

### 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.

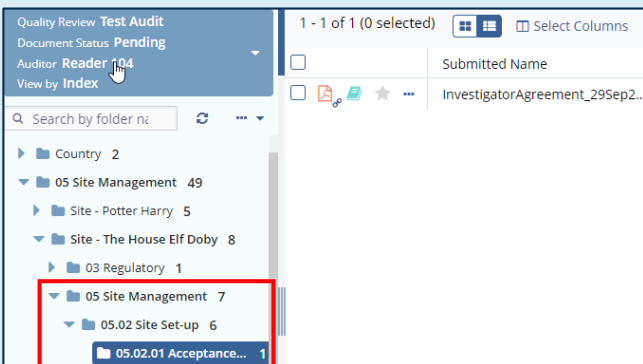
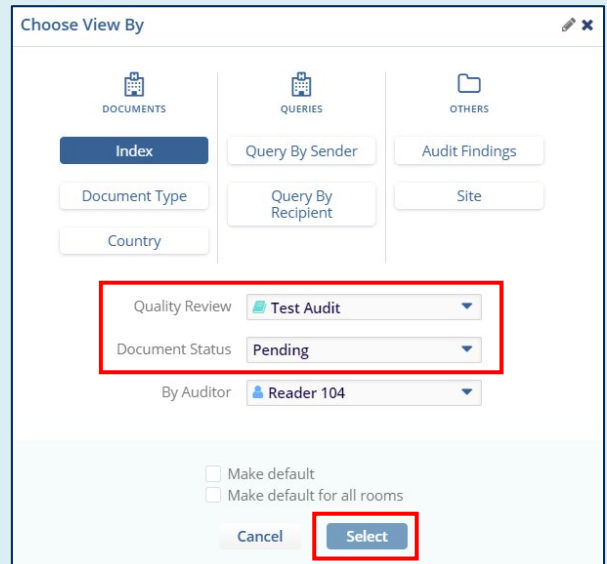
**Tip:** Contact the room Administrator if the **Quality Review** application is not visible



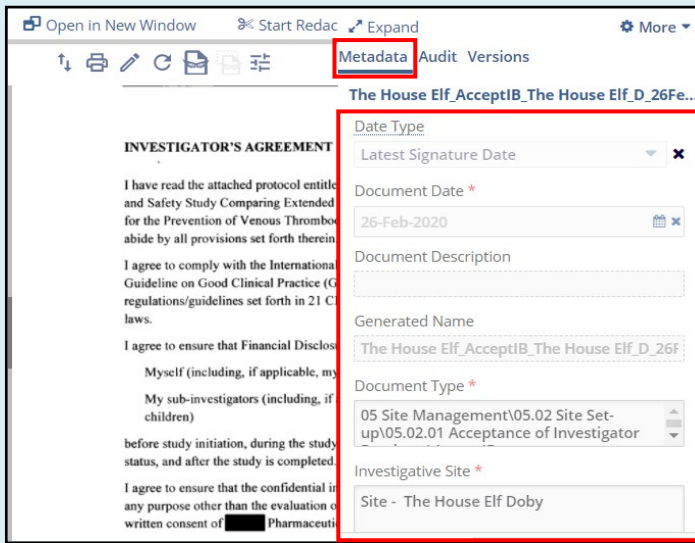
2. Click the drop-down menu above the Index Pane to change your view and select a specific audit.

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.



5. Select and open a document to review its content and metadata.

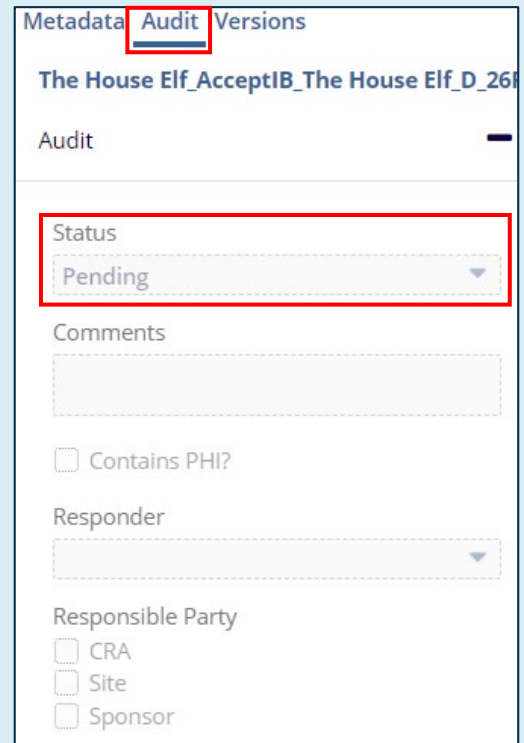
6. Examine all fields to determine if audit criteria have been met.

7. Click on the **Audit** dashlet, then select the appropriate **Status** from the drop down. Enter other applicable information and/or 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** if you wish to move onto the next document to audit.




See related job aid “How to Respond to an Audit Finding” in Trial Interactive for more information.