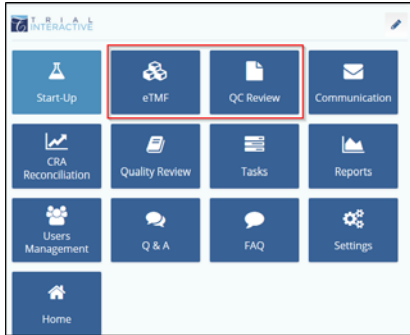


Applicable to: Administrators Editors Readers eTMF Study Start-up



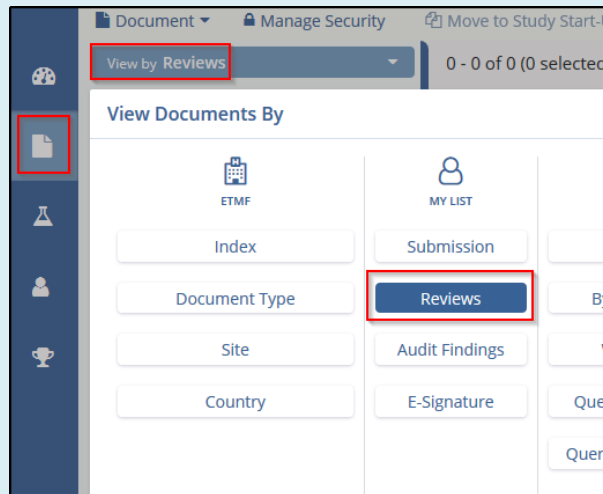
1. Login to the room to perform the Quality Check (QC) of a document. Navigate to the **eTMF** module or the **QC Review** module.

Note: users must *first* be added to the Workflow group(s) by the room Administrator

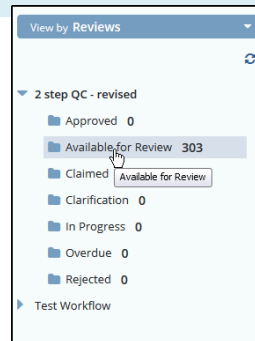
2. Navigate to the **Documents** module in the eTMF.

Select **Reviews** from the filter views.

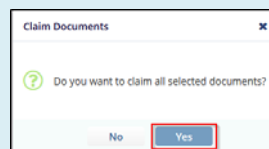
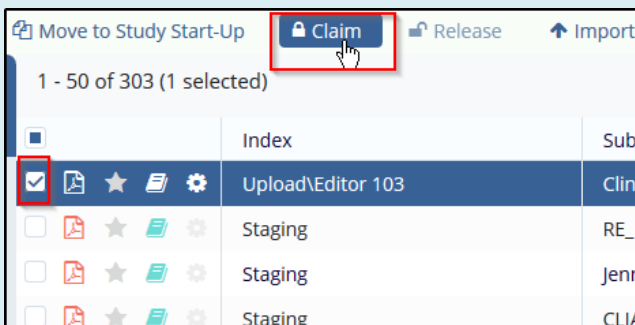
*The QC Review module defaults to this.



3. Click on **Available for Review**.



4. Select the document(s) to be reviewed. Click **Claim** above the grid.



Click **Yes**

5. Click on **Claimed** to view all your documents waiting for review.



1 - 10 of 10 (1 selected)

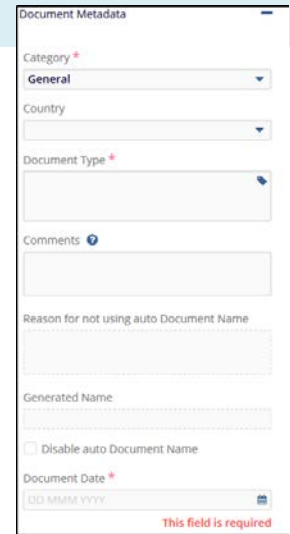
	Submitted Name	Index
<input checked="" type="checkbox"/>	CRA Reconciliat...	Upload\Arya Stark
<input type="checkbox"/>	Copy of CRA Re...	Upload\Arya Stark
<input type="checkbox"/>	Dummy Docum...	Upload\Arya Stark
<input type="checkbox"/>	Dummy Docum...	Upload\Arya Stark

6. Select the claimed document you want to review.



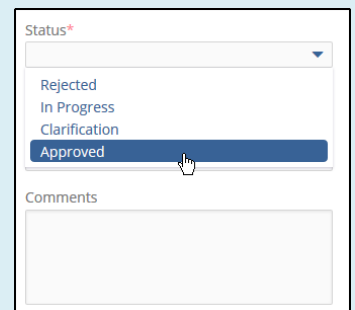
7. Confirm the document is clean and complete.

Enter, review, or update all required **Metadata Fields**



8. In the Metadata pane, scroll down to select the applicable document **Status**

Below the pane, click **Save**



See related guide [How to create a Workflow Query](#)