

Note: This job aid assumes that the user has already been assigned as an Audit Responder

- Login to the eTMF and navigate to the Documents Module.
- 2. Change the view Audit Findings.



 View by Audit Findings
 1 - 3 of 3 (0 selected)

 2020 Bi-Annual QC #1 1
 Submitte...

 Full Audit - All Documents 3
 2020 Bi-Annual QC #1 1

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3. Choose a folder to view audit findings and select an unclaimed document for review.



4. In the Metadata Pane, click **Claim**, to select the document for audit correction.



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T R I A L INTERACTIVE

5. In the Metadata pane, review the Audit History to ascertain the reason for the Audit Finding.

Tip: Turning off the **Show Last History Record** option will display the full audit trail for the document

KOMAttendSheet_24Jul2020	
Comments	
Date Type	
Meeting Date	× ×
Document Date *	
25-Jul-20	🛗 ×
Document Description	
Generated Name	
KOMAttendSheet_24Jul2020	
Document Type *	
Meetings\01.04.01 Kick-off Meeting Material\KOMAttendSheet	*
Document URI	

6. Once the reason for the finding is determined, the Audit Responder makes any required changes or updates to the document.

(ex. Updating metadata, or replacing document with new version)

7. Once the cause for the Finding has been corrected, the user can select **Mark Document as Corrected** found under the **Audits** tab at the top.

Comme	ents*
Docu	ment has been corrected.
🗌 De	lete this document
_	Mark document as corrected

Metadata Versions Audit

*If the finding necessitates that the document should be deleted, the user can use the checkbox below the comments field prior to proceeding.



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