


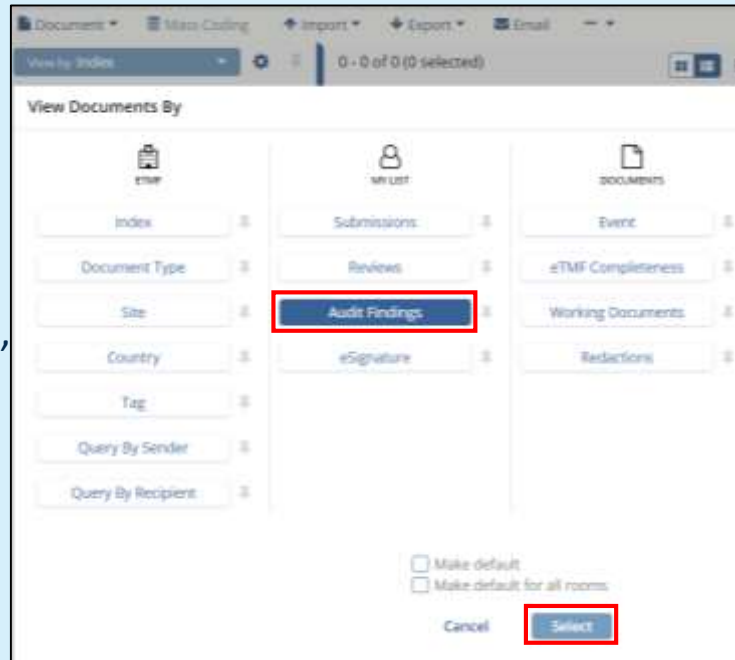
APPLICABLE TO:

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

 This job aid assumes that the user has already been assigned as an Audit Responder.

1. Login to the eTMF and navigate to the **Documents** Module.

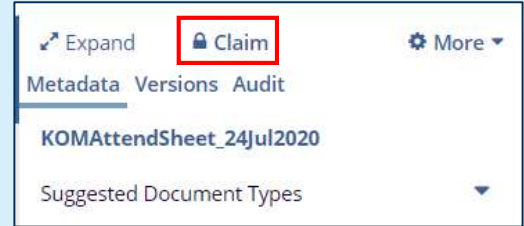
2. Change the view to **Audit Findings**, then click **Select**.



3. Choose a **folder** to display documents with findings related to a specific audit. **Select** a document unclaimed for review (open padlock icon).



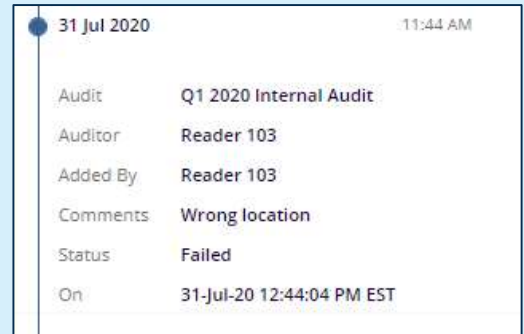
4. Claim the selected document. This makes you the assigned responder.



5. In the document Metadata pane, review **Audit History** to ascertain the reason for the Audit Finding.

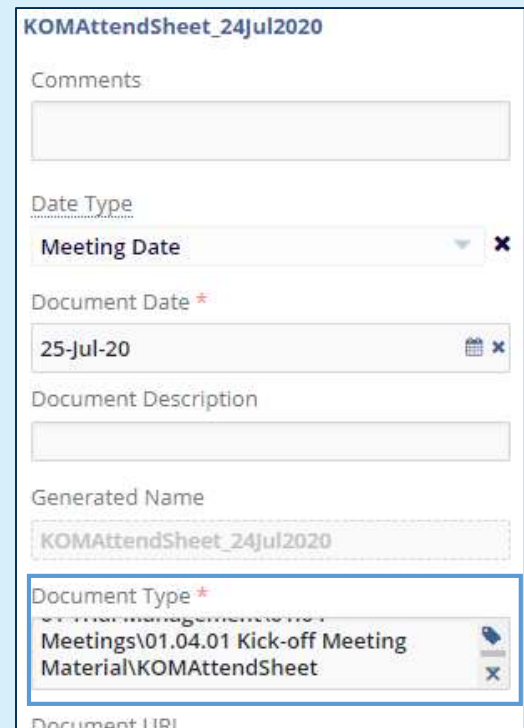


Tip: Turning off the **Show Last History Record** option will display the full audit trail for the document

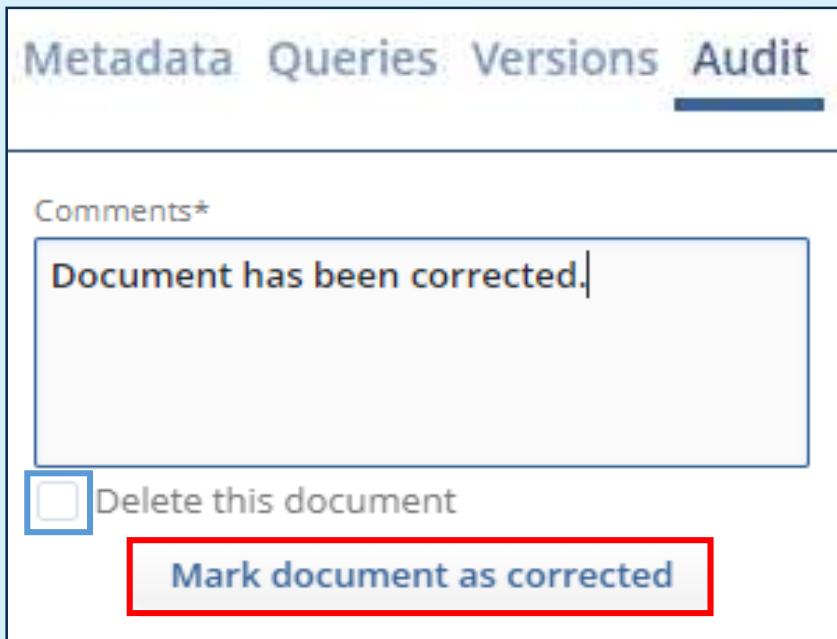


6. Once the **reason** for the finding is determined, the Audit Responder makes any required changes or updates to the document.

(ex. **updating metadata**, or replacing document with new version)



7. Once the origin of the Finding has been corrected, the user will switch to the **Audit** tab inside the Metadata pane; insert comments detailing corrective actions taken, then finally click on **Mark Document as Corrected**. This concludes the finding response process.



Metadata Queries Versions **Audit**

Comments*

Document has been corrected.

Delete this document

Mark document as corrected



If the appropriate response to the finding is to delete the document, the user should tick the **Delete this document** checkbox located below the Comments field prior to proceeding.