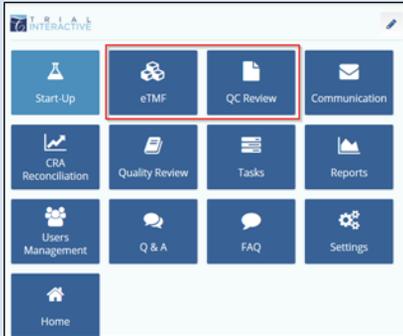


APPLICABLE TO:

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



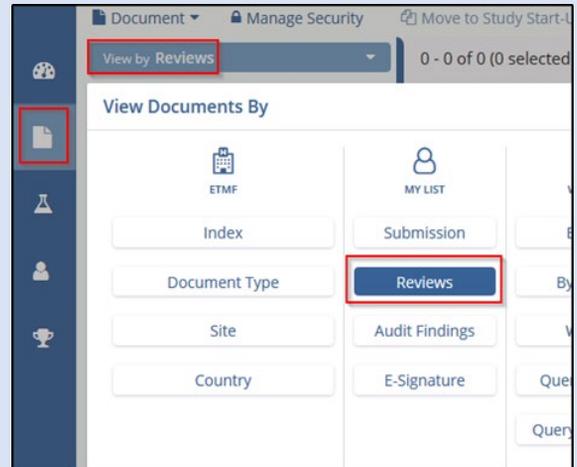
1. Login to a room to perform the Quality Check (QC) of a document. Navigate to the **eTMF** module or the **QC Review** module.

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

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

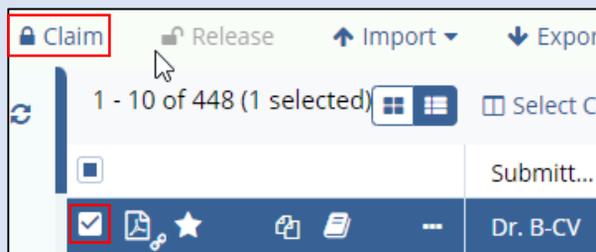
Select **Reviews** from the filter views.

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

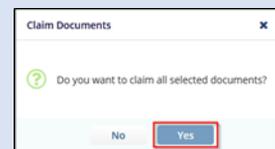


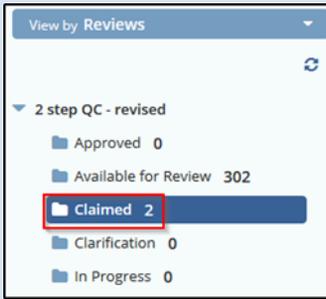
3. Click **Available for Review**

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



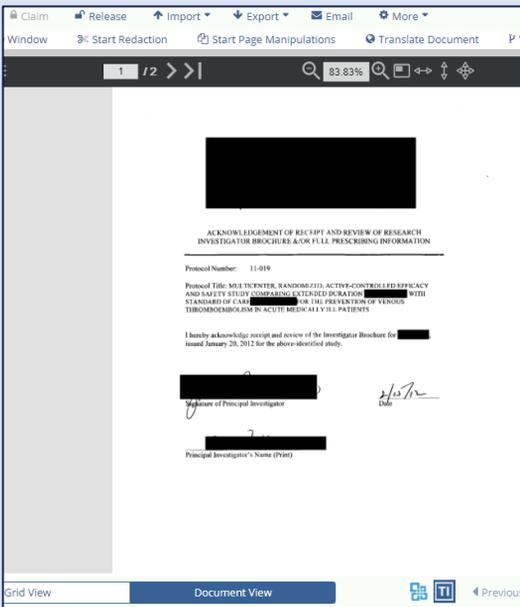
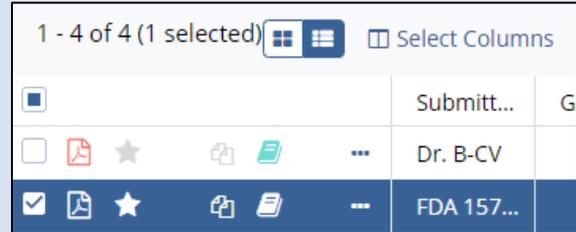
5. Click **Yes**





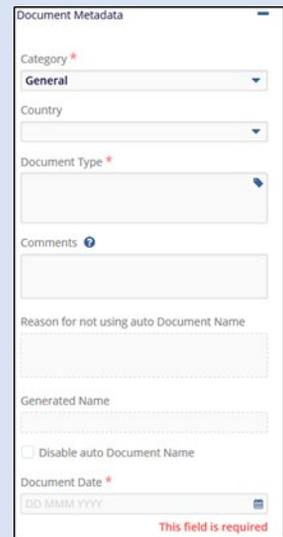
6. Click on Claimed to view all claimed documents waiting for review.

7. Select the claimed document you want to review.



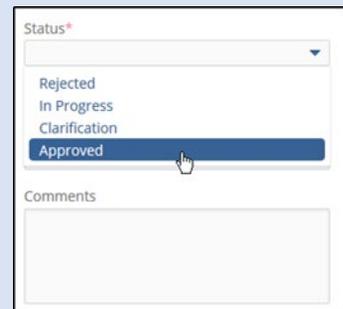
8. Confirm the document is clean and complete.

Enter, review, or update all required Metadata Fields



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

Below the pane, click **Save**



*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.