

APPLICABLE TO:

Administrators

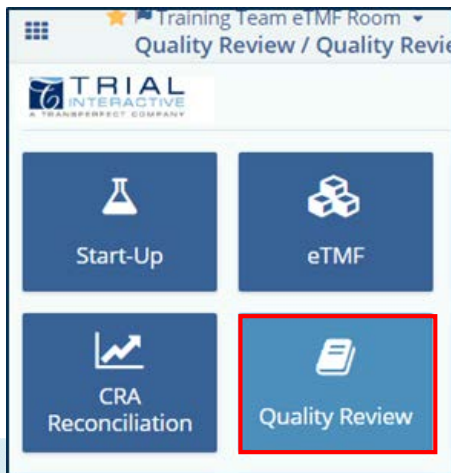
Editors

Readers

eTMF

Study Start-Up

myTI



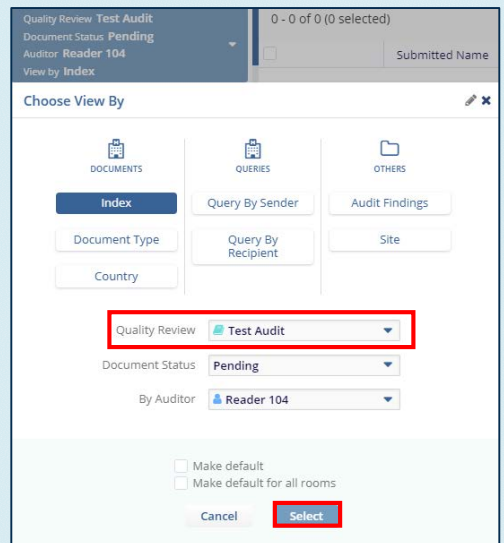
1. Login to a room and click the **Quality Review** application from the Navigation grid.

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

2. Select the Audit to export from by clicking the arrow in the Index Pane and hit **Select**.



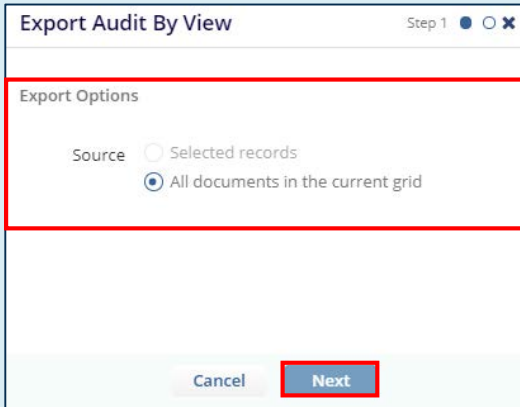
3. Click **Export** then select **Audit by View** or **All Audits**.



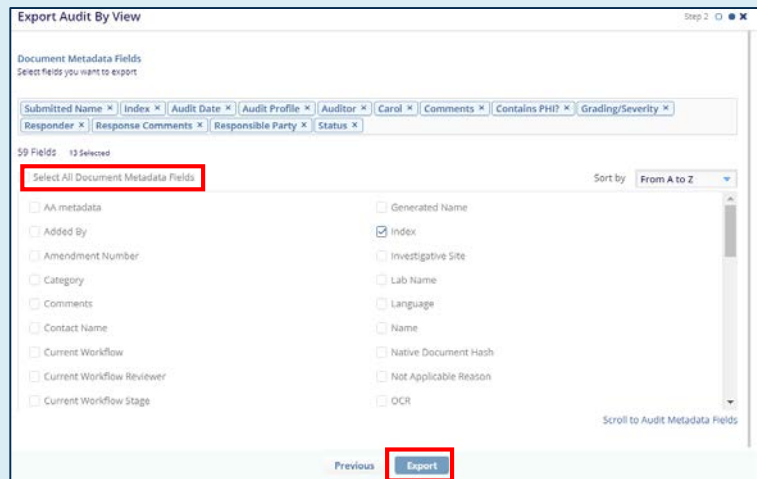
Audit by View: Exports audit data from the currently selected view.

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

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



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



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

