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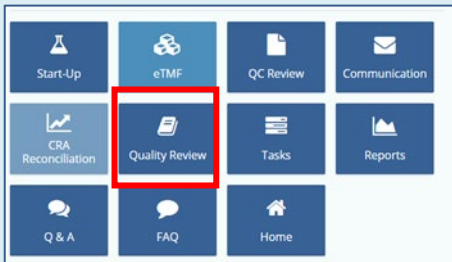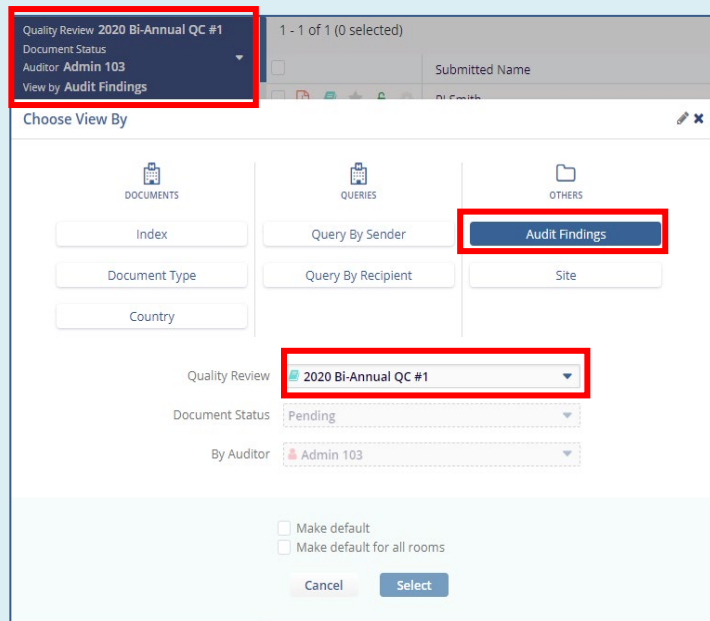
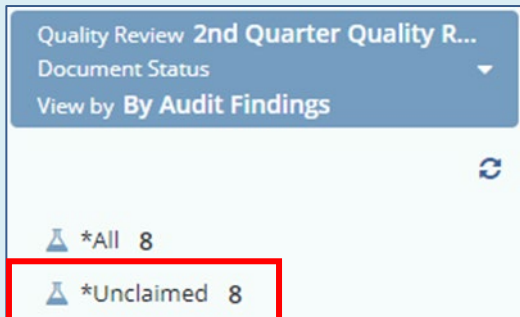1. Log in to a room and click the **Quality Review** application from the navigation grid.

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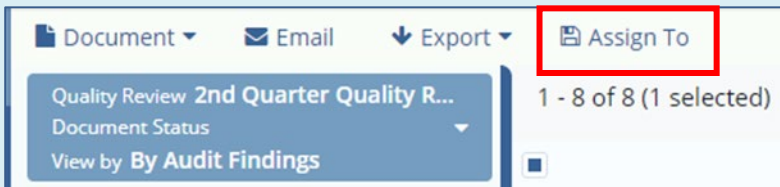
3. Select the folder view for **Audit Findings.**

4. Click the **Unclaimed** folder

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

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.