

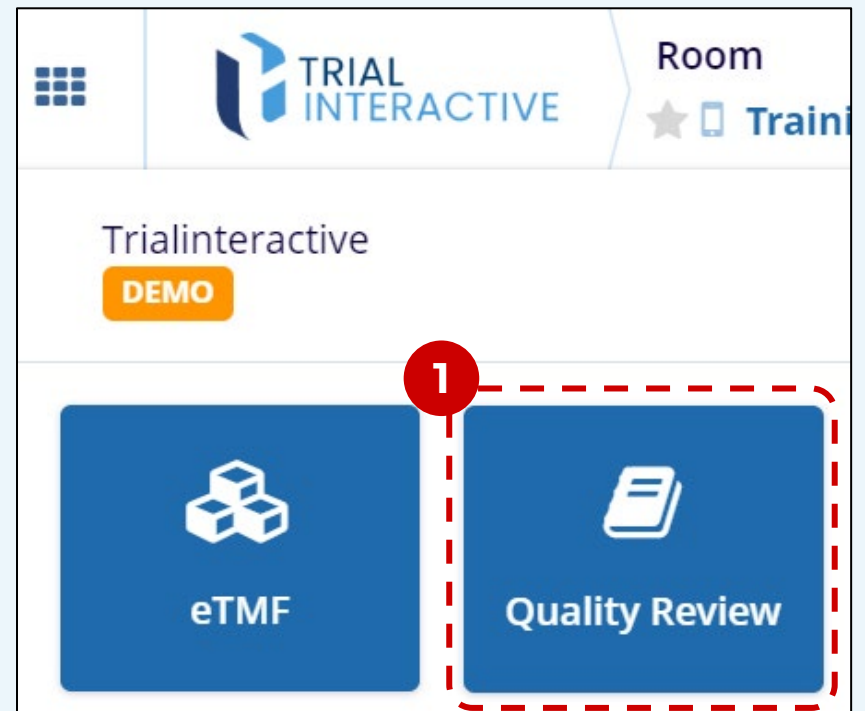
# How to Audit a Document

TI version 10.6

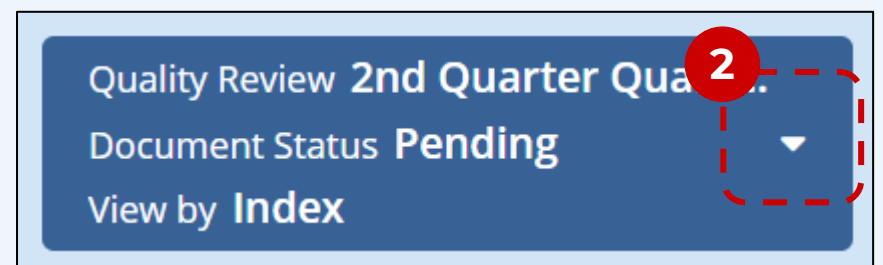
## APPLICABLE TO:

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

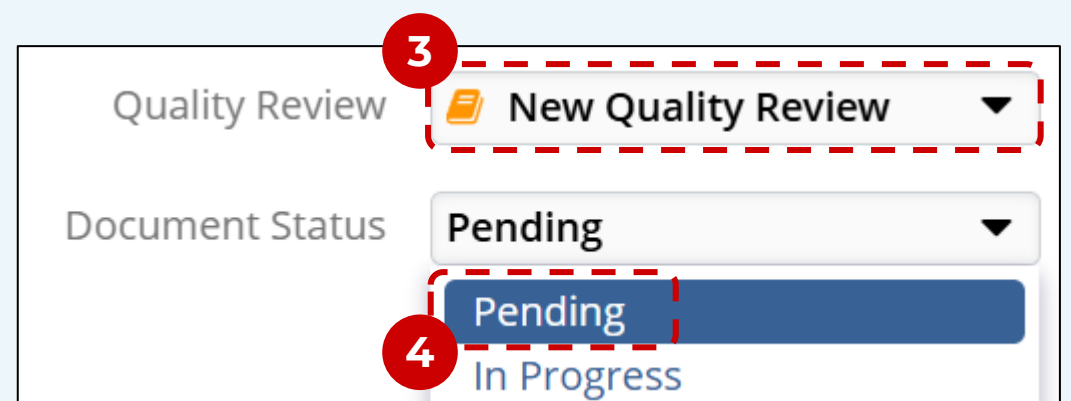
**1** Access the **Quality Review** module in the chosen room.



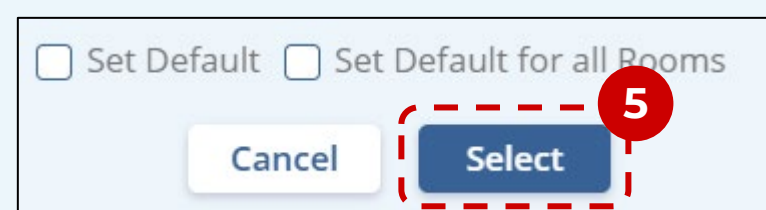
**2** Enter the view selector to pick an **Audit** (names shown are examples).



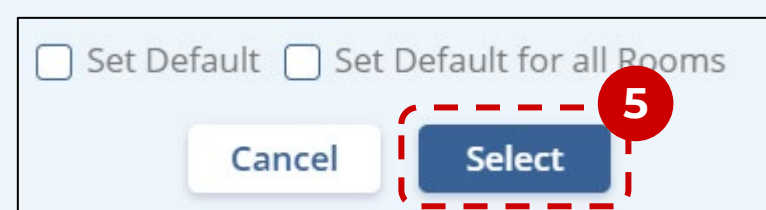
**3** Select the intended audit (**Quality Review**).



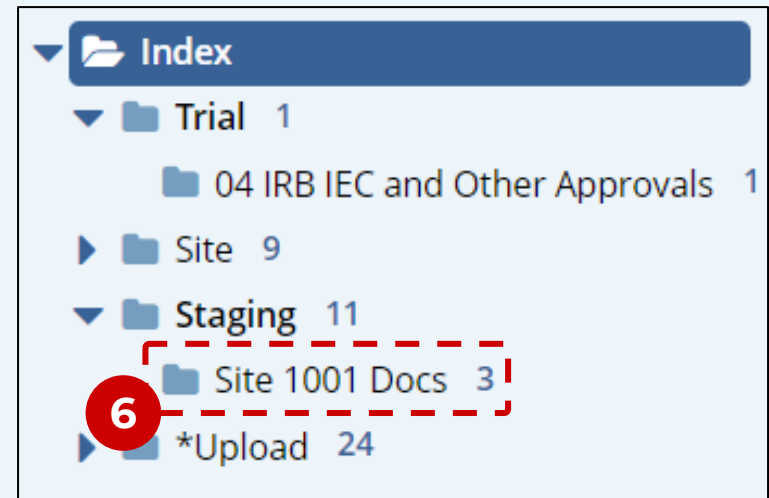
**4** Select Document Status: **Pending**.



**5** Confirm your choice by clicking **Select**.

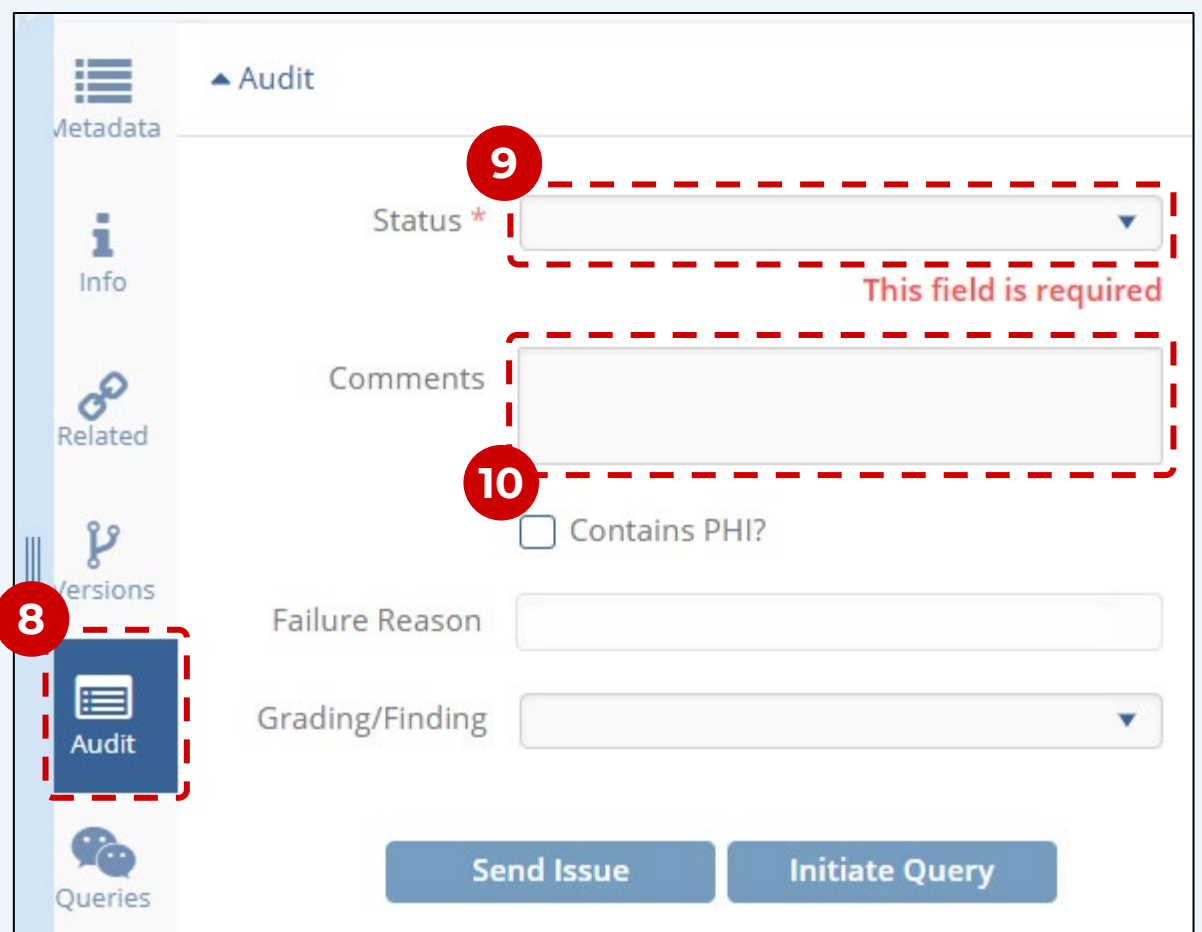


**6** Select a **folder** to view documents awaiting review.



**7** Choose a document and determine if it meets your passing criteria.

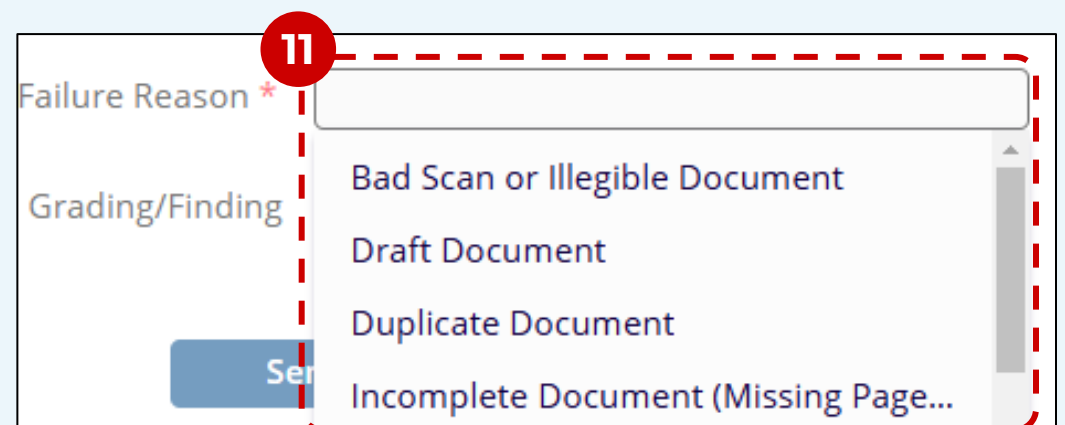
**8** In the metadata panel, select the **Audit** tab.



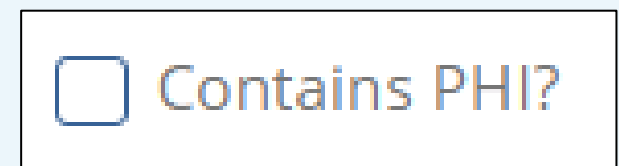
**9** Assign a **status**.

**10** Add **comments** (recommended).

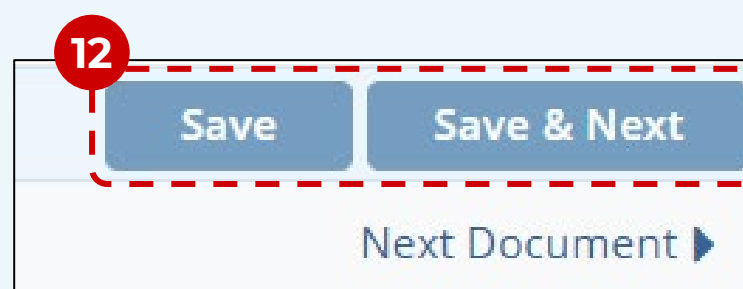
**11** In case the status chosen is a fail, a **Failure Reason** must be indicated.



Some audits may display the **Contains Phi?** Box. This can be used to immediately delete documents that contain personal data or similarly confidential information.



**12** Use the **Save** or **Save & Next** button to finalize the review.



For more info on the audit process after this point, see job aid: "How to Respond to an Audit Finding".