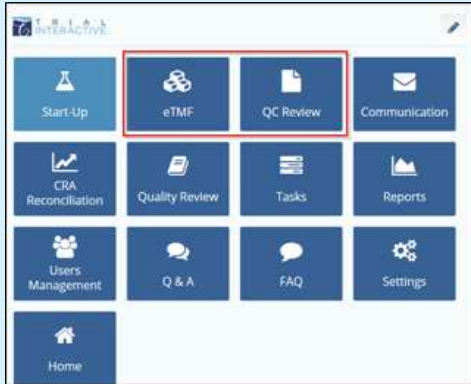


APPLICABLE TO:

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

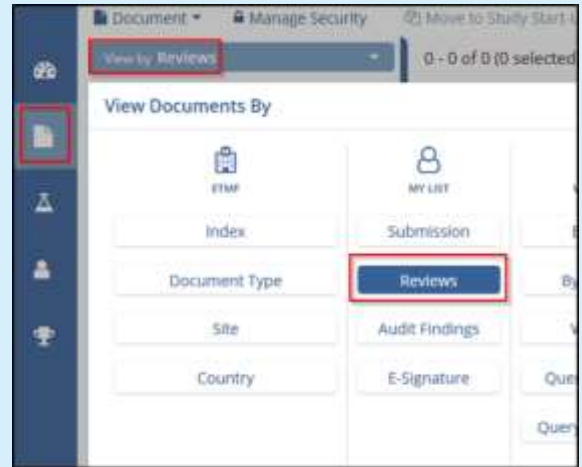


1. Login to a room where you intend to perform the Quality Check (QC) of a document. Navigate to the **eTMF** module or the **QC Review** module.

Note: Users must first be added to appropriate Workflow group(s) by the room Administrator.

2. Navigate to the **Documents** module in the eTMF.

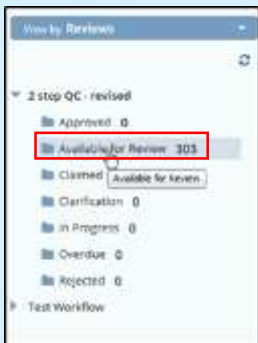
Select **Reviews** from the filter views.



The **QC Review** Module defaults to this view. No need for additional navigation.

3. Select **Available for Review**.

4. Select the document(s) to be reviewed, then click **Claim** above the grid.



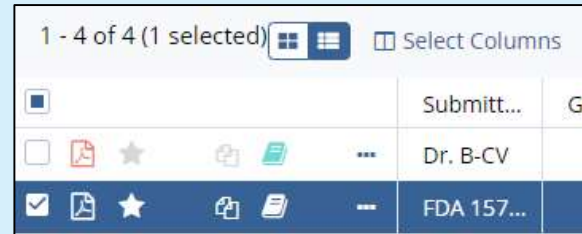
5. Click **Yes** when prompted.





6. Click on **Claimed** to view all documents you claimed for review.

7. Select the claimed document you want to review.



8. Confirm the document is correct and complete.

Enter, review, or update all required **Metadata Fields**.



9. In the Metadata pane, scroll down to select the applicable document **Status**; add any applicable comments.

Below the pane, click **Save**.



\*If a document requires clarification, please see related job aid “How to Create a Workflow Query” for assistance with opening a query on a document as a part of the QC Review process.