

APPLICABLE TO:

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

Duplicating audits allows an Admin user to create clones of existing audits with most of the settings already in place, thus saving time on creating recurring audit profiles

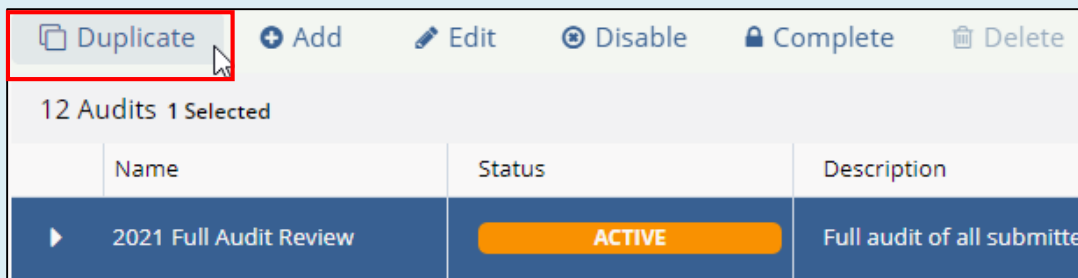
1. Navigate to the Quality Review module and access the Quality Review Settings from the toolbar at the left side of the screen.



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



3. Select the audit you wish to clone. Click on the **Duplicate** button in the top bar.



Duplicate audits will retain all details of the original, including selected auditors and other users, except for the documents selection which will be empty. All settings will be editable.

4. A confirmation prompt appears. You can also assign a name to the new copy of the audit here. Click **Create Duplicate Audit** to generate the duplicate.

**Duplicate Audit** ✕

Would you like to create a duplicate of this audit ?

Audit profile will be created and added to the list as a "Draft" Audit. You may choose to change the name of this duplicate Audit below.

Audit Name\*

Cancel
Create Duplicated Audit

5. The new 'clone' audit will appear at the bottom of the audits list as a **Draft**. Review and adjust any settings by double-clicking on it or using the **Edit** button at the top while selected. The settings editor is the same as seen when creating an audit.



▶ PIC Audit Fictional	<b>ACTIVE</b>	Lead review of sample-selected docs
▶ Test Audit Lorenzo	<b>ACTIVE</b>	Reviewing/testing changes from 10.3.4
▶ Copy of 2021 Full Audit Review	<b>DRAFT</b>	Full audit of all submitted documents in study

6. When you're ready for the new Audit profile to be used for review, simply click on the **Activate** button. Its assigned documents can now be reviewed by auditors.

