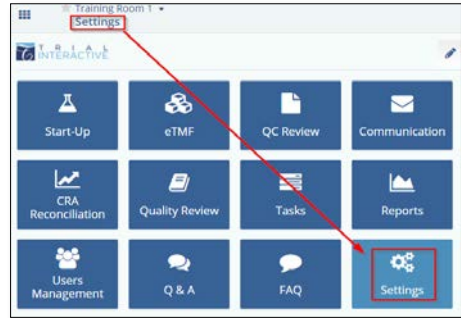
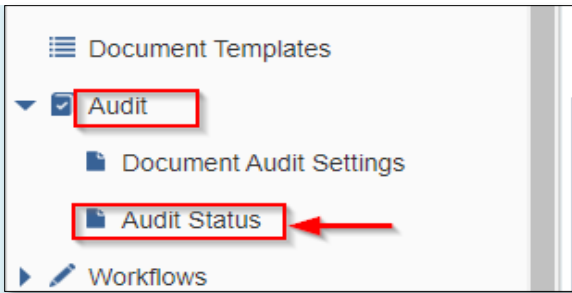


Applicable to:  Administrators  Editors  Readers  eTMF  Study Start-up

1. Click on **Settings** within the Navigation grid from the top left corner.

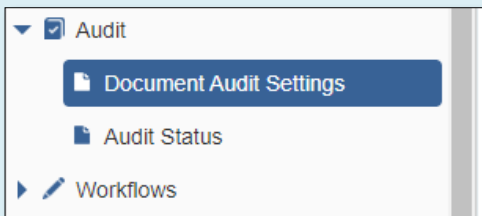


2. In **Settings**, Expand the **Audit** menu and choose **Audit Status**.



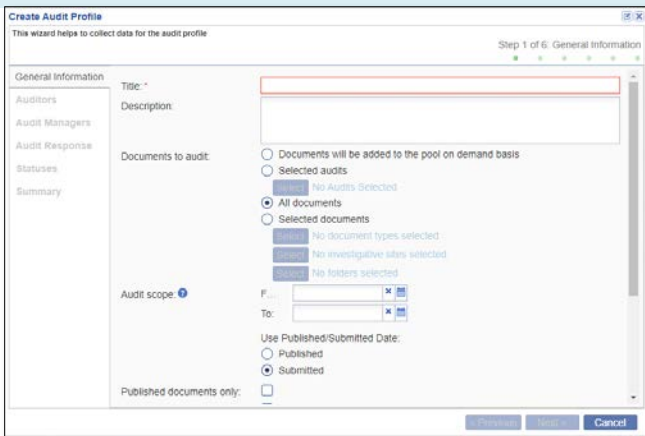
3. Add all the required System Statuses. Create matching or unique Display Names. (only needs to be setup once per room)

Display Name	System Status
In Progress	In Progress
Failure (please add Comments)	Failed
Pass	Passed
Excluded	Excluded
Pending	Pending
Failed	Failed
Passed	Passed

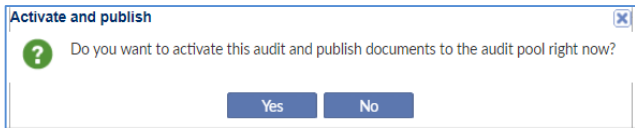
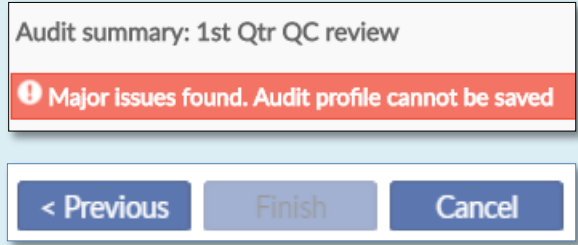


4. Click **Document Audit Settings** and click **Add**.

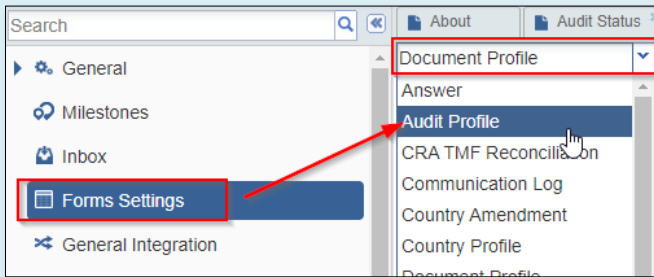
6. Complete the wizard for the Audit Profile. Required fields are indicated with **red** asterisks.



7. The wizard will prevent saving if any issues are detected under the Summary.



8. Click **Finish** in the wizard and then **Yes** to Activate and publish the documents to the audit pool.



9. Create optional fields under **Forms Settings > Audit Profile**



Choose to Edit, Delete, or Stop the Audit at any time



Edit



Delete



Stop



Communicate to Auditors that the Audit is available and ready



For any additional assistance, click ...

