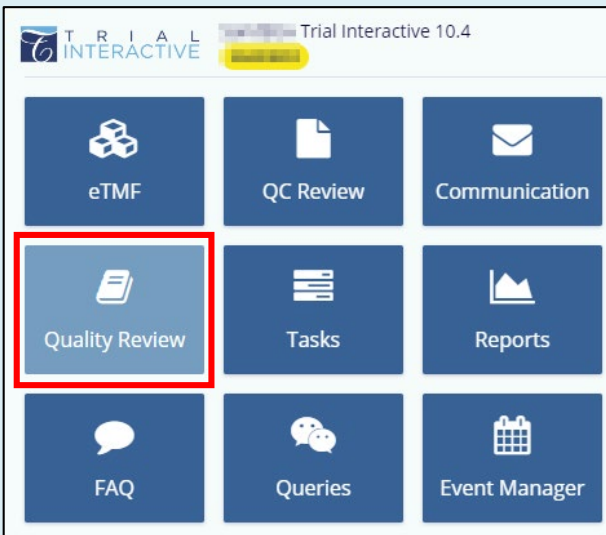


APPLICABLE TO:

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



Audit Findings are created when a document receives a failed status during an audit. Findings are pooled for any Audit Responder to address. The steps below show how a specific Responder can be assigned to a Finding by the Audit Manager. These steps assume the user has been previously assigned the role of Audit Manager.

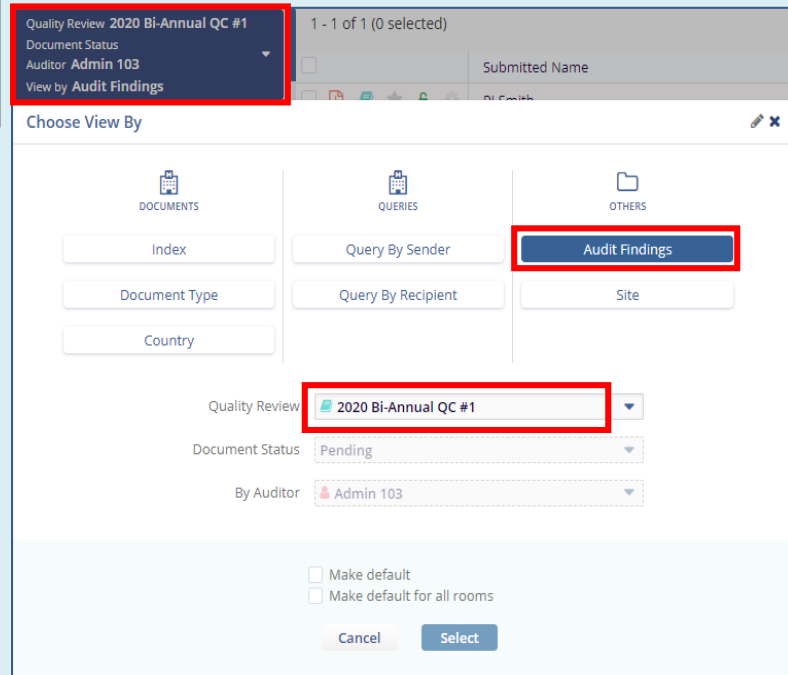


1. Log in to a room and click the **Quality Review** application from the navigation grid.



Contact your room Administrator if the **Quality Review** application is not visible.

2. Expand the view selection dropdown menu to select an **Audit** (sample audit names shown).



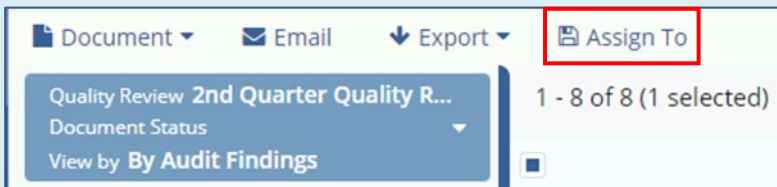
3. Select the folder view type: **Audit Findings**.

4. Click on the **Unclaimed** folder.



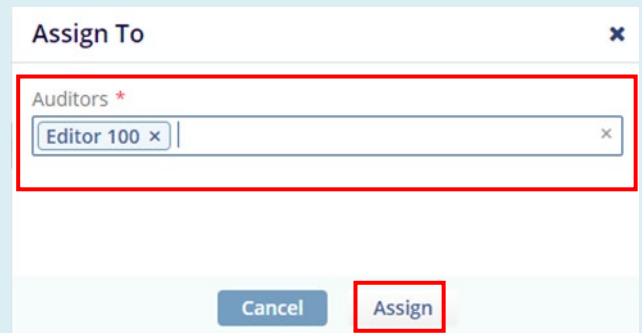
5. Select a document available to claim. Locked documents, marked with a closed padlock, are already being addressed.

<input type="checkbox"/>					InformedConsent_sample1	05 Site Management
<input type="checkbox"/>					CTA	05 Site Management



6. In the grid, select the document you wish to assign to a specific Audit Responder. Click **Assign To**.

7. In the popup, choose an Audit Responder from the **Auditors** dropdown. Click **Assign**.



Repeat steps for additional findings/responders.