

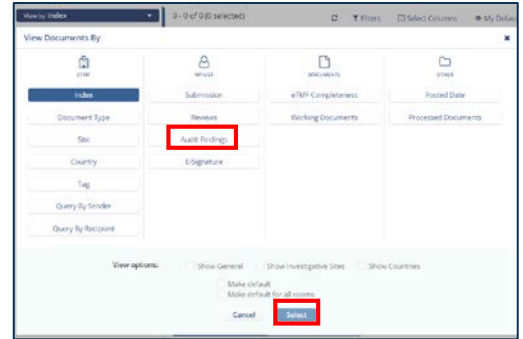
APPLICABLE TO:

- Administrators
- Editors
- Readers

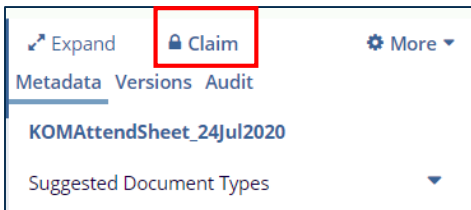
- eTMF
- Study Start-Up
- myTI

Note: This job aid assumes that the user has already been assigned as an Audit Responder

1. Login to the eTMF and navigate to the **Documents** Module.
2. Change the view **Audit Findings**.

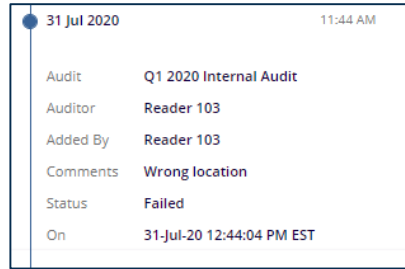


3. Choose a folder to view audit findings and select an unclaimed document for review.

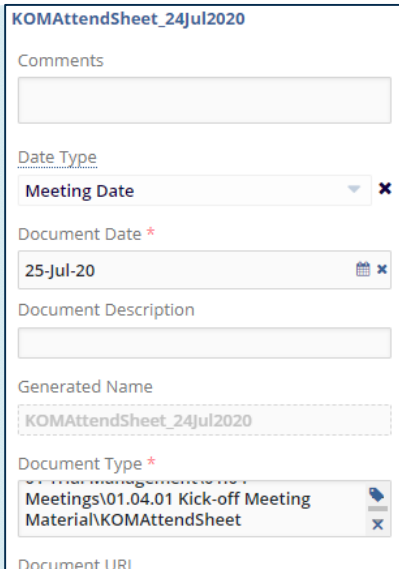


4. In the Metadata Pane, click **Claim**, to select the document for audit correction.

5. In the Metadata pane, review the Audit History to ascertain the reason for the Audit Finding.



Tip: Turning off the **Show Last History Record** option will display the full audit trail for the document

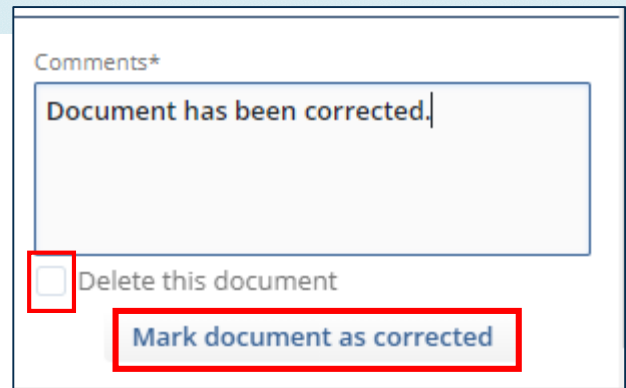


6. Once the reason for the finding is determined, the Audit Responder makes any required changes or updates to the document.

(ex. Updating metadata, or replacing document with new version)



7. Once the cause for the Finding has been corrected, the user can select **Mark Document as Corrected** found under the **Audits** tab at the top.



*If the finding necessitates that the document should be deleted, the user can use the checkbox below the comments field prior to proceeding.