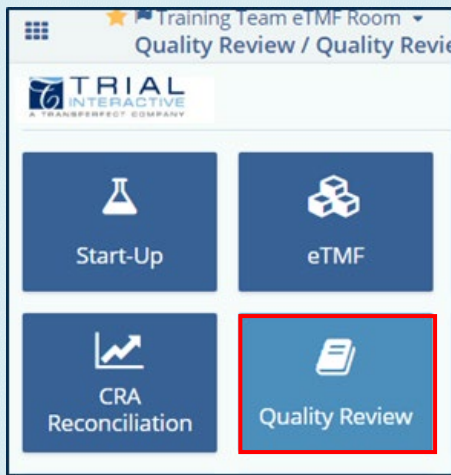


APPLICABLE TO:

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



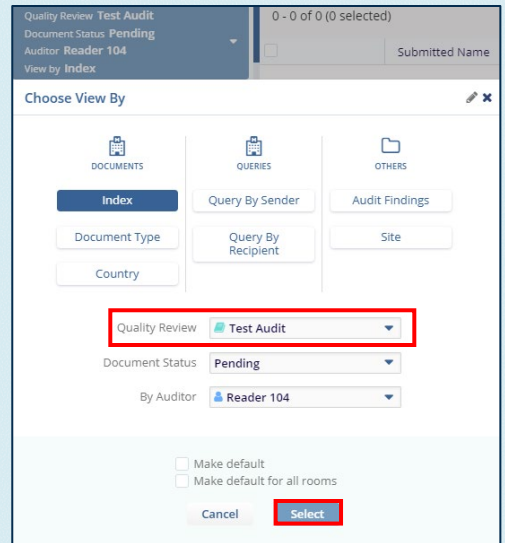
1. Login to a room and click the **Quality Review** application from the Navigation grid.

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

2. Select the Audit to export from by clicking the arrow in the Index Pane and hit **Select**.



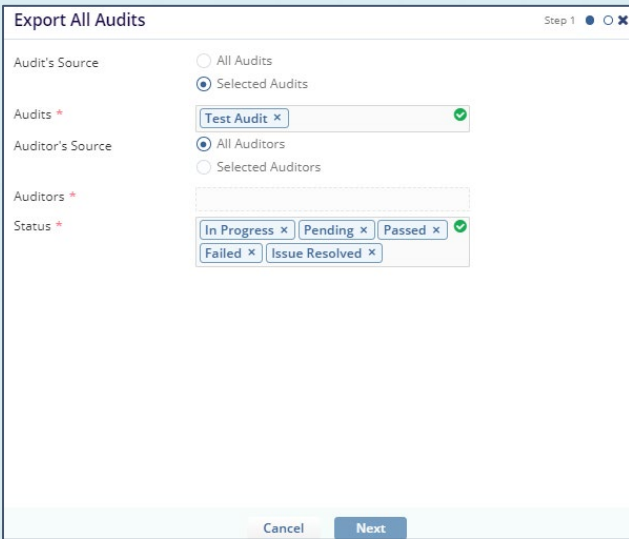
3. Click **Export** then select **Audit by View** or **All Audits**.



Audit by View: Exports audit data from the currently selected view.

All Audits (Available to Audit Managers and Admins): Exports an audit report for all or selected Audits, Auditors, Statuses, and Metadata fields.

4. Choose to export data from **All Audits** or **Selected Audits**, then click **Next**.



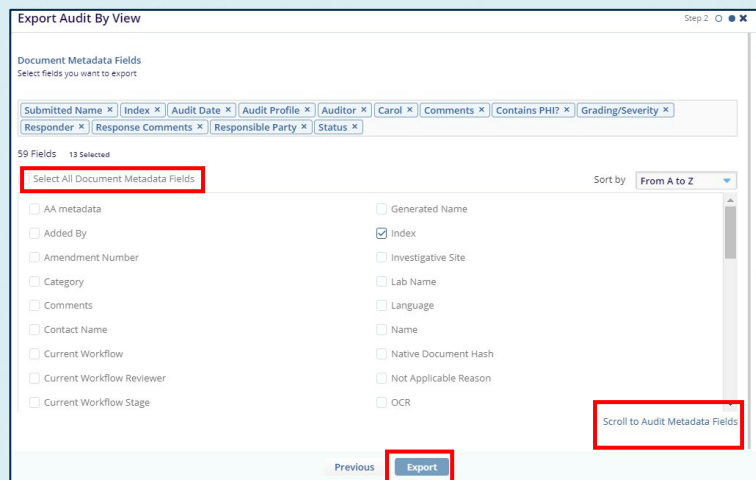
The 'Export All Audits' dialog box (Step 1) contains the following options:

- Audit's Source:** Radio buttons for 'All Audits' and 'Selected Audits' (selected).
- Audits:** A dropdown menu showing 'Test Audit' with a green checkmark.
- Auditor's Source:** Radio buttons for 'All Auditors' (selected) and 'Selected Auditors'.
- Auditors:** An empty text input field.
- Status:** Buttons for 'In Progress', 'Pending', 'Passed' (with a green checkmark), 'Failed', and 'Issue Resolved'.

Buttons at the bottom: 'Cancel' and 'Next'.

5. Choose from the available export options and click **Export**.

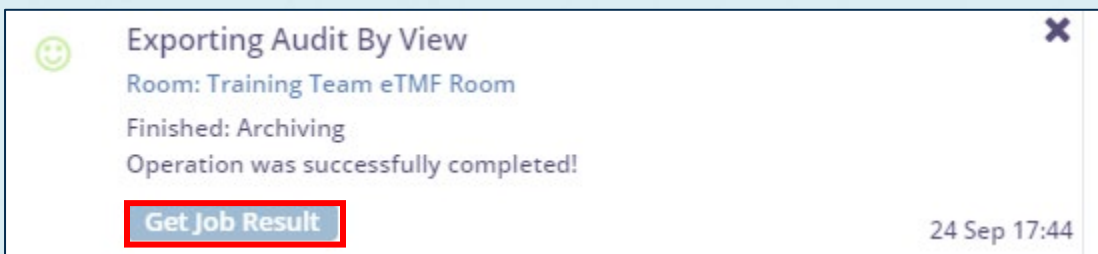
Note: Users can click **Scroll to Audit Metadata Fields** in the bottom right corner to see the list of specific Audit metadata fields.



The 'Export Audit By View' dialog box (Step 2) shows the following configuration:

- Document Metadata Fields:** A list of fields to export, including Submitted Name, Index, Audit Date, Audit Profile, Auditor, Carol, Comments, Contains PHIT, Grading/Severity, Responder, Response Comments, Responsible Party, and Status.
- 59 Fields, 13 Selected:** A summary of the selected fields.
- Select All Document Metadata Fields:** A button highlighted with a red box.
- Sort by:** A dropdown menu set to 'From A to Z'.
- Field Selection:** A list of checkboxes for various metadata fields. 'Index' is checked.
- Scroll to Audit Metadata Fields:** A button in the bottom right corner highlighted with a red box.
- Buttons:** 'Previous' and 'Export' (highlighted with a red box).

6. Click the **Get Job Result** popup from the notification area at the top of the screen to prompt the download of the report.



The notification popup displays the following information:

- Icon:** A green smiley face icon.
- Title:** 'Exporting Audit By View'.
- Room:** 'Training Team eTMF Room'.
- Status:** 'Finished: Archiving'.
- Message:** 'Operation was successfully completed!'.
- Get Job Result:** A button highlighted with a red box.
- Timestamp:** '24 Sep 17:44'.