APPLICABLE TO:

- ☑ Administrators
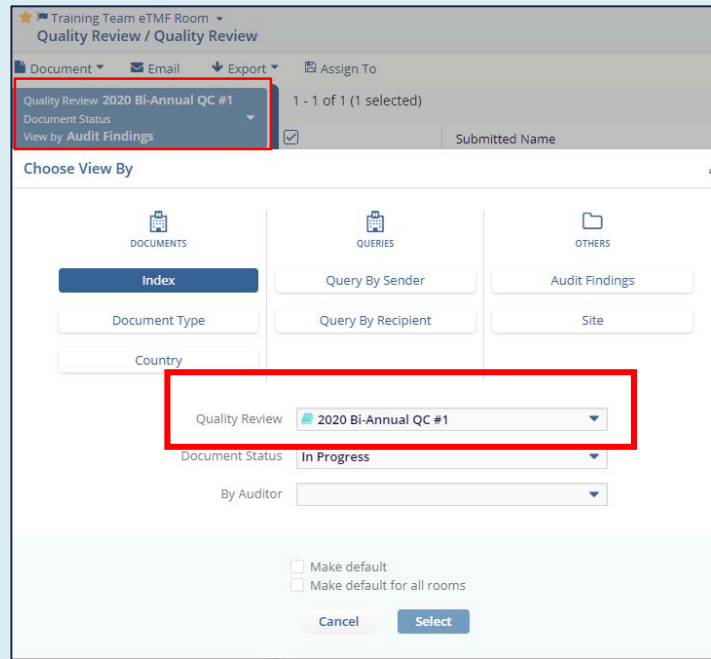- ☑ Editors
- ☐ Readers
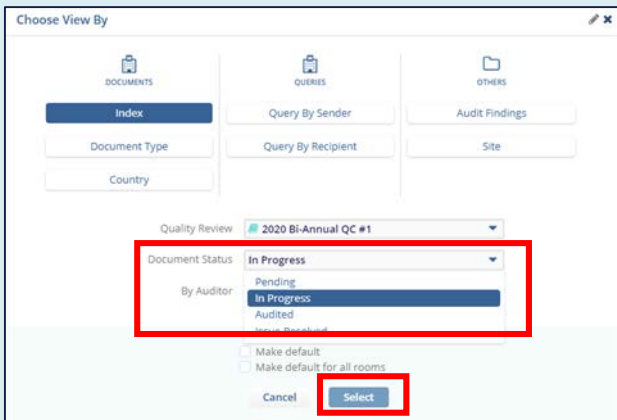
- ☑ eTMF
- ☐ Study Start-Up
- ☐ myTI

1. Login to a room and click the **Quality Review** module from the Navigation grid.

If the Quality Review module is not visible, contact your room Administrator
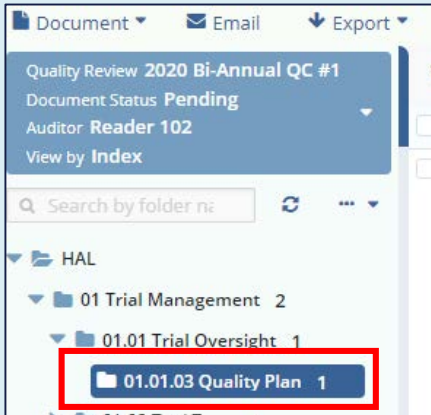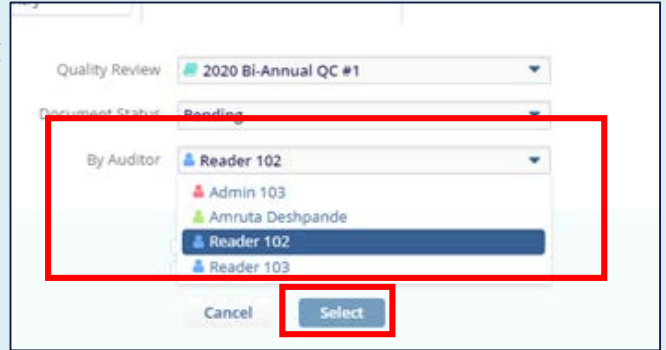
2. Click the view selection dropdown menu to select from the **Active Audits**.
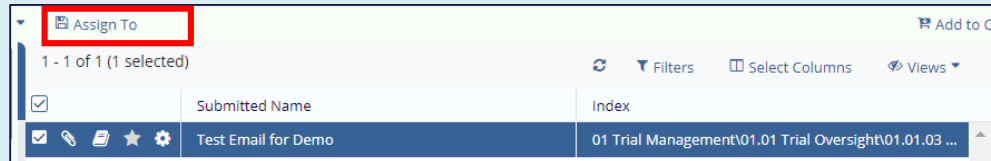
   (sample audit names shown)

3. Select a **Document Status** of **Pending** or **In Progress** from the drop down list.

TRANSPERFECT

4. Under the **By Auditor** section, select the user that will have their audit document(s) reassigned to a new user and click Select.

Quality Review	🖥 2020 Bi-Annual QC #1	▼
Document Status	Pending	▼
By Auditor	👤 Reader 102	▼
	👤 Admin 103	
	👤 Amruta Deshpande	
	👤 Reader 102	
	👤 Reader 103	

Cancel   **Select**

📄 Document ▼   ✉ Email   ⬇ Export ▼

Quality Review **2020 Bi-Annual QC #1**
Document Status **Pending**
Auditor **Reader 102**
View by **Index**

🔍 Search by folder na   ↻   ••• ▼

📂 HAL
  📁 01 Trial Management 2
    📁 01.01 Trial Oversight 1
      📁 01.01.03 Quality Plan 1

5a. Drill down to a folder to view the document(s) in the grid, or choose a different view to find the documents by type, site, etc.

5b. From the grid, select the document(s) to be reassigned. Click **Assign To.**

📄 Assign To   🛒 Add to C

1 - 1 of 1 (1 selected)   ↻ ▼ Filters ⊞ Select Columns 👁 Views ▼

| ☑ | | Submitted Name | Index |
| ☑ 🔗 📄 ⭐ ⚙ | | Test Email for Demo | 01 Trial Management\01.01 Trial Oversight\01.01.03 ... |

7a. Uncheck the box "Automatically reassign ..."
if you would like to manually reassign the document to another auditor.

7b. Click in the **Auditors** box, select the auditor and Click **Assign.**

*Repeat steps for additional. documents

Assign To   ✕

☐ Automatically reassign randomly between existing auditors

Auditors *
[   ]

Cancel   Assign