

APPLICABLE TO:

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



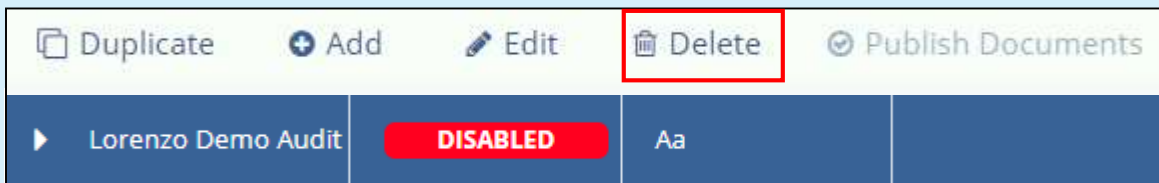
Audits should only be deleted if no review work has been performed. The system will prevent any user from deleting an audit once work has begun.

1. Navigate to the Quality Review module and access the Quality Review Settings from the toolbar at the left side of the screen.



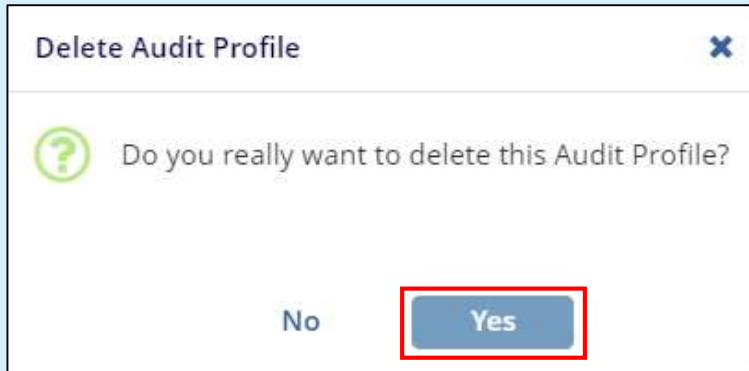
2. Click on the Documents Quality Review Settings tab to view existing audits.

3. Select the audit you wish to eliminate. Click on the **Delete** button in the actions bar.



Active or **Completed** audits cannot be deleted. Deactivate any active audit you wish to delete using the Disable button.

4. A pop-up will appear asking for confirmation that you want to delete the audit. This action is irreversible. Click **Yes** to delete the audit profile from the room.



5. The deleted audit no longer appears in the audits list.

| Name | Status | Description | Frequency |
|-------------------------------|---------------|--------------------------------|-----------|
| ▶ 2021 Full Audit Review | ACTIVE | Full audit of all submitted do | |
| ▶ December 2021 Full Audit Re | ACTIVE | Review of all submitted docu | |