

# How to Disable an Audit

TI version 10.6

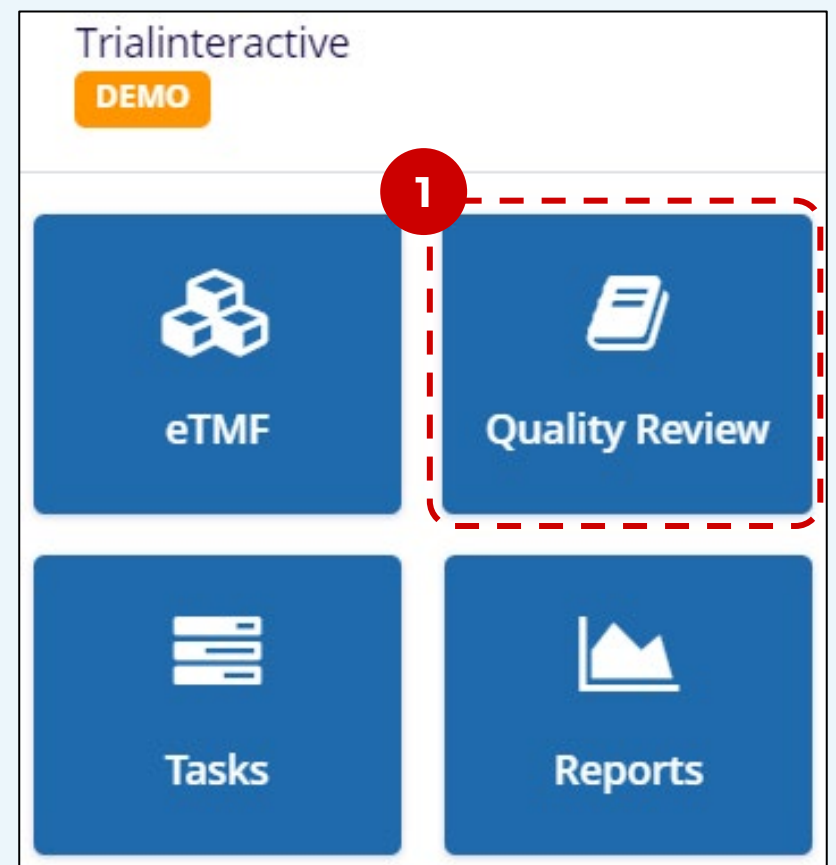
## APPLICABLE TO:

- Admin
  - Manager
  - Editor
  - Reader
- eTMF

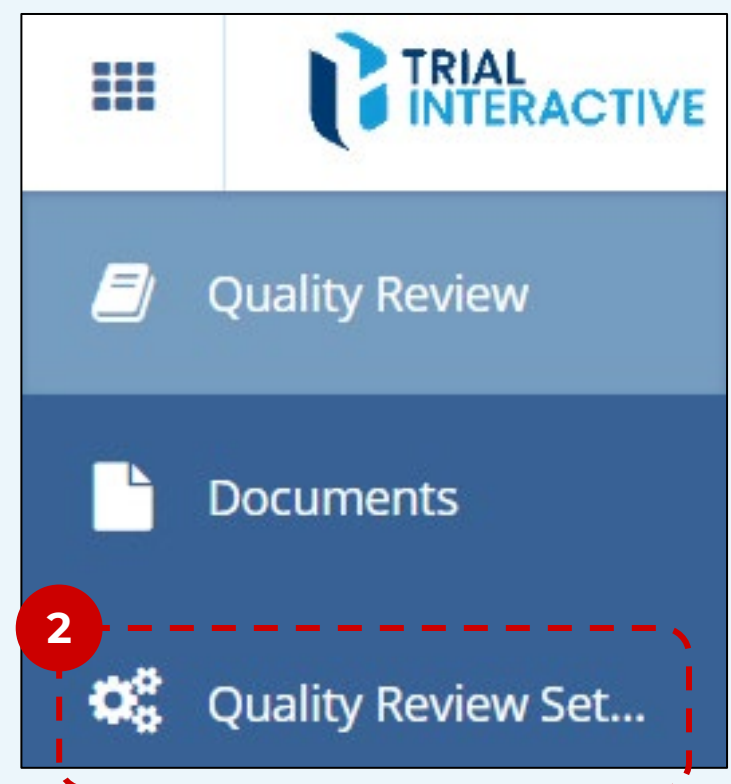


You can Disable an Audit to invalidate any progress done within it. This is helpful in case of an incorrectly set up review. Disabling an Audit is a final action that cannot be undone.

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



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



# How to Disable an Audit

TI version 10.6

**3** Select the active audit you wish to stop.

**4** Click on **Disable**.

	Name	Status	Description	Frequency	Scope	Final Or
<b>3</b>	+ 1st Quarter Quality Re	<b>ACTIVE</b>			Selected documents	No

**5** Enter the reason for disabling the audit.

**Disable Audit Profile** ✕

Please enter a reason for disabling Audit Profile\*

Scope was incorrectly set.

Cancel **OK** **6**

**6** Click **OK** to finalize the change. Once clicked, this can no longer be undone.

**7** Disabled audits are marked with a red status indicator. You may **Delete** the audit, or **Duplicate** it, effectively using it as a template.

	Name	Status	Description
<b>7</b>	+ 1st Quarter Quality Re	<b>DISABLED</b>	