APPLICABLE TO:

- ● Administrators
- ● Room Managers
- ● 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
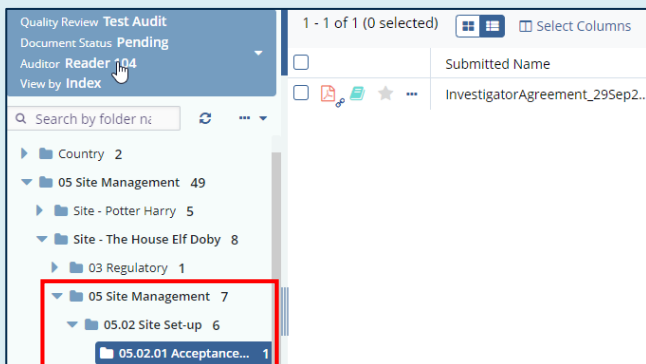
2. Click the drop-down menu above the Index Pane to change your view and select a specific audit
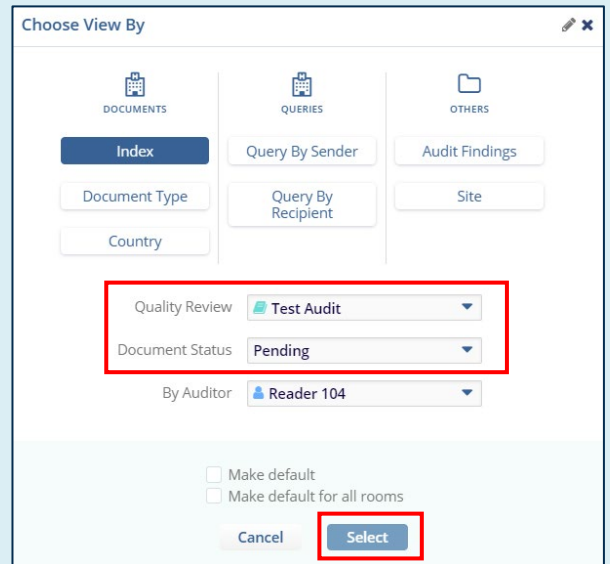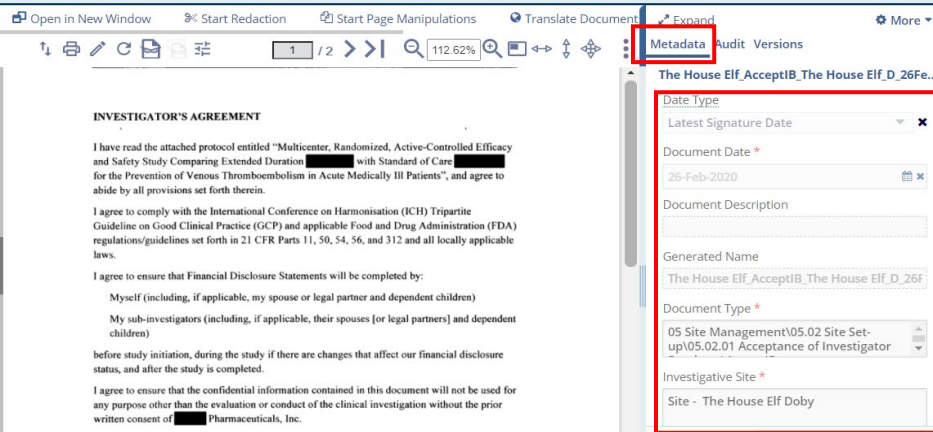
3. Choose **Document Status** from the second dropdown before you click Select

Note: Documents awaiting audit are found in **Pending** status.
**By Auditor** should display your name when you are performing a quality review.

4. Click and expand a folder to view documents to be audited in the grid

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

6. Examine the document to determine if audit criteria have been met.

7. Click on the Audit tab, then select the appropriate Status from the drop down.
Enter other applicable information such as Comments.
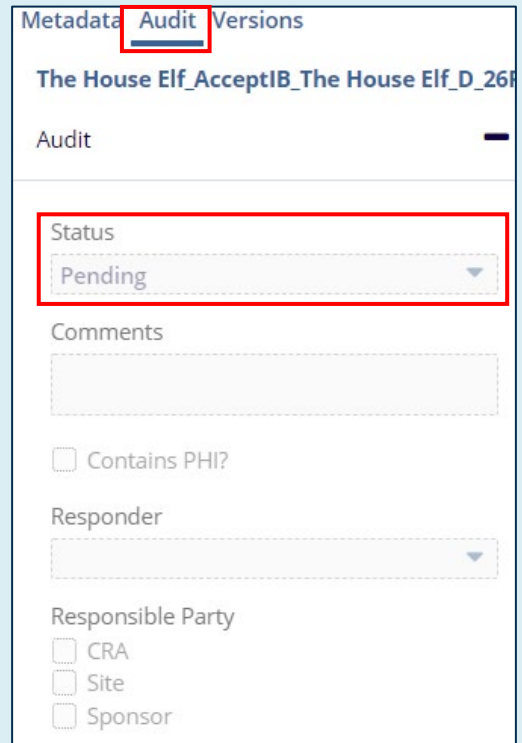
Comments should always be entered for failed documents, so that the Audit Responder can take appropriate action.

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