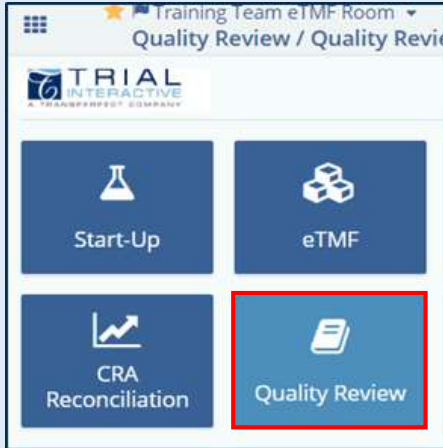


APPLICABLE TO:

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

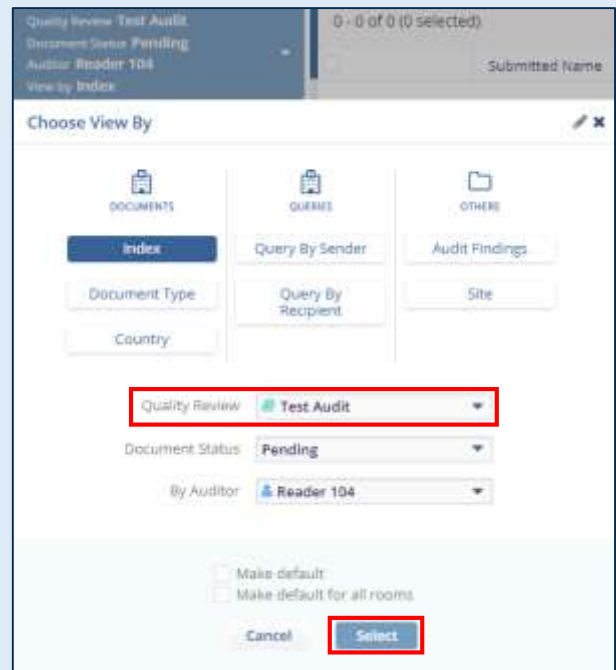


1. Login to a room and click the **Quality Review** application from the Navigation grid.



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.

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.

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.