Office of Audit and Management Advisory Services
Pentana Management Response Update Instructions

You will receive a Pentana generated email from AMAS@uconn.edu for open audit recommendations requiring corrective action based on the agreed due date recorded in Pentana. Please check your Junk Email Folder to see if the email was inadvertently flagged as spam. Direct Link to Pentana Web Module Login: Pentana Web Modules.

Sample "Notification" Email:

From: Audit and Management Advisory Services <amas@uconn.edu>
Sent: Thursday, April 15, 2021 12:10 AM
To: [redacted]
Subject: Audit Follow-up on Open Audit Management Responses

Please provide a status for each "pending" Management Response assigned to you, which can be accessed via the "Management Response Tracking" dashboard tile at the following link: Log into the Pentana Web Modules

Instructions to assist you in accessing Pentana as well as updating and submitting the status of Management Responses can be found at Audit and Management Advisory Services

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*Do not reply directly to this email, which was automatically generated from an intermittently reviewed department email account.

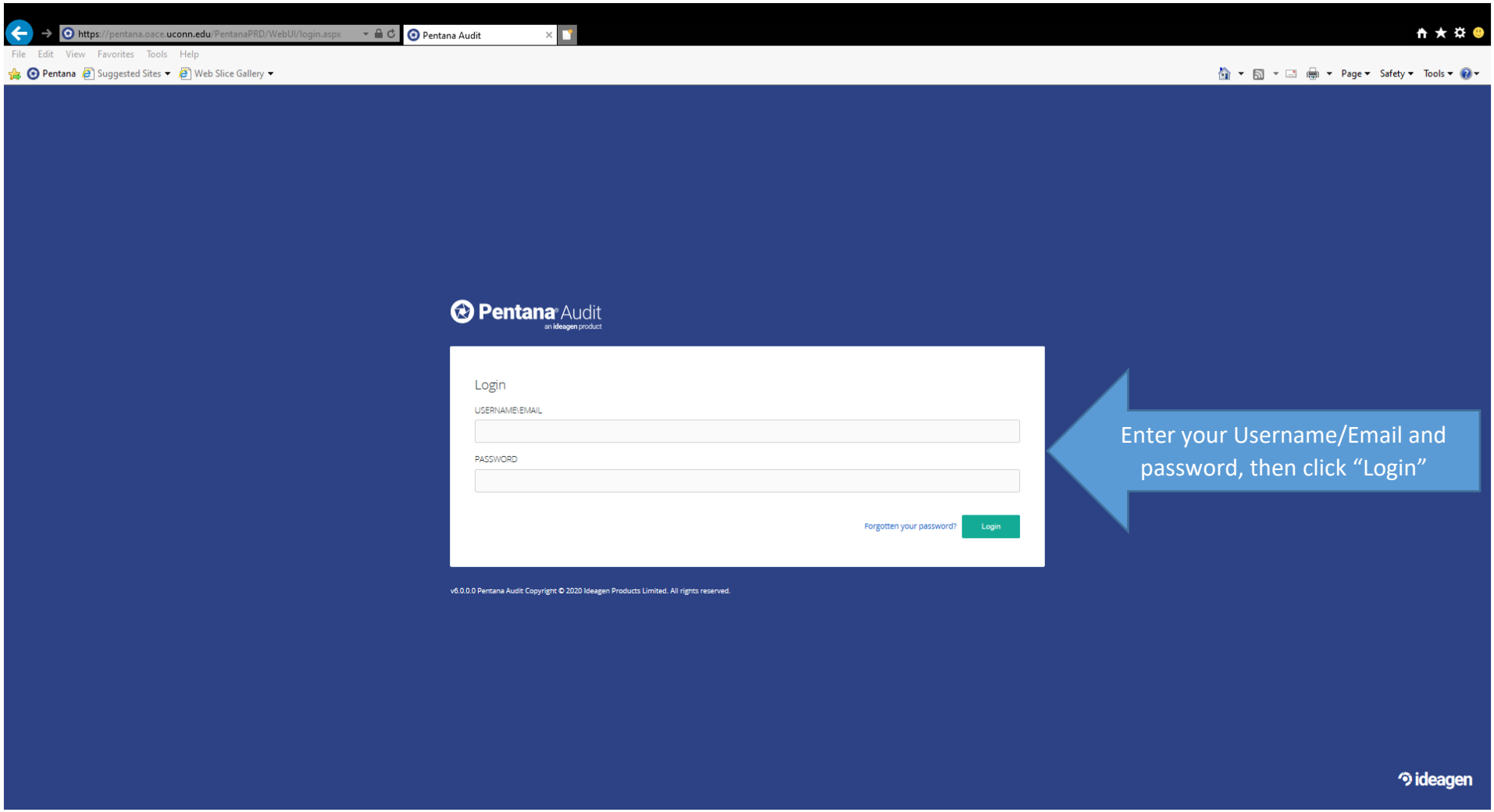
*Please contact the appropriate Audit & Management Advisory Services members with any questions regarding the Management Responses:

Angelo Quaresima (Associate Vice President and Chief Audit Executive) at 860-486-7177 or angelo.quaresima@uconn.edu
Greg Perrotti (UConn Storrs and UConn Health IT Audit Director) at gregory.perrotti@uconn.edu
Claire Murray (UConn Health Audit Director) at cmurray@uchc.edu

*For any technical issues related to the Pentana Web Application, including issues related to logging into the application, etc., contact Greg Perrotti at gregory.perrotti@uconn.edu.

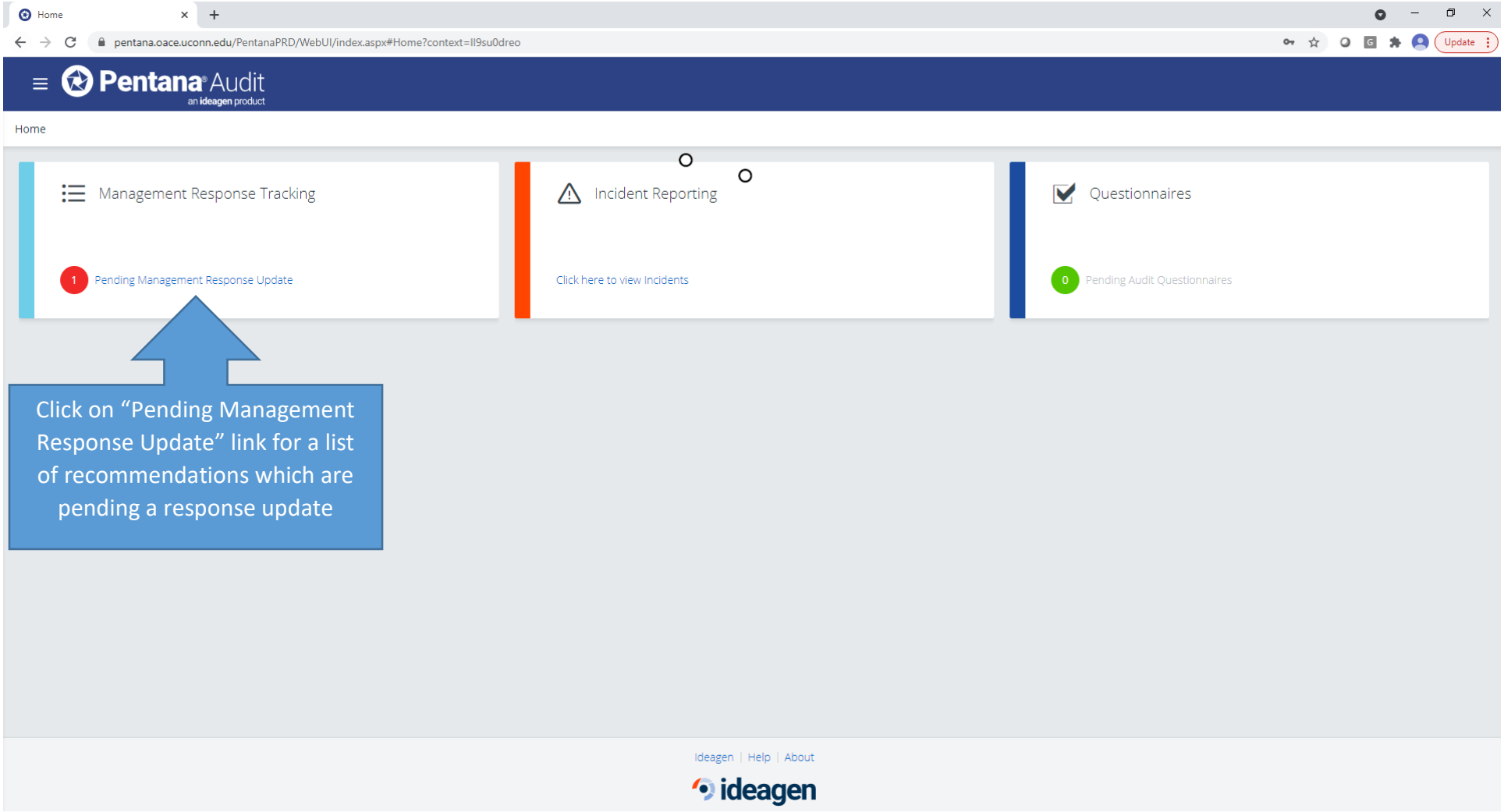
Office of Audit and Management Advisory Services
Pentana Management Response Update Instructions

Please note you must be on UConn/UConn Health's network or VPN to access the Pentana Web Module. We suggest you add the webpage to your browser's favorites for future reference. See "Pentana Password Management" document on AMAS website for assistance with setting up and maintaining your password.



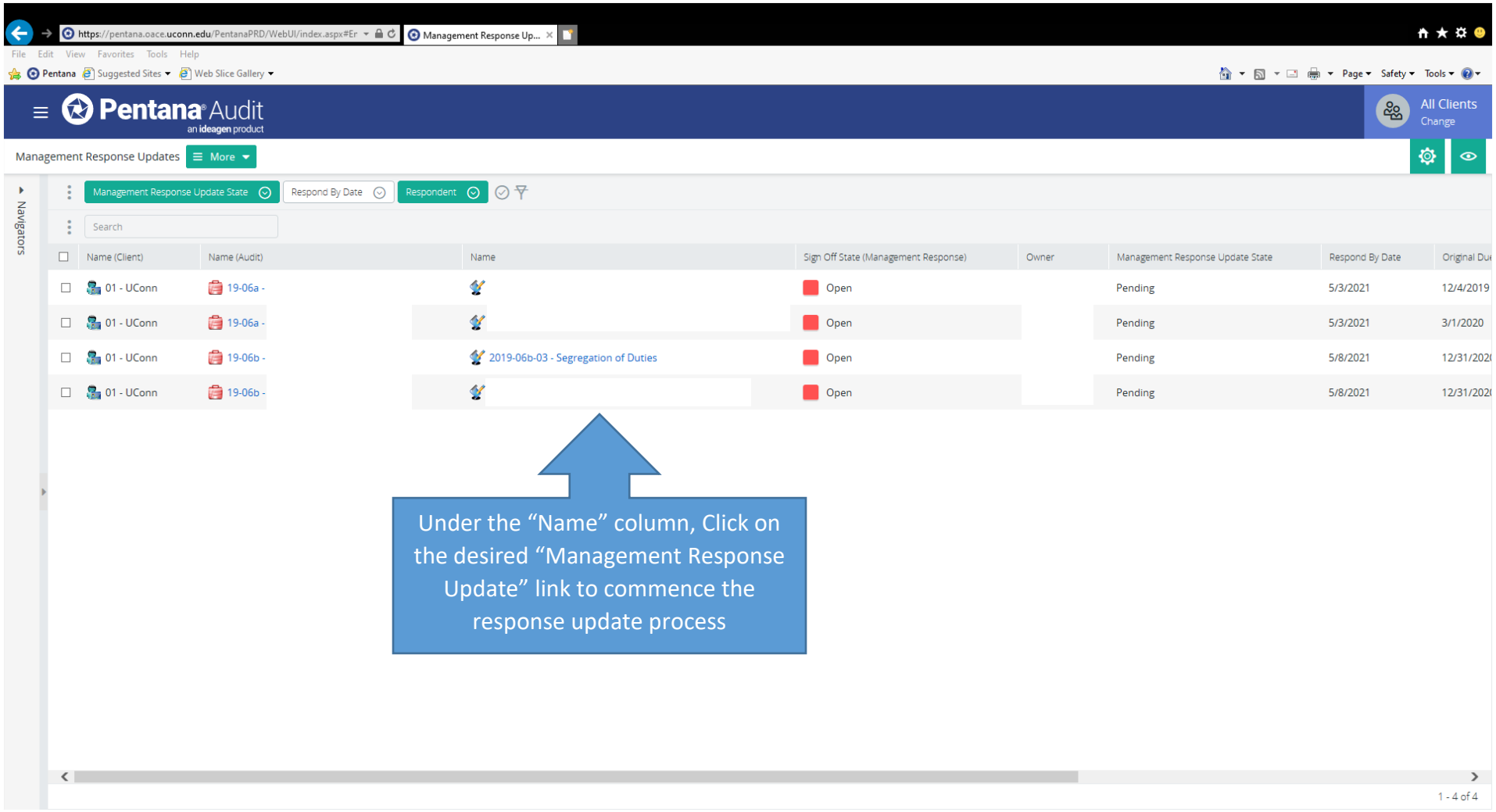
Office of Audit and Management Advisory Services
Pentana Management Response Update Instructions

Pentana Home Dashboard:



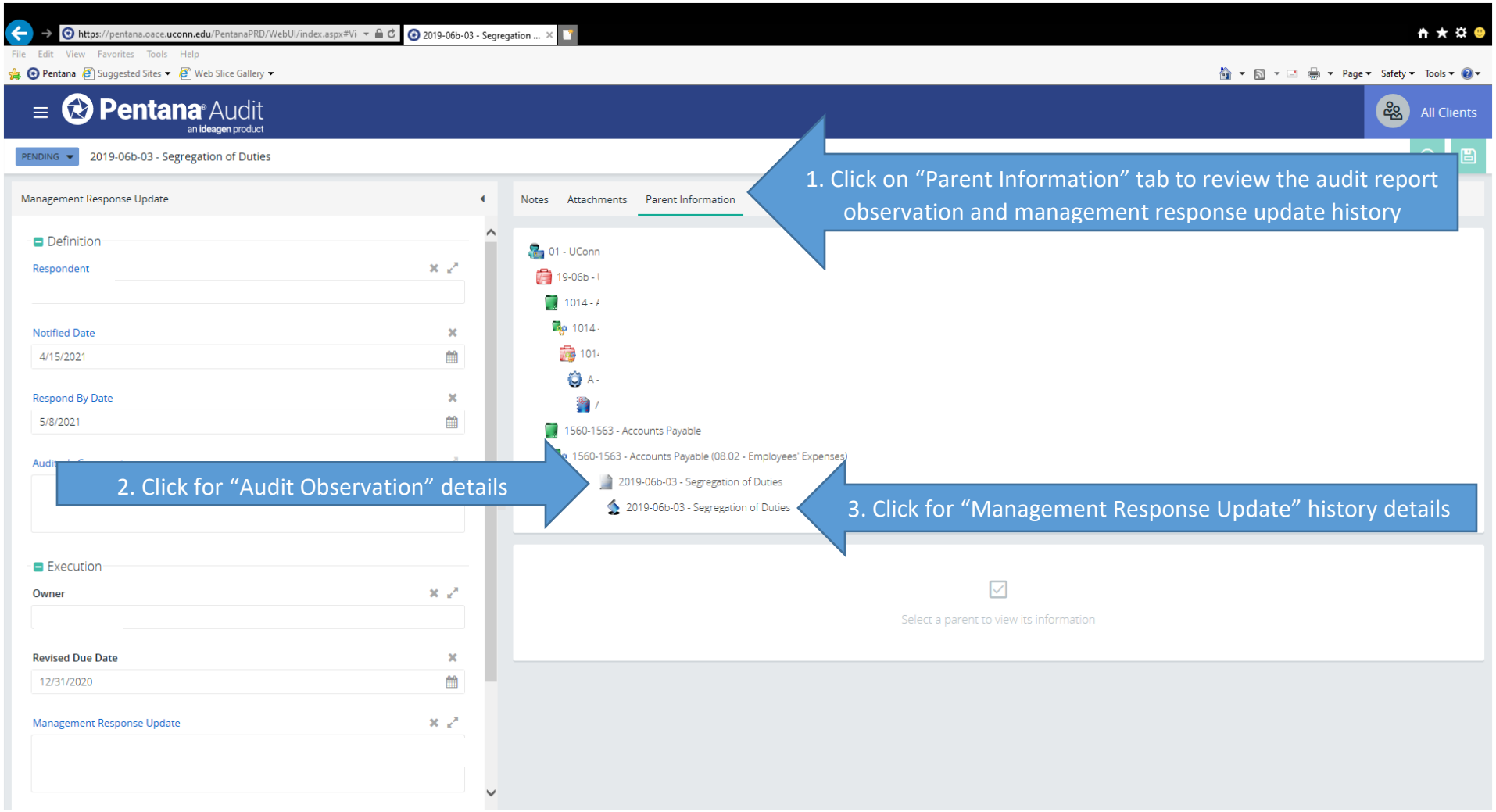
Office of Audit and Management Advisory Services
Pentana Management Response Update Instructions

How to enter a Management Response Update for an open audit recommendation:



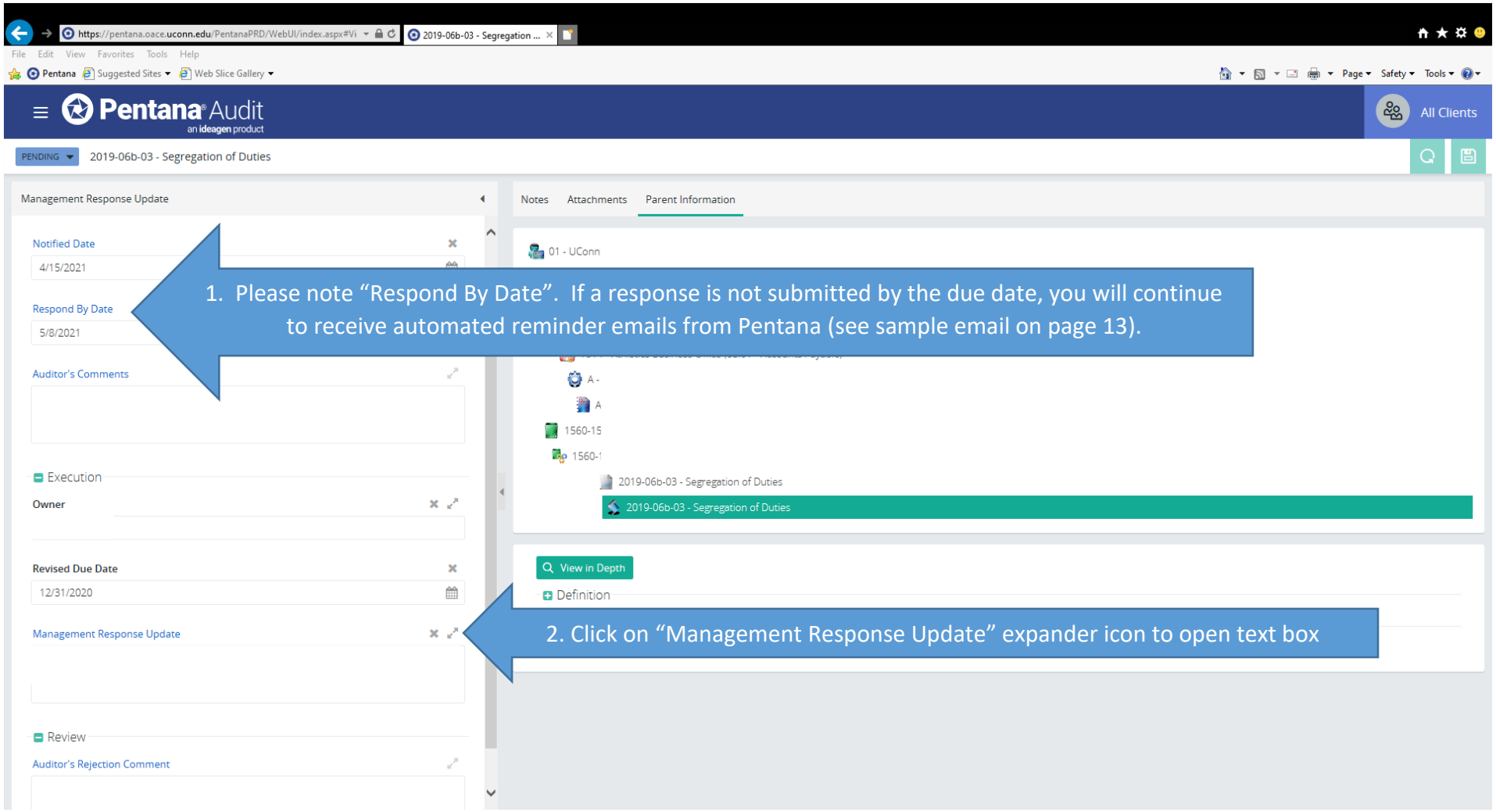
Office of Audit and Management Advisory Services
Pentana Management Response Update Instructions

Management Response Update, Continued



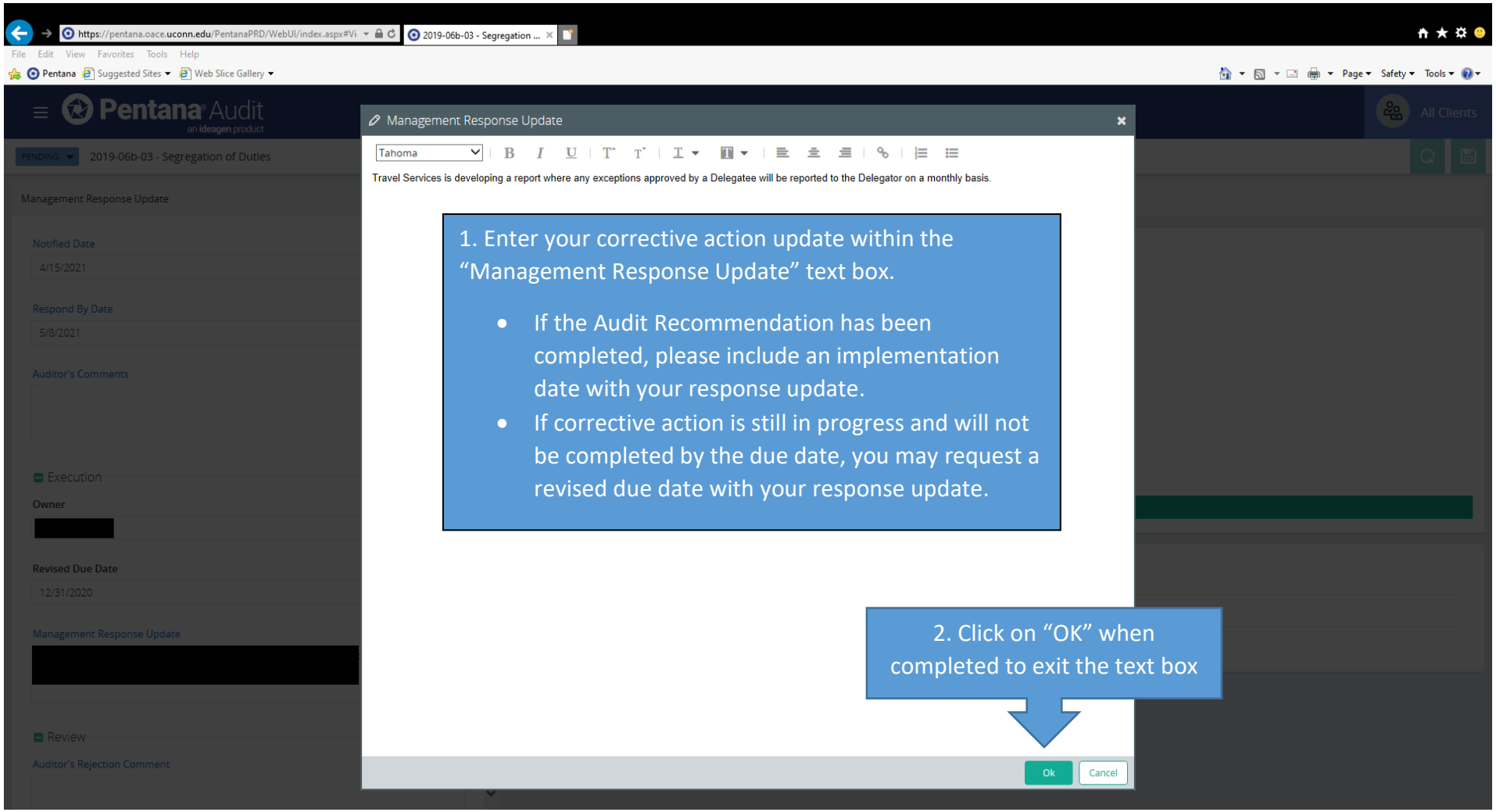
Office of Audit and Management Advisory Services
Pentana Management Response Update Instructions

Management Response Update, Continued



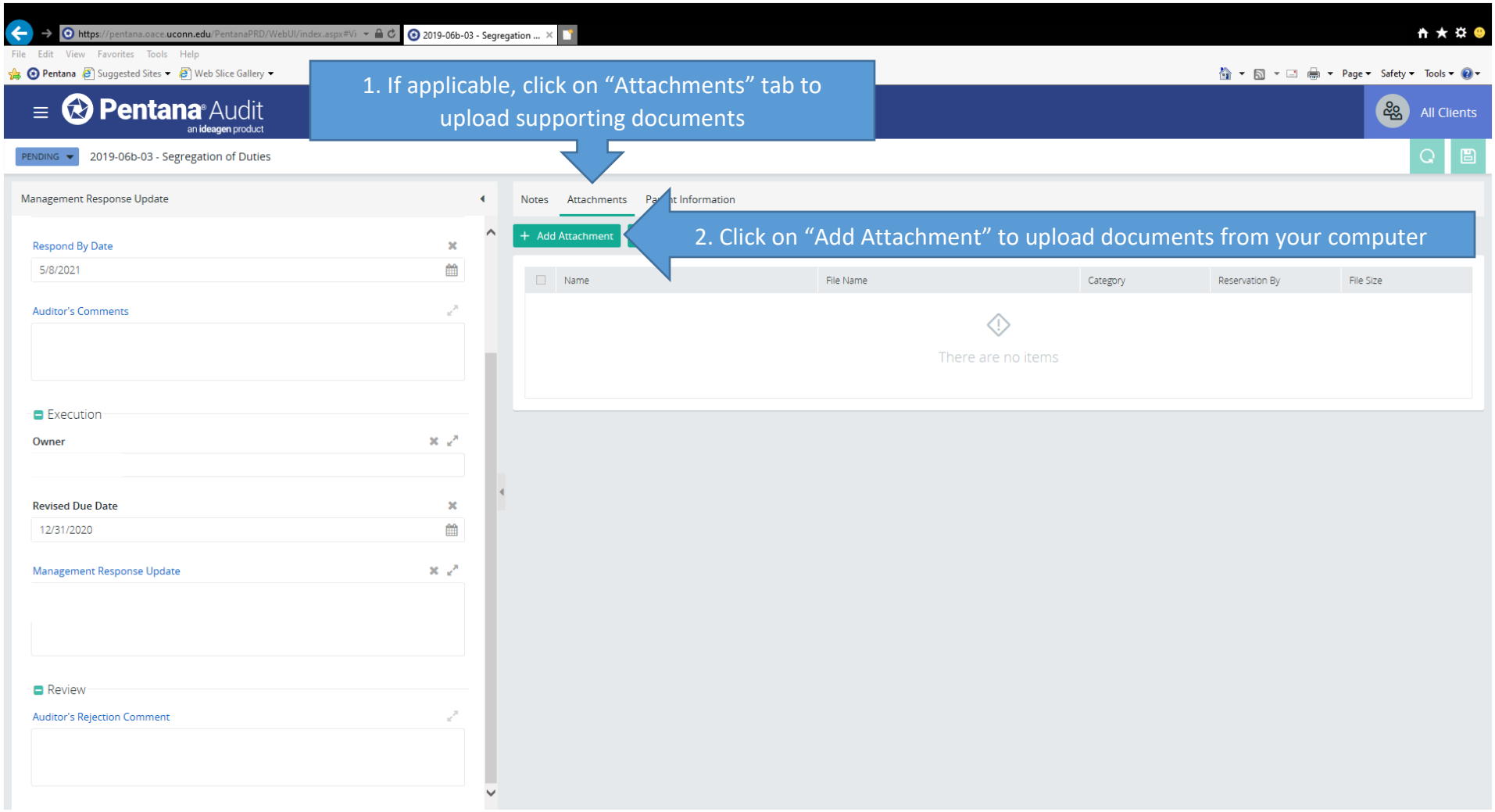
Office of Audit and Management Advisory Services
Pentana Management Response Update Instructions

Management Response Update, Continued



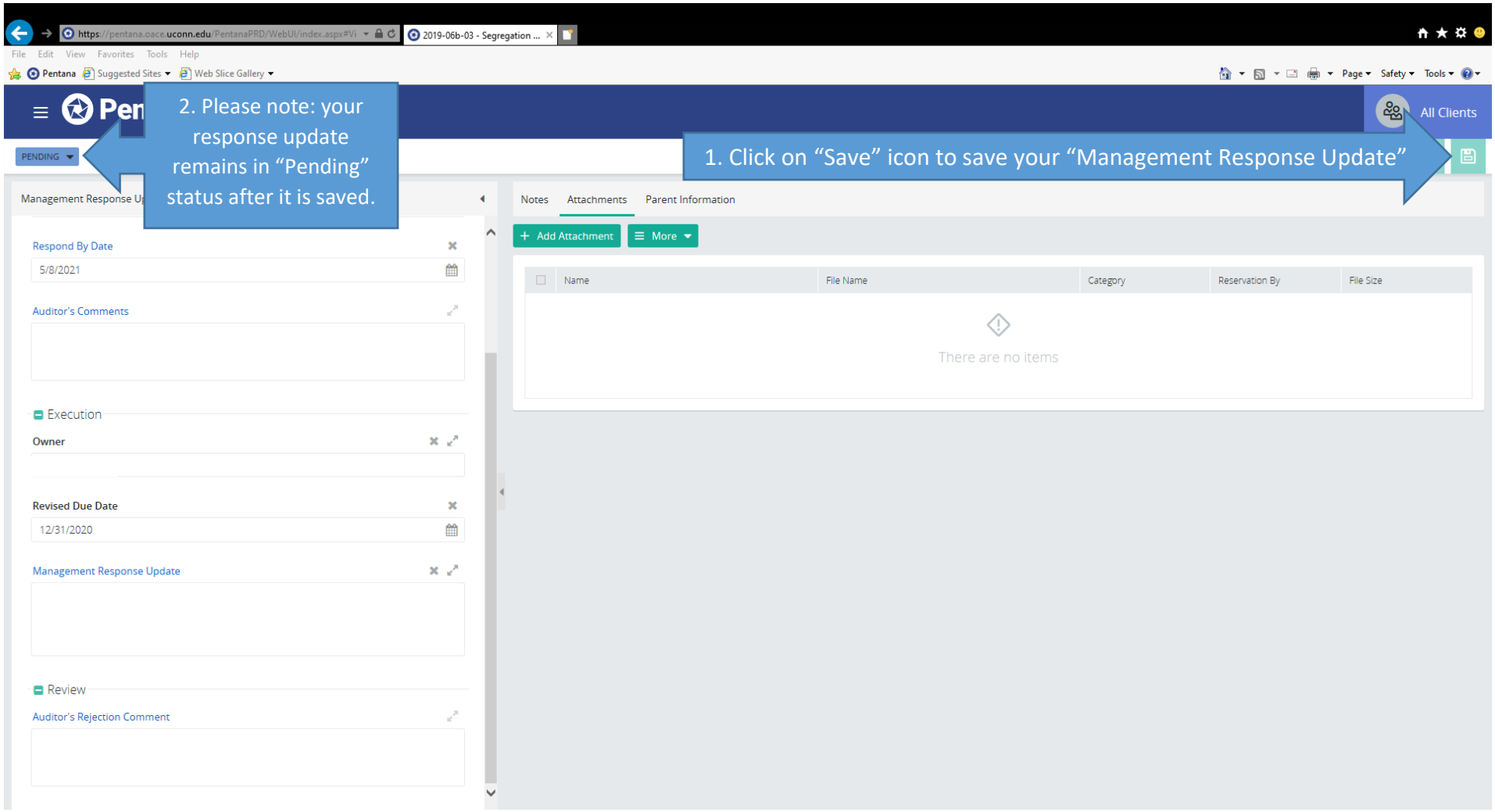
Office of Audit and Management Advisory Services
Pentana Management Response Update Instructions

How to add attachments to your Management Response Update:



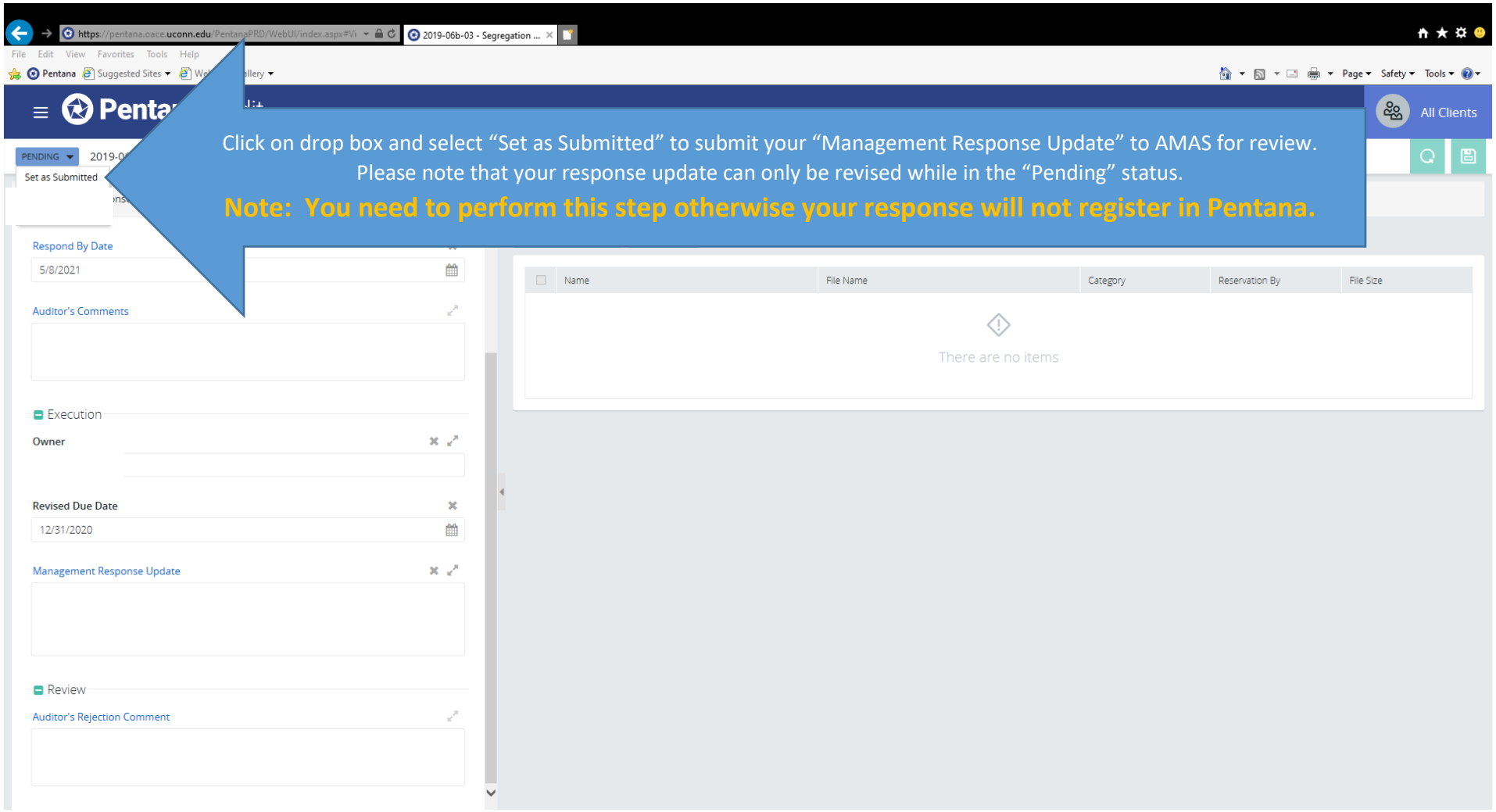
Office of Audit and Management Advisory Services
Pentana Management Response Update Instructions

How to save your Management Response Update:



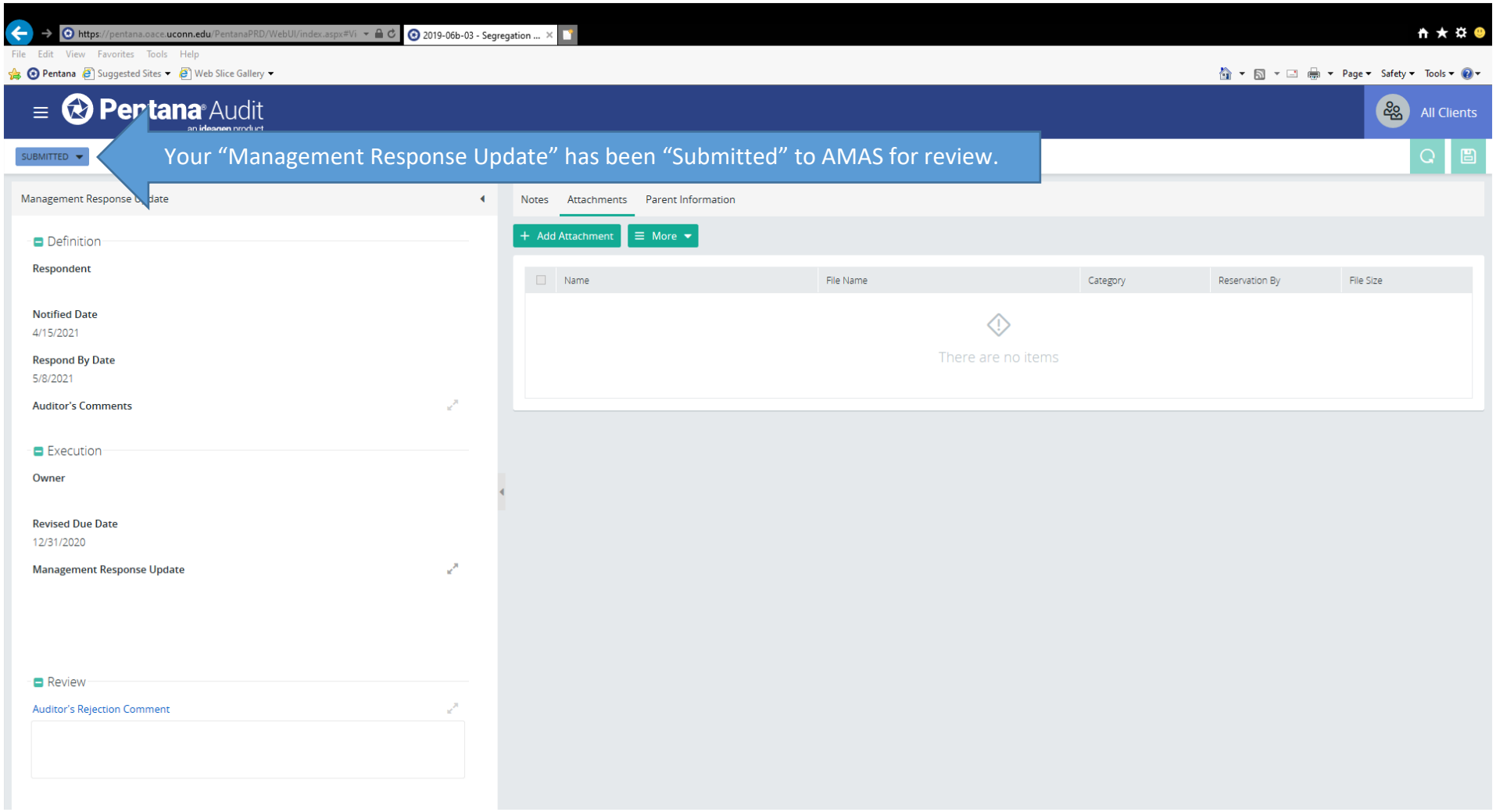
Office of Audit and Management Advisory Services
Pentana Management Response Update Instructions

How to submit your Management Response Update to AMAS for review:



Office of Audit and Management Advisory Services
Pentana Management Response Update Instructions

Management Response Update, Submitted Status Continued



Office of Audit and Management Advisory Services
Pentana Management Response Update Instructions

AMAS Management Response Update Review – Accepted Status:

AMAS will review the submitted response update and "Set as Accepted" resulting in one of the following scenerios:

- If the response update satisfies the completion of the recommendation, AMAS will close-out the recommendation.
- If the corrective action is still in progress and will not be implementated by the due date, you will continue to receive automated emails requesting a response update until the corrective action has been completed to close the recommendation.

AMAS Management Response Update Review – Rejected Status:

If your submitted response update is "Set as Rejected" by AMAS, you will receive a Pentana generated email detailing why your Management Response Update was returned (see sample email on page 14). Click on the link within the email to view the Management Response Update within Pentana Web Module. Your response update will need to be revised and resubmitted.

Office of Audit and Management Advisory Services
Pentana Management Response Update Instructions

You will continue to receive weekly automated "Reminder" emails if your Management Response Update is not submitted to AMAS by the noted "Respond by Date" (see page 6).

Sample "Reminder" Email (audit issue referenced in the email below is for illustrative purposes only):

From: Audit and Management Advisory Services <amas@uconn.edu>
Sent: Wednesday, April 7, 2021 11:55 PM
To: [redacted]
Subject: Audit Follow-up Management Response Status Reminder

You are reminded that you have not yet responded with the status of the Management Response for: [redacted]

Please click the following link to provide an update to the Management Response: [redacted]

Instructions to assist you in accessing Pentana as well as updating and submitting the status of Management Responses can be found at Audit and Management Advisory Services

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Greg Perrotti (UConn Storrs and UConn Health IT Audit Director) at gregory.perrotti@uconn.edu
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Office of Audit and Management Advisory Services
Pentana Management Response Update Instructions

You will receive a "Rejection" email from AMAS requesting additional action if your submitted Management Response Update is inadequate or if additional information is required to resolve the recommendation.

Sample "Rejection" Email (audit issue referenced in the email below is for illustrative purposes only):

From: Audit and Management Advisory Services <amas@uconn.edu>
Sent: Thursday, July 2, 2020 2:49 PM
To: [redacted]>
Subject: Audit Follow-up Management Response Returned for Further Work

Your Management Response Update has been returned for the following reason(s):

[redacted]

Please click the following link to view the Management Response and provide an updated response: [redacted]

Instructions to assist you in accessing Pentana as well as updating and submitting the status of Management Responses can be found at Audit and Management Advisory Services

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