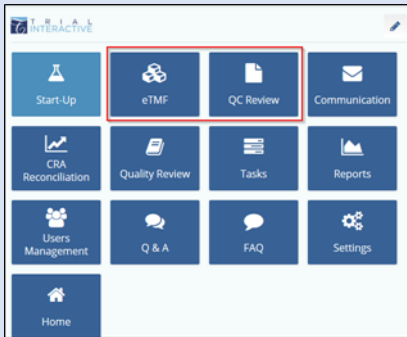


APPLICABLE TO:

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



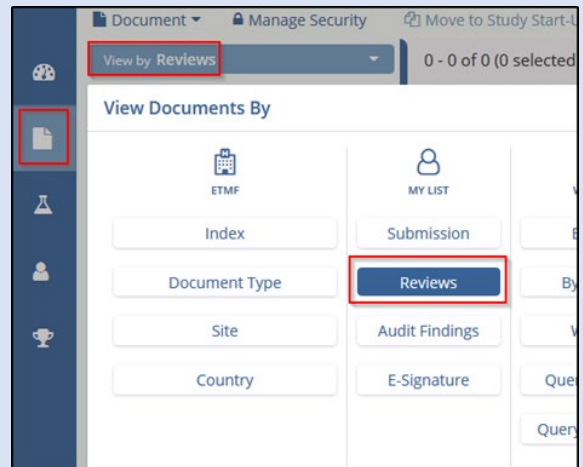
1. Login to a room to perform the Quality Check (QC) of a document. Navigate to the **eTMF** module or the **QC Review** module.

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

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

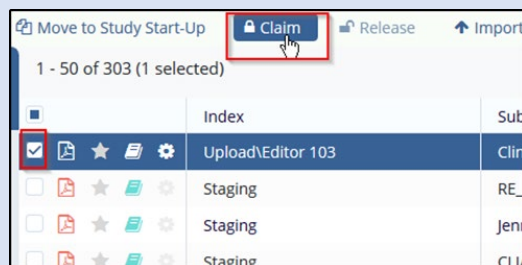
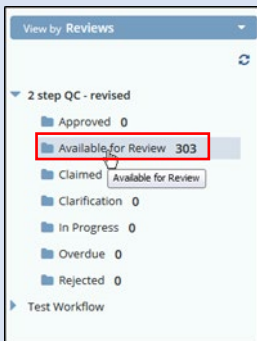
Select **Reviews** from the filter views.

The **QC Review** Module defaults to this view.

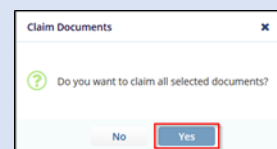


3. Click **Available for Review**

4. Select the document(s) to be reviewed, then click **Claim** above the grid.



5. Click **Yes**



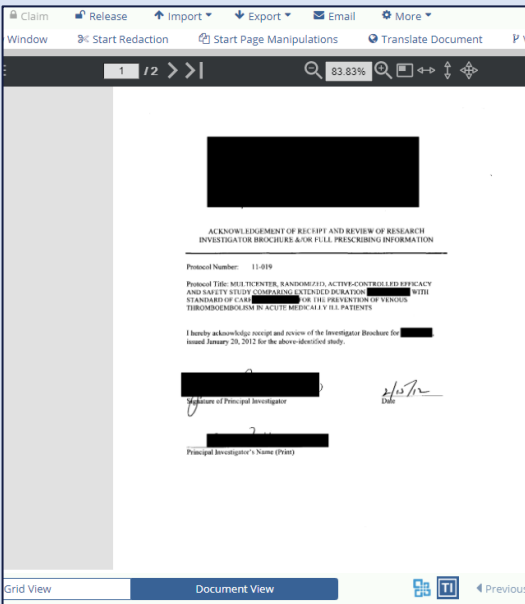


6. Click on Claimed to view all claimed documents waiting for review.

7. Select the claimed document you want to 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



8. Confirm the document is clean and complete.

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

Document Metadata

Category \*  
General

Country

Document Type \*

Comments

Reason for not using auto Document Name

Generated Name

Disable auto Document Name

Document Date \*  
DD MMM YYYY

**This field is required**

9. In the Metadata pane, scroll down to select the applicable document **Status** add any applicable comments.

Below the pane, click **Save**

Status\*

Rejected

In Progress

Clarification

Approved

Comments

\*Please see the related job aid "How to Create a Workflow Query" for assistance with opening a query on a document as a part of the QC Review process.