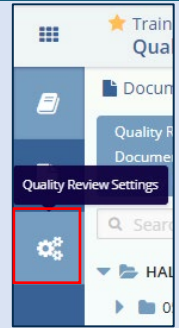
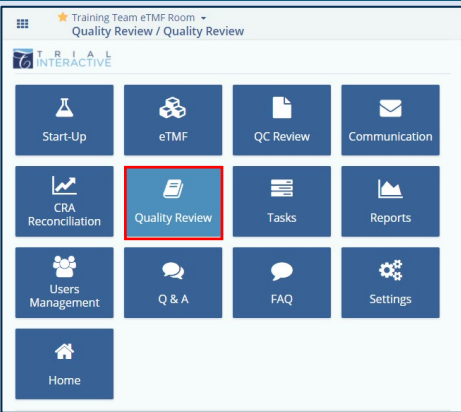


APPLICABLE TO:

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

1. Navigate to the **Quality Review** module and then access the **Quality Review Settings** from the toolbar at the left side of the screen.



2. Click on the **Quality Review Status** tab.



3. Review the existing status options and edit or add statuses as required.

<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	
<input type="checkbox"/>	Display Name		System Status
<input type="checkbox"/>	Excluded		excluded
<input type="checkbox"/>	Fail		failed
<input type="checkbox"/>	In Progress		inProgress
<input type="checkbox"/>	Pass		passed
<input type="checkbox"/>	Pending		pending

4. Click on the **Documents Quality Review Settings** tab and click Add to create a new Audit.



5. The **Create Audit Profile** wizard will open. Complete the required fields as indicated with red asterisks.

***For a full discussion of the options available when creating a new Audit, please speak to your TI representative about our Quality Review training courses.**

6. If there are any errors detected in the way that the audit is created, the wizard will highlight these issues and prevent you from saving the audit until they are corrected.

Audit summary: 1st Qtr QC review

Major Issues found. Audit profile cannot be saved

7. Click **Finish** in the wizard, then **Yes** to activate and publish the documents to the audit pool

Documents Quality Review Settings Quality Review Status

+ Add
✎ Edit
🗑 Delete
↻ Refresh
📄 Publish documents
⏹ Stop

Choose to Edit, Delete, or Stop the Audit at any time