

How to Assign Reponders to a Finding as Audit Manager

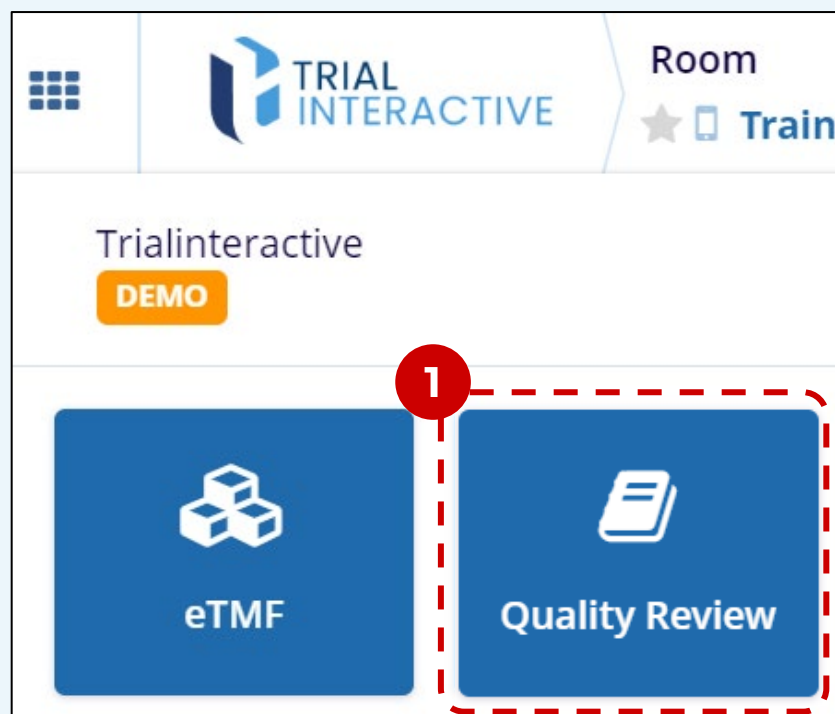
TI version 10.6

APPLICABLE TO:

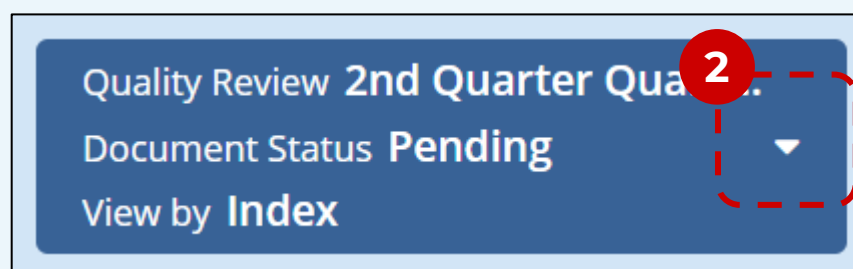
- Admin
- Manager
- Editor
- Reader
- eTMF
- Collaborate

Audit Findings are created when a document receives a Failed status during an audit. Findings are pooled for any Audit Responder to address. The steps below show how a specific Responder can be assigned to a Finding by the Audit Manager. These steps assume the user has been previously assigned the role of Audit Manager.

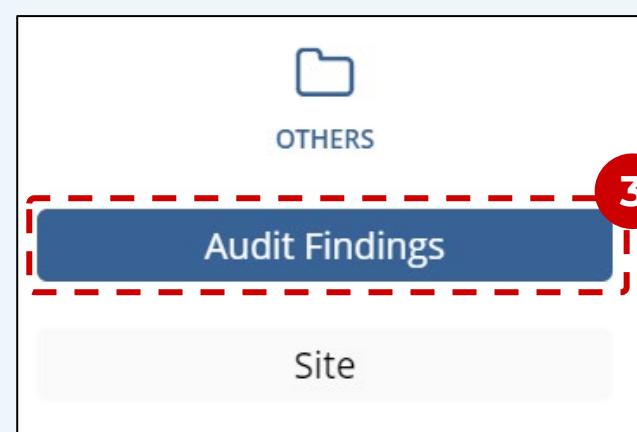
1 Access the **Quality Review** module in the chosen room.



2 Enter the view selector to pick an **Audit** (names shown are examples).



3 Select the **Audit Findings** view.



4 Confirm your choices with the **Select** button at bottom of window.



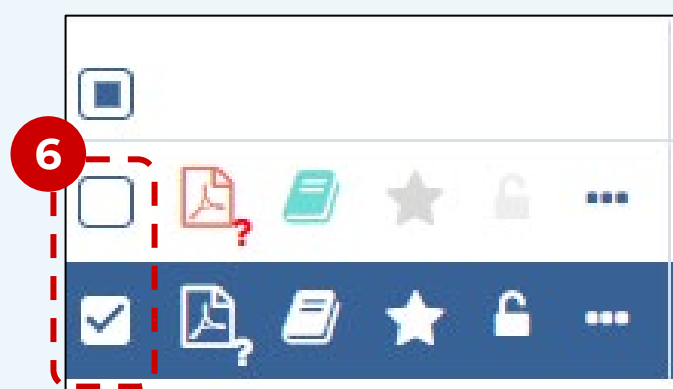
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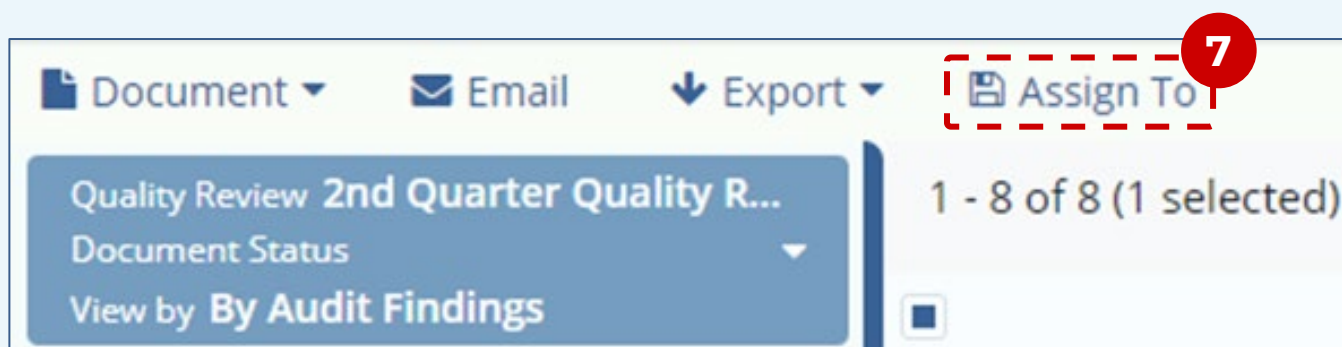
5 Select the **Unclaimed** list.



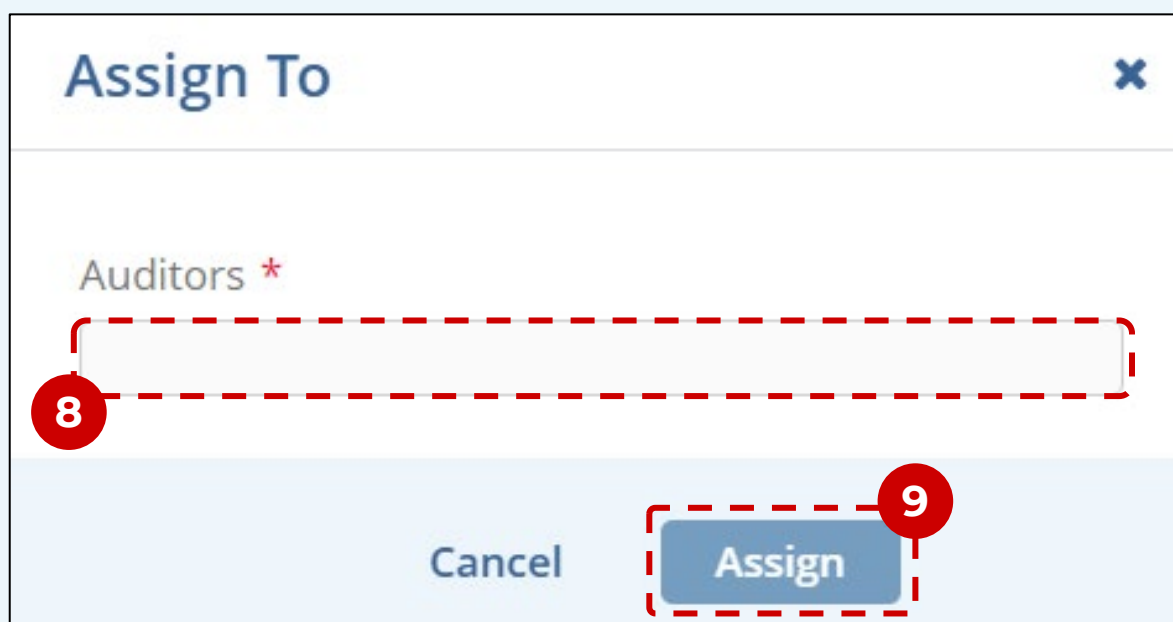
6 Select one or more documents.



7 In the top ribbon, click **Assign To**.



8 Select one of the available **Auditors** (a list displays when clicking on the field).



9 Click **Assign** to finalize.