

How to Delete an Audit

TI version 10.6

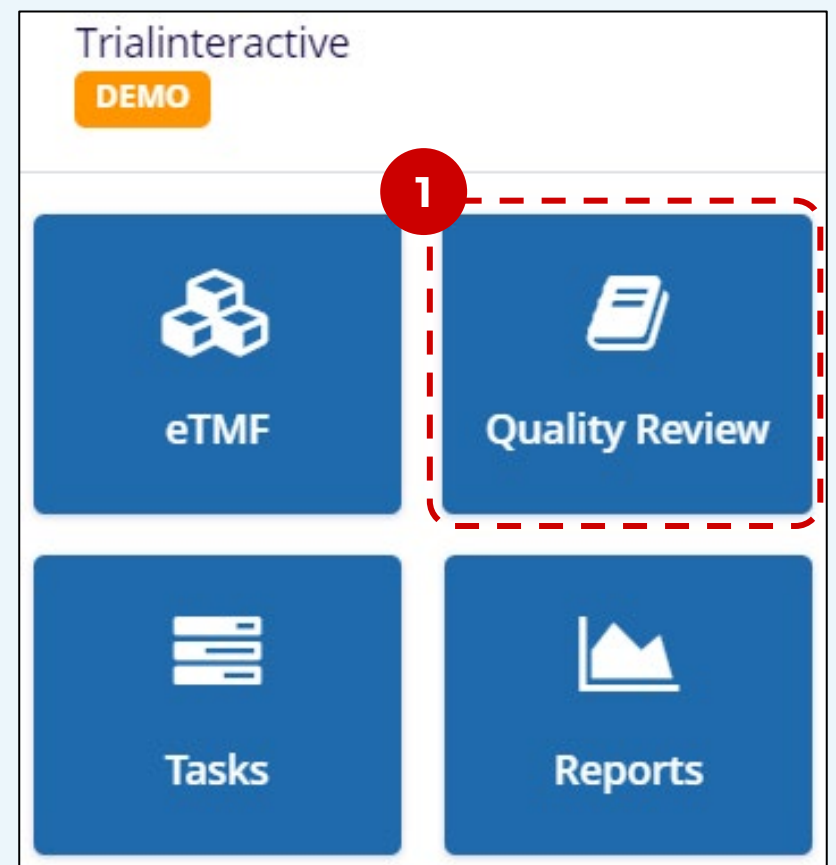
APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- eTMF

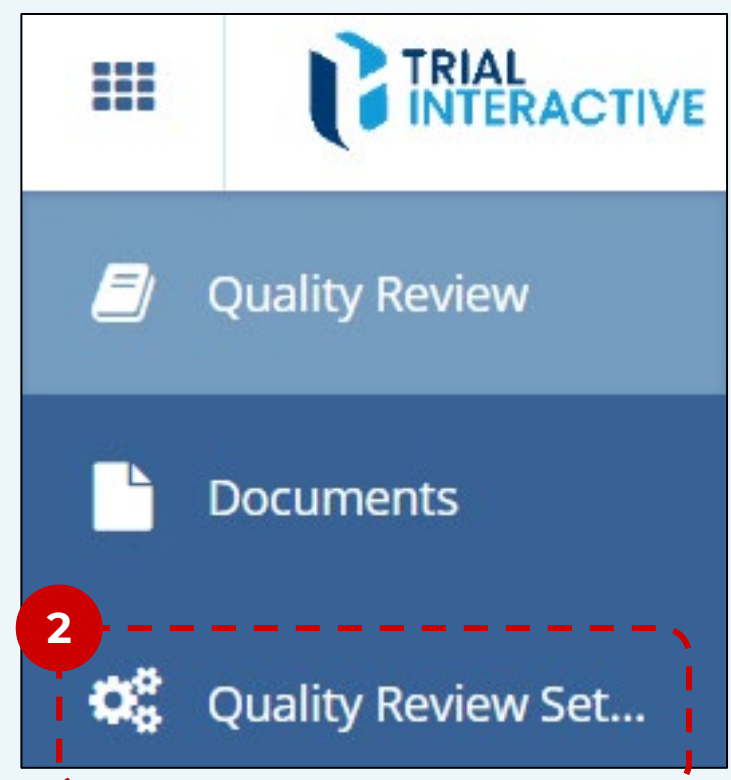


Audits should only be deleted if no review work has been performed. The system will prevent any user from deleting an audit once any work has been done.

1 Navigate to the **Quality Review** module.

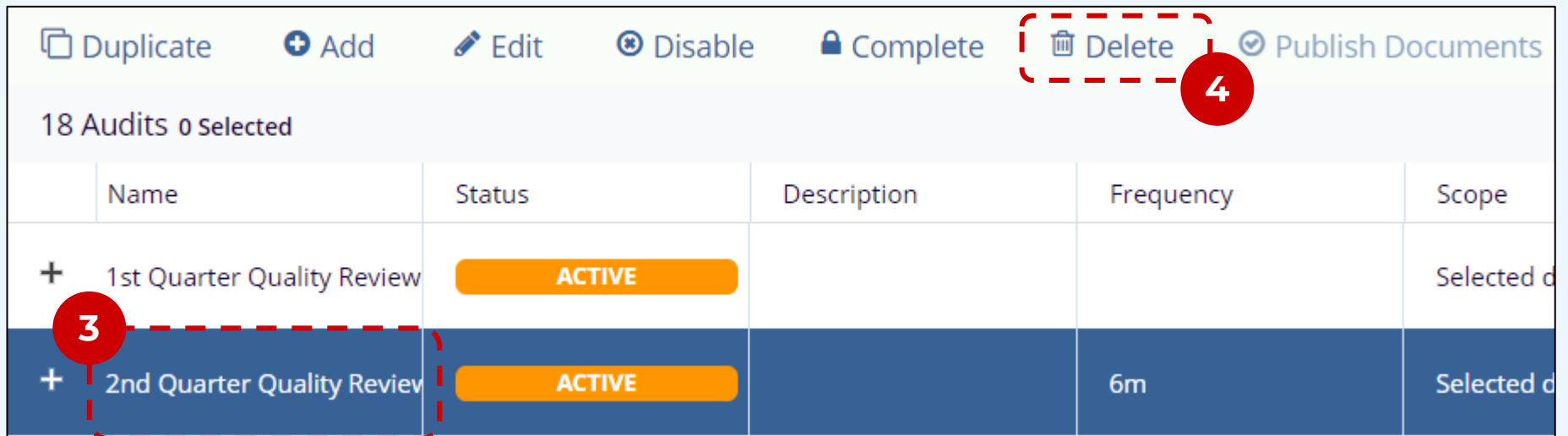


2 Access the **Quality Review Settings** menu.



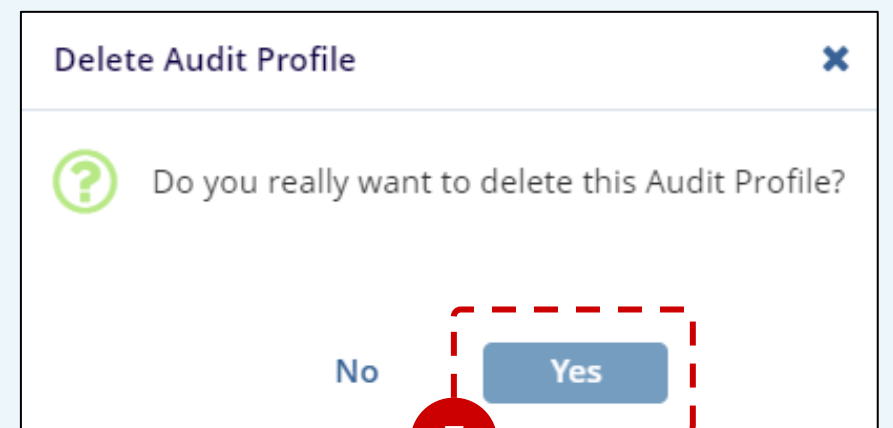
3 **Select** the audit you wish to remove.

4 Click on **Delete**.



18 Audits 0 selected					
	Name	Status	Description	Frequency	Scope
+	1st Quarter Quality Review	ACTIVE			Selected d
+	2nd Quarter Quality Review	ACTIVE		6m	Selected d

5 Confirm your intention to delete the audit by clicking **Yes**.



Delete Audit Profile ✕

? Do you really want to delete this Audit Profile?

No Yes

6 Verify that the deleted audit no longer appears in the audits list.