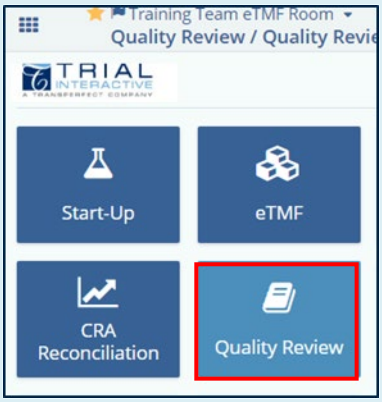
How to Audit a Document
TI v 10.2

APPLICABLE TO:

- ● Administrators
- ● Editors
- ● Readers
- ● eTMF
- ○ Study Start-Up
- ○ myTI



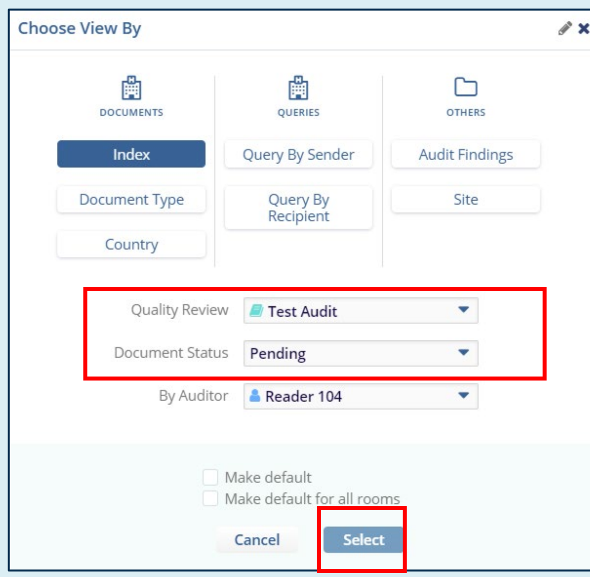
1. Login to a room and click the **Quality Review** application from the Navigation grid.

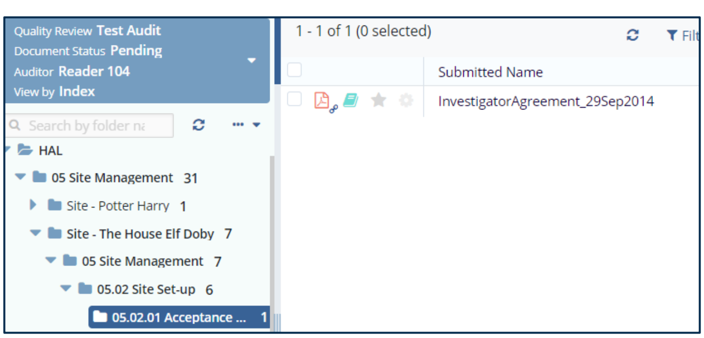
Tip: Contact the room Administrator if the **Quality Review** application is not visible

2. Click the drop-down menu above the Index Pane to select a specific audit.

3. Choose your preferred view.

4. Click the filter to choose Document Status and click Select.

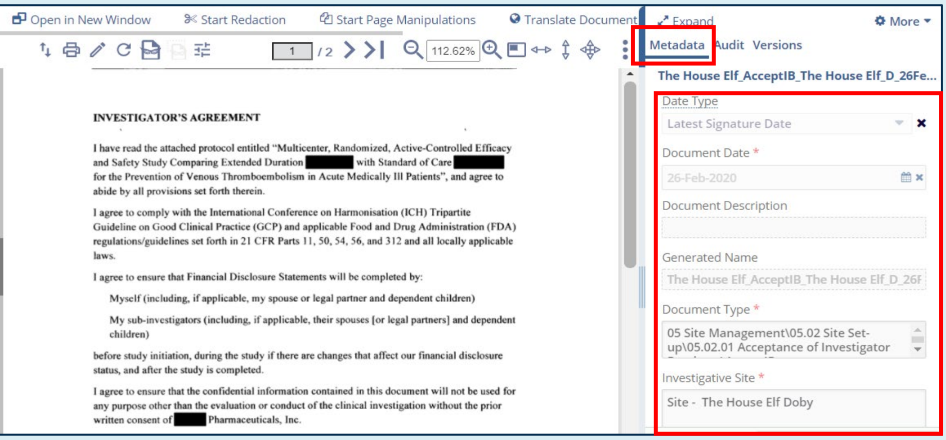




Note: Documents awaiting audit are in **Pending** status.

5. Click and expand a folder to view the documents in the grid

TRANSPERFECT



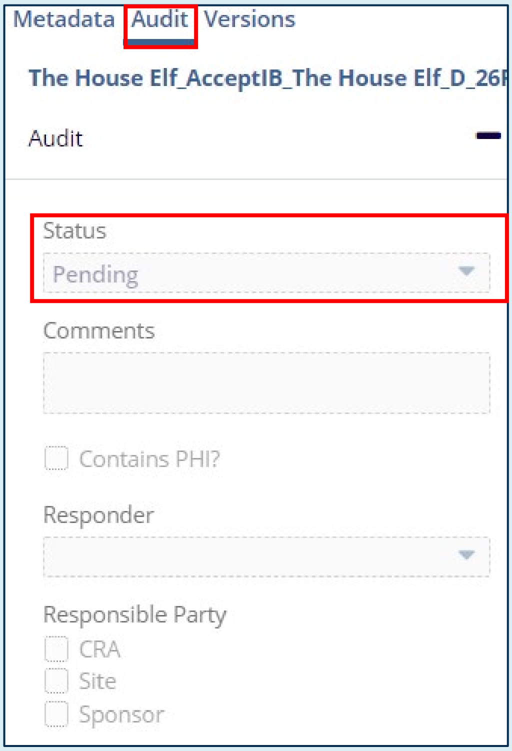
6. Select and open a document to review the metadata.

7. Examine to determine if audit criteria have been met.

8. Click on Audit, then select the appropriate **Status** from the drop down
Enter other applicable information such as **Comments**.

Comments should always be entered for failed documents so that the Audit Responder can take appropriate action.

Once finished, click **Save** or **Save and Next** to move onto the next document



Note: See related job aid "How to Respond to an Audit Finding" in Trial Interactive for more information