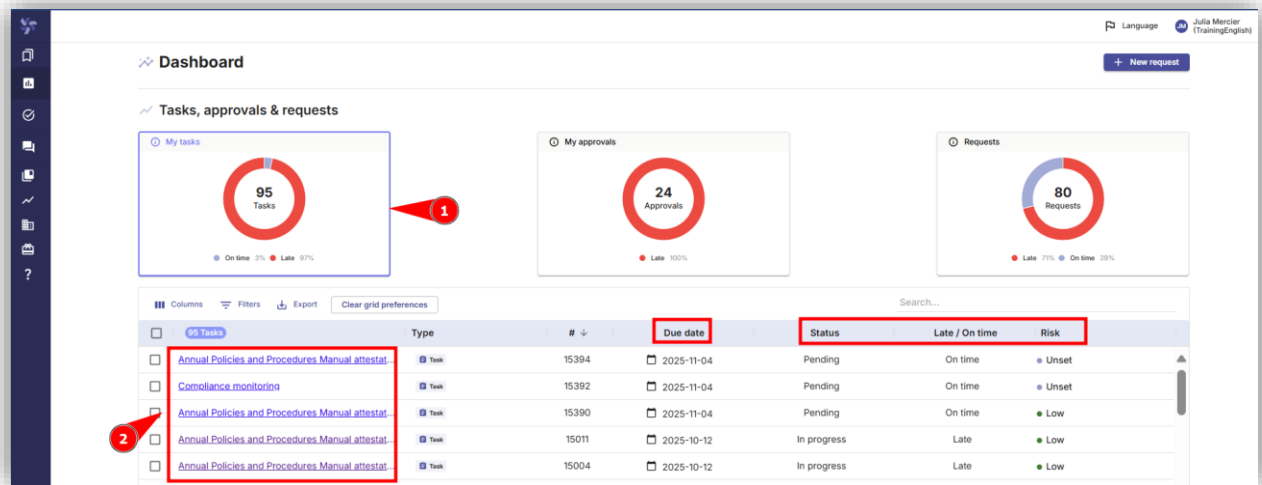
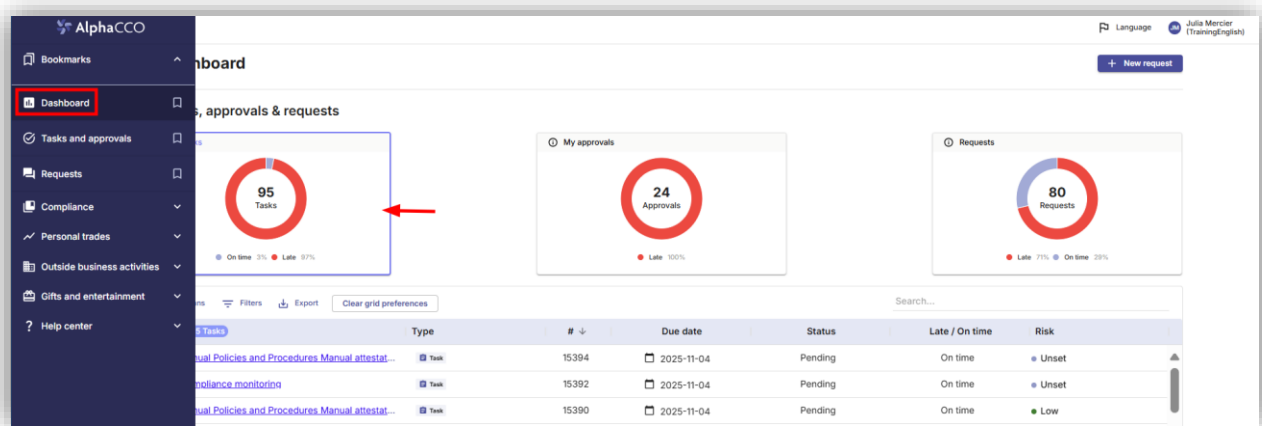


Answer to a task

This guide explains how to answer to task assigned to you by a control.

STEP 1

To complete a task assigned to you by a control, go to the **My tasks** section of the **dashboard**.



Figures 1 and 2: My tasks section of the dashboard with the various pending tasks

You have a list of all pending tasks assigned to you with the following information:

- The name of the task
- The task number
- The due date
- The status: **In Progress** for a task that has been started but not yet submitted, or **Pending** for a task that has not been started
- An indication of whether the task is **late** or **on time** based on the due date
- The risk level

STEP 2

Click on a task name to begin responding to it.

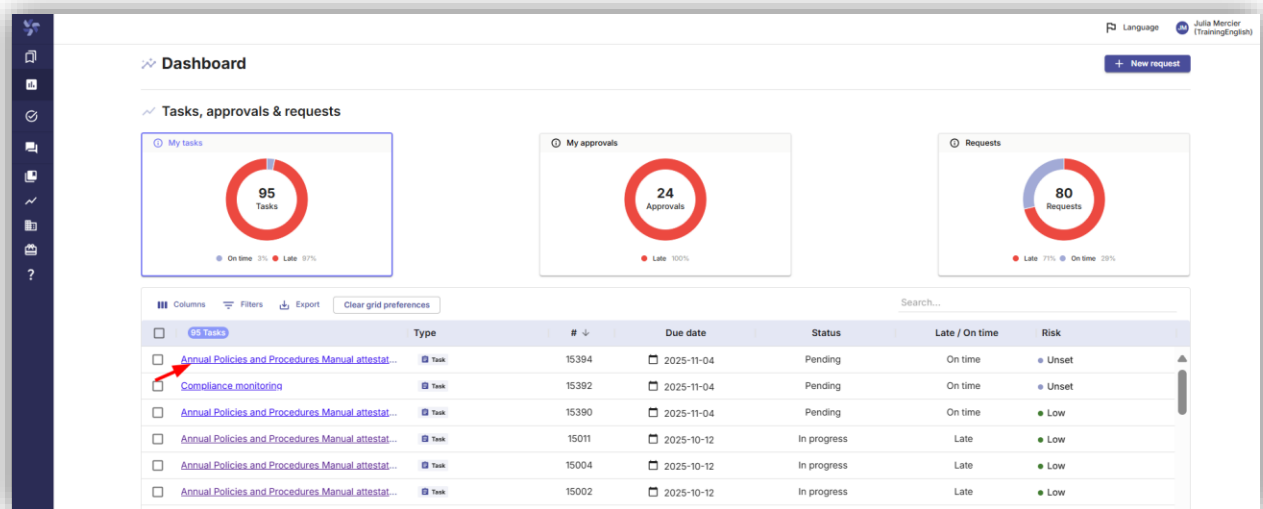


Figure 3: Selecting a pending task awaiting answers

STEP 3

You will be redirected to the task form to complete the questionnaire. Click on **Scroll to form** after reading the instructions.

You can also **Save draft** and resume later: your answers will be saved. Answer the questions marked with a red asterisk, which indicate that a response is required, and click **Submit** to finish.

Annual Policies and Procedures Manual attestation

Unset risk

Days: 5 Updated on: Oct 30, 2025, 3:45 PM Assigned to: julia@testalphacco.com Due date: 2025-11-04

Attachments: Compliance-Management-Framework.pdf

Instructions: REGULATORY CONTEXT

Policies and procedures must be reviewed each time there are regulatory changes but, in any event, at least annually. Each member of the firm Personnel should:

- (a) be familiar with the firm's operations.
- (b) have access to a copy of this Policies and Procedures Manual with an up-to-date version easily found on the firm's network which is available to all personnel at any time.
- (c) know and understand the contents of this Policies and Procedures Manual.

No activity history

Question 1:
I have read, understood, and will comply with the firm Policies and Procedures Manual (including its Schedules) to the extent of those sections that apply to the accomplishment of my role and responsibilities as an employee of the firm. *Required

I confirm

Question 2:
I have reviewed, understood, and complied, to the Policies and Procedures Manual, to the extent of those sections that apply to the accomplishment of my role and responsibilities as an employee of the firm during the last 12 months. *Required

I confirm

Figure 4: Task form to be completed with the various questions.

STEP 4

In the window that appears, click **Submit** to confirm.

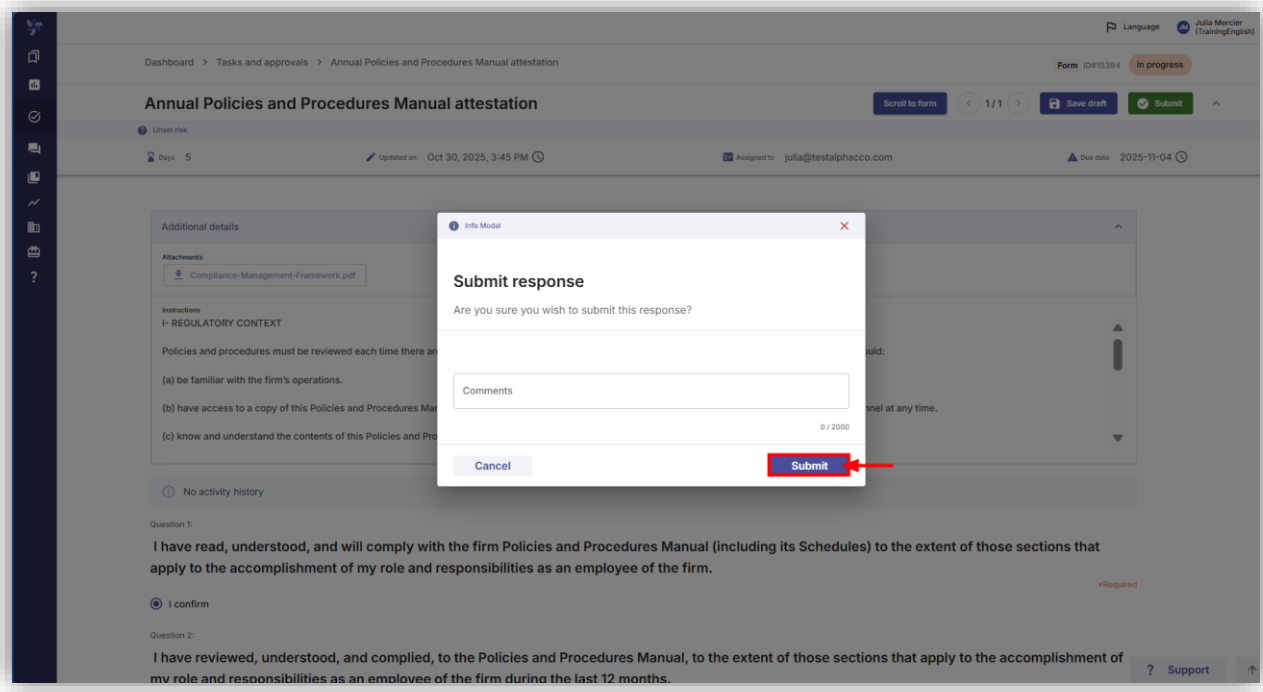


Figure 5: Task submission confirmation window

STEP 5

After confirming the submission, a notification indicates that **the form was successfully submitted**. The status is updated to **Complete**. A submitted task cannot be recalled or cancelled.

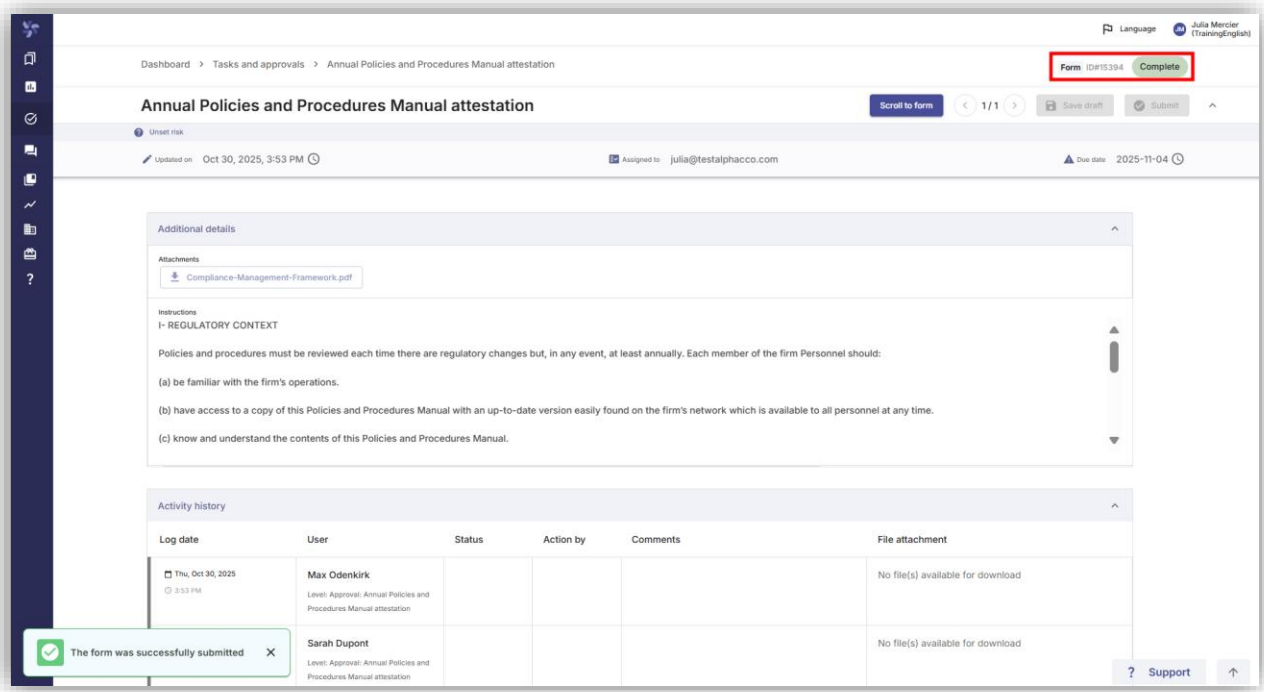


Figure 6: Form page with Completed status.

STEP 6

In the **My tasks** section of the dashboard, the total number of pending tasks is automatically updated each time a task is completed.

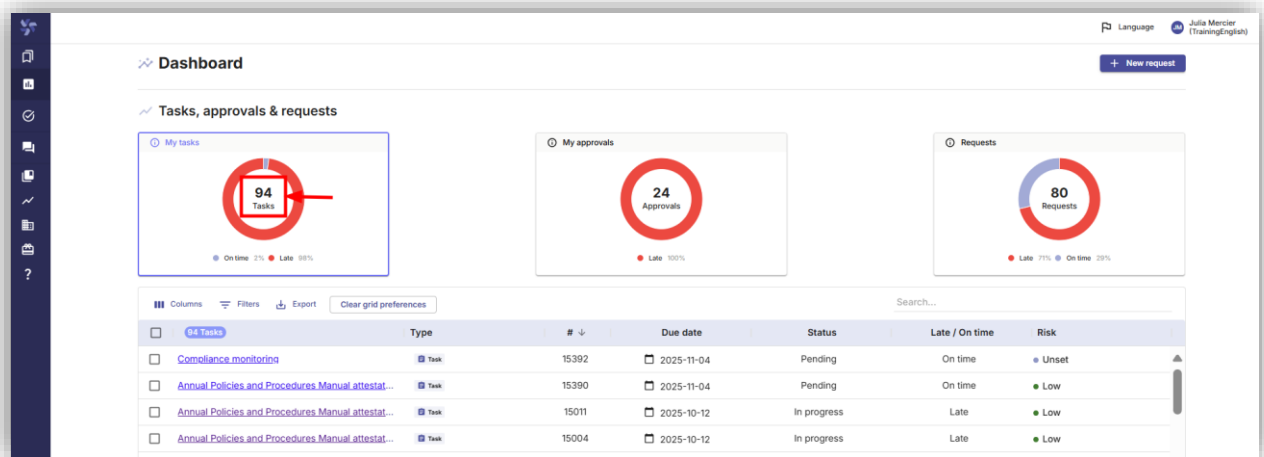


Figure 7: Pending tasks count in the dashboard

NOTES

Please note that this document is only a brief guide. The AlphaCCO support team will be happy to assist you if you require further guidance. Please do not hesitate to contact us at support@alphacco.com.