the total number of fields completed in each section. Please note that fields are "data fields," not questions. • <i>Total Fields</i>: Represents the total number of fields present within that section. • <i>Percent Complete</i>: Divides the number of completed fields into the total fields available, indicating the percentage completion of each section. Please note, 100% of the fields are not required to submit the questionnaire unless specifically indicated on a given page. • <i>Mark Complete</i>: Each section requires you to manually check each section as "Mark Complete" and will show in the summary screen as being true or false. • <i>Warnings and Errors</i>: The questionnaire has validations built into avoiding inaccurate data. Any errors or warnings will be highlighted on the summary page and described in detail within each section. All warning and error messages must be addressed before the data can be successfully submitted.

Ordering Your Benchmarking Report

Ordering reports are separate and distinct from the completion of the Benchmarking Questionnaire. Generic Benchmarking Report(s) may be ordered any time after your profile has been accepted; Tailored Benchmarking Report(s) may be ordered any time after your data submission has been accepted.

Key items to note for ordering and downloading reports

- Reports may only be ordered by accessing the Benchmarking System and selecting "Go to Reports."
- A listing of available reports will be displayed with a description and price. The only difference between the Generic Benchmarking Report and the Tailored Benchmarking Report is that with the Generic Report type, you do not submit your organization's data. Therefore, there is no dataset on each page representing your organization.
- If you plan to order multiple reports, you must submit an order for each additional report. When ordering a report, you will be prompted to select the report parameters (e.g., industry, region, audit staff size). Please note that the criteria you select will bring up one of two responses. You will either see a green checkmark "✔" icon stating that the criteria you selected is statistically significant and you can proceed. A red "✘" icon signifies that we are currently unable to create a statistically significant report. Therefore, you will need to select another criterion or try ordering at a later date.
- You will be prompted through the order process for payment information. All credit card payments are processed through Authorize.net payment gateway service.
- Once the payment is processed, an order receipt will be emailed to the email address provided on the payment information screen. You will not receive any additional receipts from The IIA. The only exception is with a payment selection of wire transfer. You will then receive a formal IIA invoice requesting payment.
- Your report will be available in approximately one business day of payment received.
- You will be notified via email when your report is available to download.
- Reports can be downloaded from the Benchmarking System and are available for 30 days from the report release date.
- The IIA will maintain an archive of all reports generated for three years.
- The IIA reserves the right to reject any order or provide an alternative reporting solution if there is any chance organizational data could be revealed through the filtering and reporting process.

Skills Assessment and Stakeholder Survey

Signing up	<p>Before you can begin the survey, you must complete a sign-up form. Each form link is included below. Upon signing into the system, click the button to access the sign-up form, located under the Benchmarking Questionnaire button.</p> <p>Skills Assessment Sign Up Form Stakeholder Survey Sign Up Form</p>
Participation and Completion	<p>An email invitation to access the skills assessment or stakeholder survey will be sent to all those indicated on the Excel spreadsheet completed as part of the sign-up process. The link to access the skills assessment or stakeholder survey is included within each email invitation and is unique to the individual receiving it. In addition, each assessment and survey are password protected, and passwords are unique to each individual. Therefore, please do not share email invitations with colleagues.</p> <p>If an email is accidentally deleted, please contact AIS@theija.org to request for the invitation to be sent.</p> <p>Your survey will be open for the timeframe specified on the submitted sign up form. If you need additional time, please email AIS@theija.org. Please note, up to three reminder emails will be also be sent during the specified time frame only to those participants who have not completed their assessment or survey.</p>
Report Generation and Delivery	<p>Upon closing of the survey, an AIS administration will begin working on generating your report. Reports can take up to 2 business days to complete and will be delivered via a secure electronic method.</p>