



CLEARAUDIT COMPLIANCE MANAGER

August 2026

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This document was created for portfolio demonstration purposes using a fictional software product.

ClearAudit Compliance Manager

User Guide

Version 1.0

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1. Introduction

ClearAudit Compliance Manager is a cloud-based test asset management system designed to help compliance labs manage test assets, track asset purchases, and generate reports.

Using ClearAudit Compliance, users can:

- Add and manage test assets
 - Schedule asset calibration
 - Record asset purchases
 - Generate reports
-

2. Getting Started

Log In

Prerequisites

- Valid ClearAudit Compliance Manager user account

- Internet connection
- Supported web browser

Procedure

1. Open your web browser.
2. Navigate to the ClearAudit Compliance Manager login page.
3. Enter your email address.
4. Enter your password.
5. Select **Sign In**.

The Dashboard appears after successful authentication.

NOTE: Contact your system administrator if you do not have login credentials.

3. Dashboard Overview

The Dashboard provides a summary of asset activity.

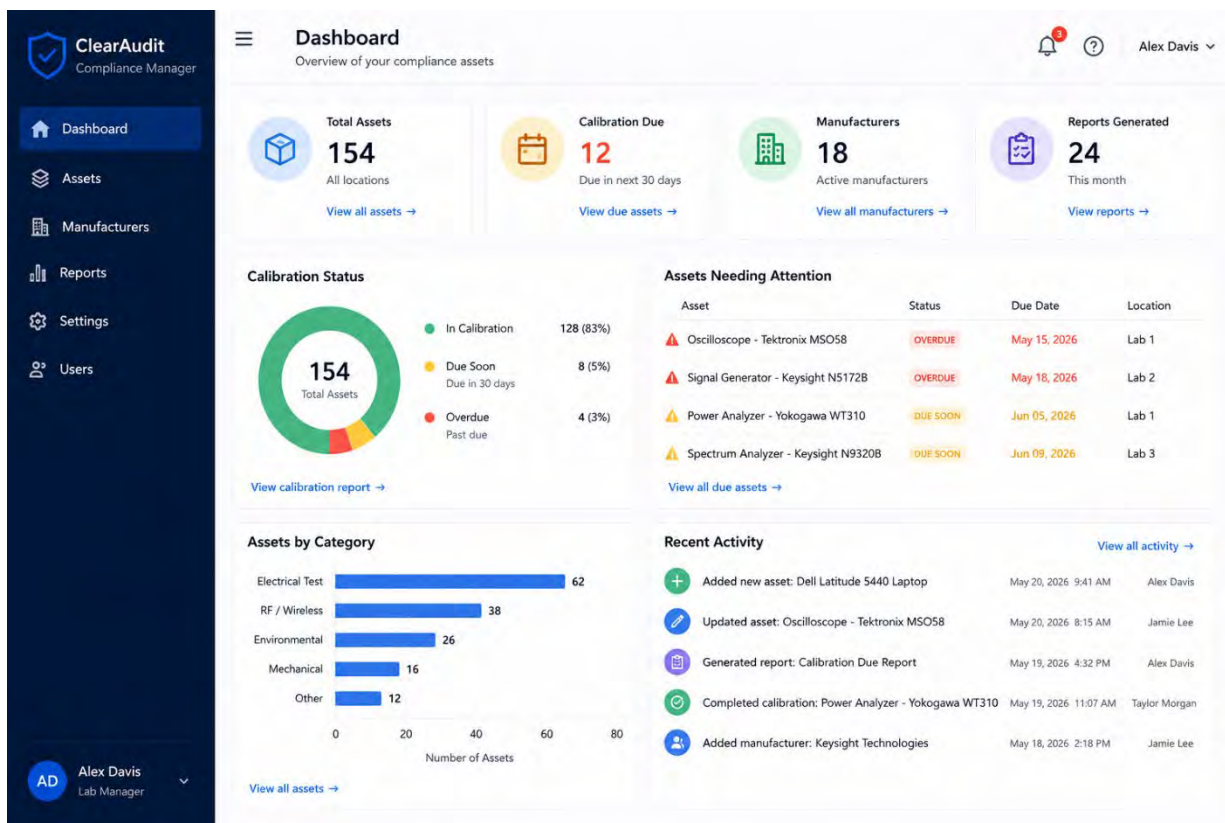


Figure 1. ClearAudit Compliance Manager Dashboard

Dashboard Components

Component	Description
Total Assets	Number of assets in the system
Calibration Due	Assets near or out of calibration
Manufacturers	Total number of active manufacturers
Recent Activity	Recent asset purchases

The navigation menu appears on the left side of the screen.

Available options include:

- Dashboard
- Assets
- Manufacturers
- Reports
- Settings

4. Adding Assets

Use this procedure to add a new asset.

ClearAudit Compliance Manager

Add Asset

Assets > Add Asset

+ Add New Asset
Enter asset information below.

Asset Description * Dell Latitude 5440 Laptop
Describe the asset in detail.

Manufacturer * Dell Technologies [+ Add New Manufacturer](#)

Model * Latitude 5440

Serial Number * 7XH2N43

Asset Category * Electrical Test Equipment

Location Lab 1

Calibration Due Date * 12/20/2026
Enter the next calibration due date.

Purchase Date 05/15/2026

Notes Primary laptop for compliance testing and reporting.

Asset Information
Complete all required fields
Fields marked with * are required.

Tip
Enter accurate information to ensure proper calibration tracking and reporting.

Need Help?
Contact your system administrator or support@clearauditcomp.com for assistance.

Buttons: Cancel, Save & Add Another, Save Asset

Figure 2. ClearAudit Compliance Manager Add Asset Screen

Procedure

1. Select **Assets** from the navigation menu.
2. Select **Add Asset**.
3. Complete the required fields:
 - o Asset Description
 - o Manufacturer
 - o Model
 - o Serial Number
 - o Calibration Due Date
4. Select **Save**.

The asset is added to the test equipment database.

Example

Field	Value
Description	Laptop
Manufacturer	Dell
Model	GLW-2084-001
Serial Number	0018123
Calibration Due Date	12/20/2026

5. Updating Assets

Use this procedure when asset information changes.



Assets that are overdue for calibration appear in red on the Dashboard.



Calibration dates cannot be modified after an asset has been retired.

Procedure

1. Select **Asset**.
2. Locate the asset.
3. Select **Edit**.
4. Make the change and enter a description of the change.
5. Select **Save**.

The asset is updated immediately.

Example Change Descriptions

- Manufacturer changed name
 - Asset software version updated
 - Asset serial number corrected
 - Asset replaced
-

6. Managing Manufacturers

Asset manufacturer records store manufacturer contact information.

Add an Asset Manufacturer

1. Select **Manufacturers**.
2. Select **Add Manufacturer**.
3. Enter:
 - o Manufacturer Name
 - o Contact Name
 - o Email Address
 - o Phone Number
4. Select **Save**.

The asset manufacturer record is created.

7. Running Reports

ClearAudit Compliance Manager provides several reports.

Available Reports

Asset Summary

Displays all test assets and calibration due date.

Calibration Due Report

Displays assets near or out of calibration.

Manufacturer Report

Displays asset manufacturer information and associated assets.

Generate a Report

1. Select **Reports**.
 2. Select the report type.
 3. Select **Generate Report**.
 4. Select **Export PDF** or **Export Excel**.
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8. Troubleshooting

Cannot Log In

Possible Causes

- Incorrect password
- Expired account
- Network issue

Resolution

1. Verify login credentials.
 2. Select **Forgot Password** if necessary.
 3. Contact your administrator.
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Asset Changes Not Appearing

Resolution

1. Refresh the browser.
 2. Verify the update was saved.
 3. Check user permissions.
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Support

For assistance, contact:

support@clearauditcompliance.com

or

1-800-555-0100

Monday-Friday 8:00 AM - 5:00 PM CST



Contact



1-800-555-0100



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