



3. Click **Export** then select **Audit by View** or **All Audits.**  

 Document Status
 Pending

 View by Index
 Submitted Name

 Choose View By

 X

 Document Type
 Query By Sender
 Audit Findings

 Document Type
 Query By
 Site

 Country
 Test Audit

 Document Type
 Pending

 Document Type
 Reader 104

 Auditor
 Reader 104

Audit by View: Exports audit data from the currently selected view.

**All Audits** (Available to Audit Managers and Admins): Exports an audit report for all or selected Audits, Auditors, Statuses, and Metadata fields.

## 7 TRANSPERFECT

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## 4. Choose to export data from **Selected records** or **All documents in the grid**, then click **Next.**

Export Aud	it By View	Step 1 🏮 🔿 🗙		
Export Options	5			
Source	O Selected records			
	<ul> <li>All documents in the current grid</li> </ul>			
	Cancel Nex	xt		

5. Choose from the available export options and click **Export.** 

Document Metadata Fields lelect fields you want to export				
Submitted Name × ][ Index × ][ Audit Date × ][ Audit Profile × ][ Audit Responder × ][ Response Comments × ][ Responsible Party × ][ Statur		Grading/Se	verity ×	
9 Fields 13 Selected Select All Document Metadata Fields		Sort by	From A to Z	*
AA metadata	Generated Name			1
Added By	Index			
Amendment Number	C Investigative Site			
Category	🗍 Lab Name			
Comments	🗍 Language			
Contact Name	🗍 Name			
Current Workflow	Native Document Hash			
Current Workflow Reviewer	Not Applicable Reason			
Current Workflow Stage	C OCR	Scroll	to Audit Metadati	+ Field:

6. Click the **Get Job Result** popup from the notification area at the top of the screen to prompt the download of the report.

Exporting Audit By View	×
Room: Training Team eTMF Room	
Finished: Archiving	
Operation was successfully completed!	
Get Job Result	24 Sep 17:44



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