

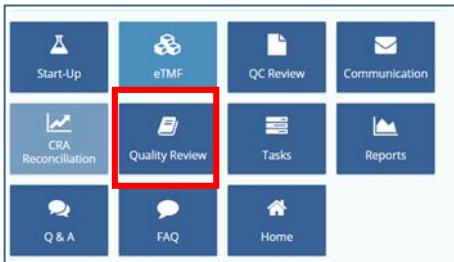
**APPLICABLE TO:**

- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- myTI



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 assigned the role of Audit Manager.



1. Log in to a room and click the **Quality Review** application from the navigation grid.

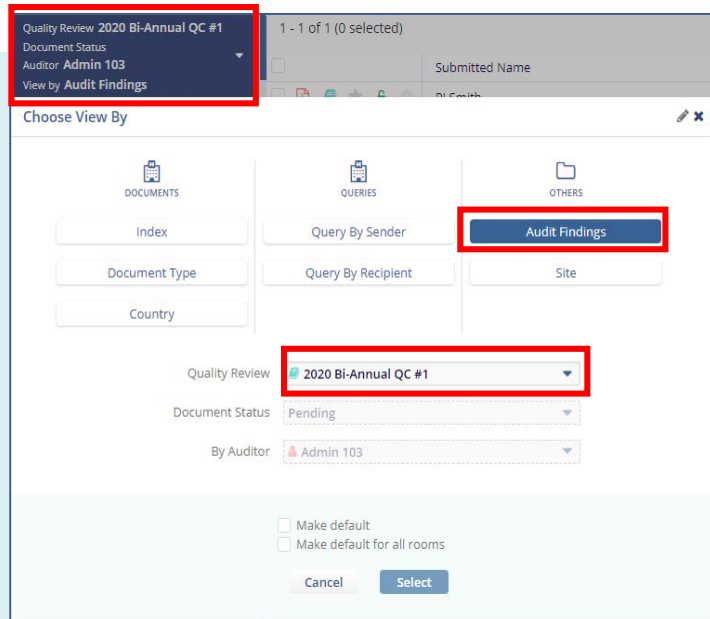


Contact the room Administrator if the **Quality Review** application is not visible.

2. Click the view selection dropdown menu to select from the **Active Audits**.

(sample audit names shown)

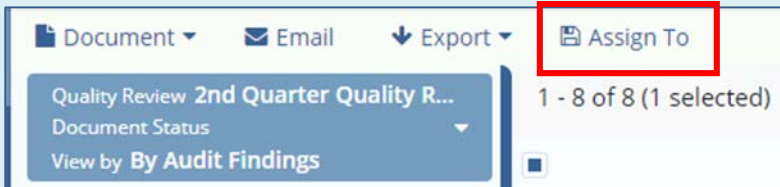
3. Select the folder view for **Audit Findings**.



4. Click the **Unclaimed** folder

5. Select a document without a locked icon. Locked documents are already being addressed.

<input type="checkbox"/>						105_Stitch_SQVConfLetter_20180507	05 Site Manage...
<input type="checkbox"/>						101_Hamilton_Form FDA1572_201706...	05 Site Manage...



6. From the grid, select the document to assign an Audit Responder. Click **Assign To**.

7. Choose the Audit Responder from the dropdown.

Click **Assign**.

Repeat steps for additional findings.

