

APPLICABLE TO:

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

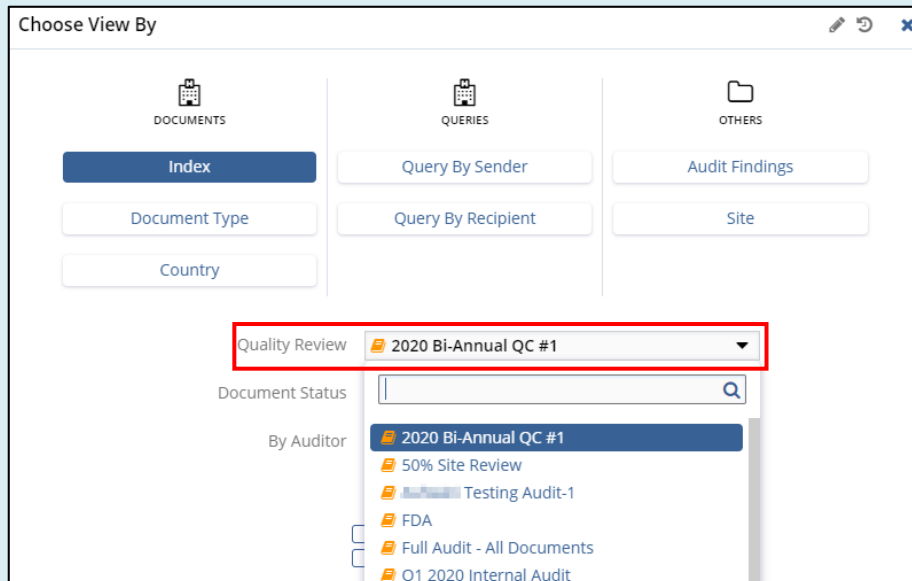


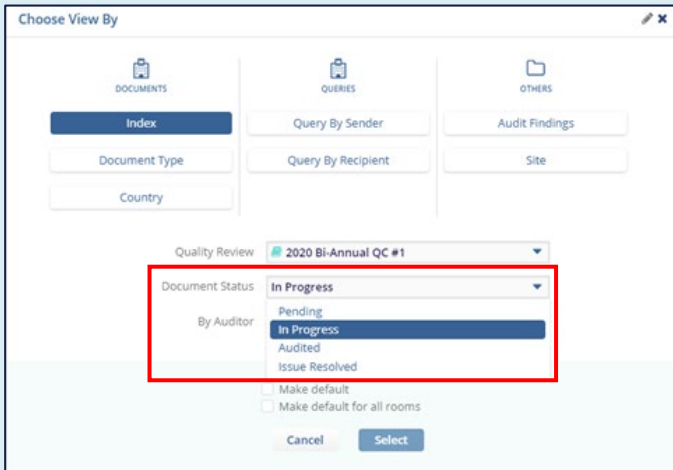
1. Login to a room and click the **Quality Review** module from the Navigation grid.



If you cannot see the Quality Review module, contact your room Administrator.

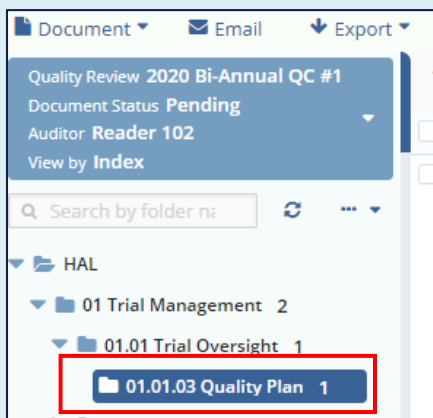
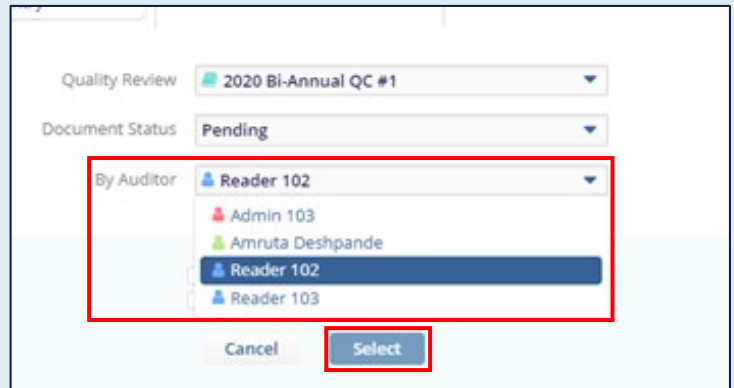
2. Click the view selection dropdown menu to select an audit. Choose from the available **Active Audits**, marked in orange color (sample audit names shown) in the **Quality Review** dropdown.





3. Select a **Document Status** of **Pending** or **In Progress** from the related drop-down list.

4. Under the **By Auditor** section, select the user that will have their audit document(s) reassigned and click **Select**.

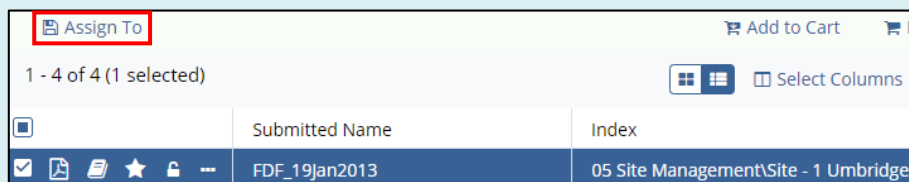


5a. Drill down to a folder to view the document(s) in the grid.

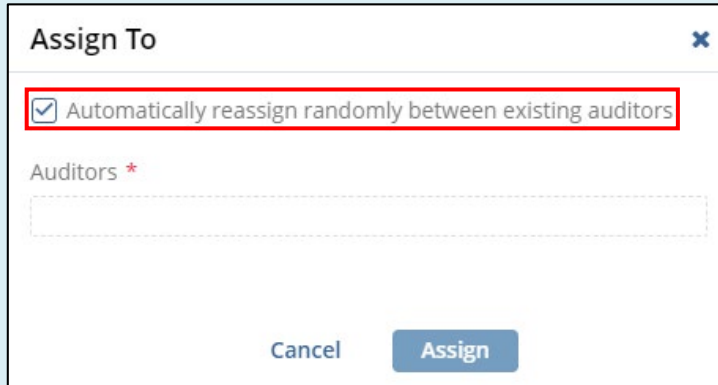


You can choose a different view in step 2 to find documents by type, site, etc.

5b. From the grid, select the document(s) to be reassigned, then click **Assign To**.

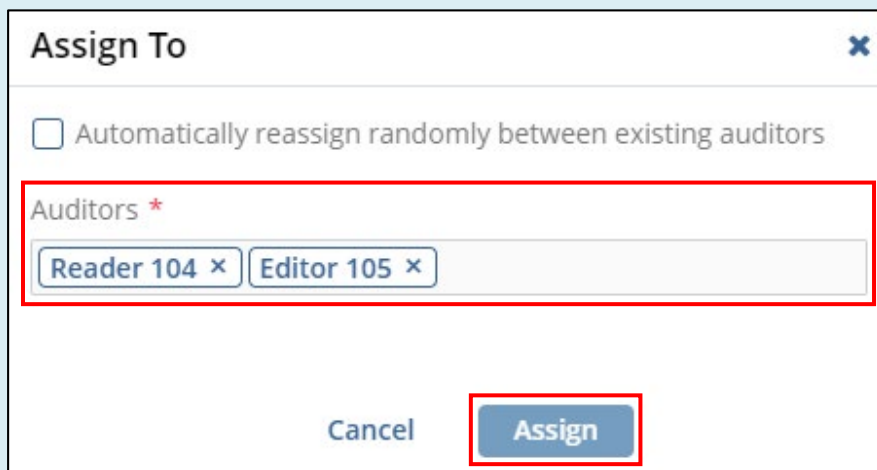


6a. Uncheck the “**Automatically reassign...**” box if you would like to manually reassign the document to another auditor.



The screenshot shows a dialog box titled "Assign To" with a close button (X) in the top right corner. Below the title bar, there is a checkbox labeled "Automatically reassign randomly between existing auditors" which is currently checked. Below this checkbox is a text input field labeled "Auditors *". At the bottom of the dialog, there are two buttons: "Cancel" and "Assign".

6b. Click on the **Auditors** box, select the desired auditor(s) from the list and click **Assign**.



The screenshot shows the same "Assign To" dialog box. The checkbox "Automatically reassign randomly between existing auditors" is now unchecked. The "Auditors *" field is highlighted with a red box and contains two selected items: "Reader 104" and "Editor 105", each with a small 'X' icon to its right. The "Assign" button at the bottom right is also highlighted with a red box.