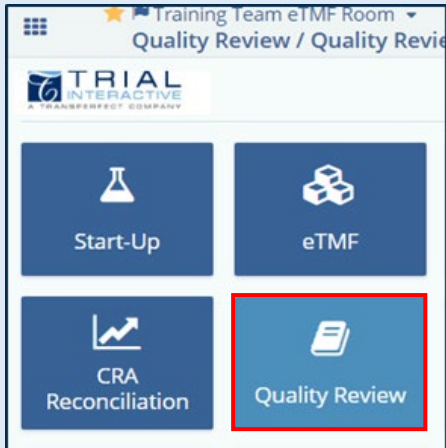


### APPLICABLE TO:

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

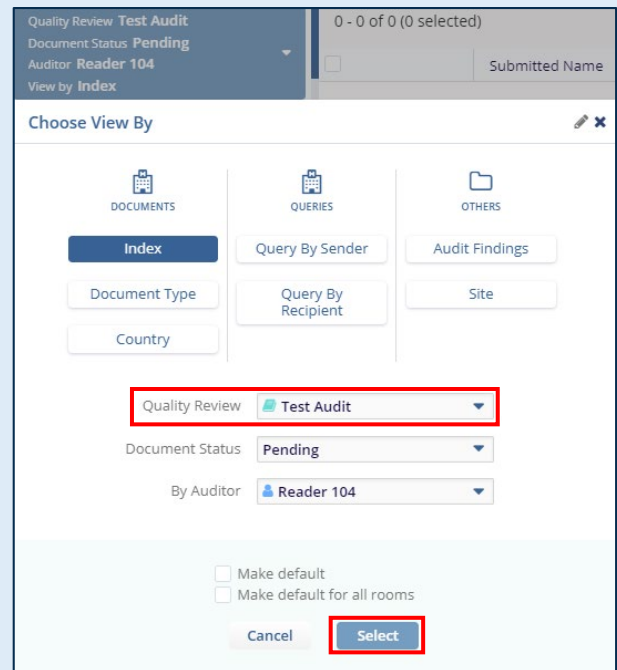


1. Login to a room and click the **Quality Review** application from the Navigation grid.

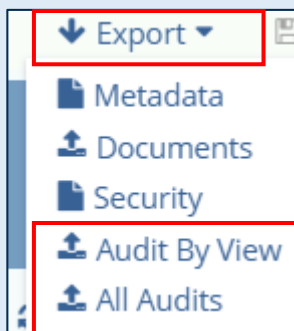


Contact the room Administrator if the **Quality Review** application is not visible.

2. Select the Audit to export data from, using the View Selector. Browse from available audits listed in the **Quality Review** dropdown, shown here.



3. Click **Export** then select **Audit by View** or **All Audits**.

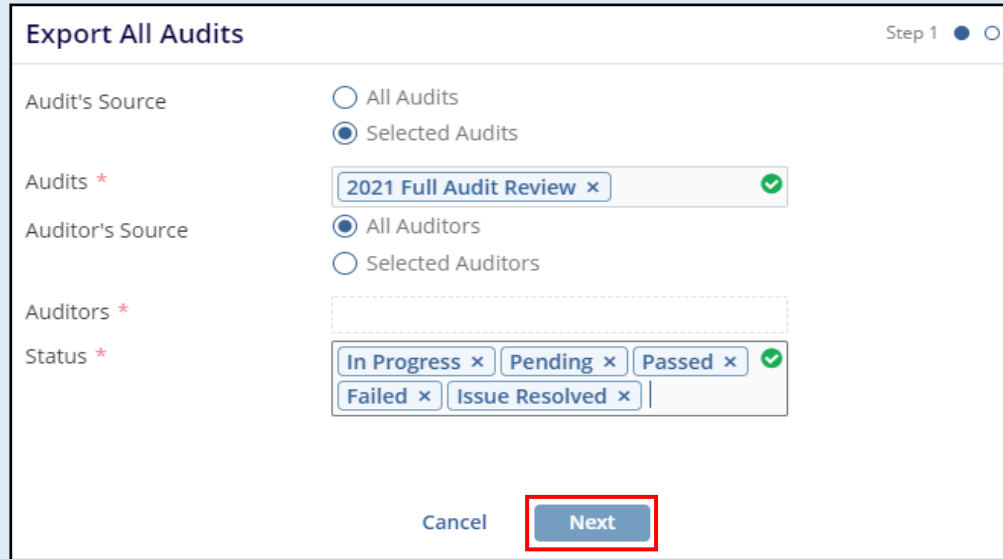


**Audit by View:** Exports audit data from the currently selected view.

**All Audits** (Available to Audit Managers and Admins): Allows users to select multiple audits data to export, as well as filtering for Auditors, Statuses, and Metadata fields.

4. If using **All Audits**, choose to export data either from **All Audits** or **Selected Audits**; fill other settings according to your needs, then click **Next**.

If using **Audit by View**, go to step #5.



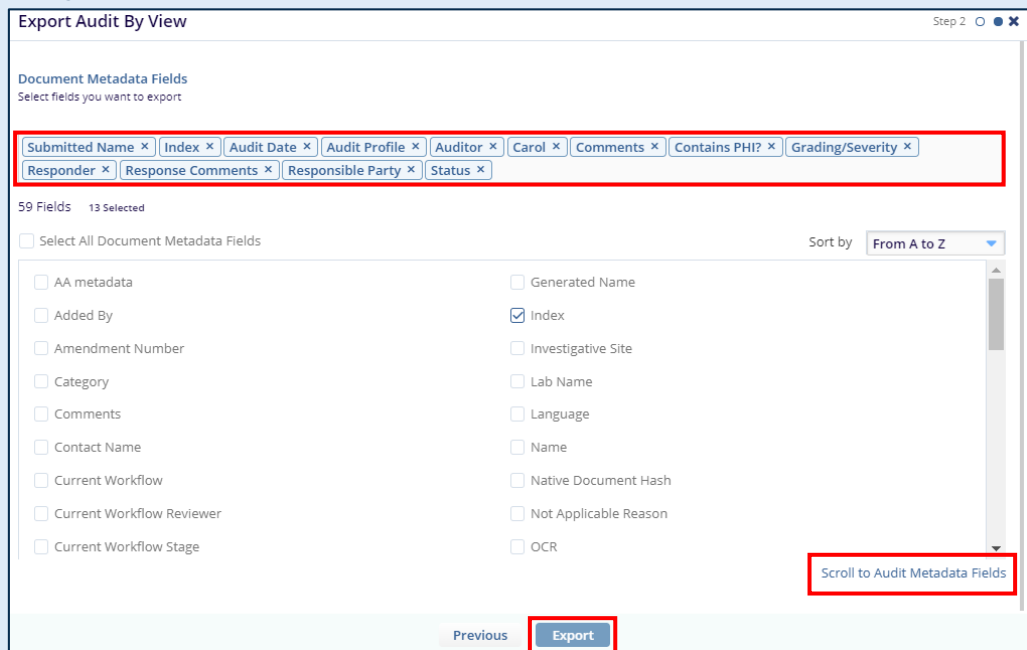
The screenshot shows the 'Export All Audits' dialog box. It has a title bar with 'Export All Audits' and 'Step 1'. The form contains the following fields:

- Audit's Source:** Radio buttons for 'All Audits' and 'Selected Audits'. 'Selected Audits' is selected.
- Audits \*:** A dropdown menu showing '2021 Full Audit Review' with a green checkmark.
- Auditor's Source:** Radio buttons for 'All Auditors' and 'Selected Auditors'. 'All Auditors' is selected.
- Auditors \*:** An empty dashed box.
- Status \*:** A set of buttons for 'In Progress', 'Pending', 'Passed', 'Failed', and 'Issue Resolved'. 'Passed' is selected with a green checkmark.

At the bottom, there are 'Cancel' and 'Next' buttons. The 'Next' button is highlighted with a red box.

5. Choose from the available export options and click **Export**.

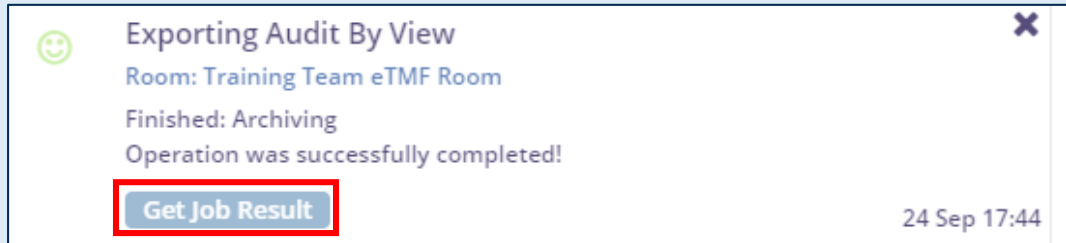
 Users can click **Scroll to Audit Metadata Fields** in the bottom right corner to see the full list of available Audit metadata fields.



The screenshot shows the 'Export Audit By View' dialog box. It has a title bar with 'Export Audit By View' and 'Step 2'. The form contains the following fields:

- Document Metadata Fields:** A section with the instruction 'Select fields you want to export'. Below it, a row of buttons for 'Submitted Name', 'Index', 'Audit Date', 'Audit Profile', 'Auditor', 'Carol', 'Comments', 'Contains PHI?', 'Grading/Severity', 'Responder', 'Response Comments', 'Responsible Party', and 'Status'. This row is highlighted with a red box.
- Field Selection:** A list of 59 fields with checkboxes. 'Index' is checked. A 'Sort by' dropdown is set to 'From A to Z'.
- Action Buttons:** 'Previous' and 'Export' buttons. The 'Export' button is highlighted with a red box.
- Scroll Button:** A button labeled 'Scroll to Audit Metadata Fields' is highlighted with a red box in the bottom right corner.

6. Click the **Get Job Result** popup in the notification area at the top of the screen to start downloading the report.



The generated report gets downloaded to your PC as a compressed file.