T R I A L INTERACTIVE

How to Create an Audit TI v 10.2

APPLICABLE TO:	AdministratorsEditorsReaders	 eTMF Study Start-Up myTl
Image: Training Team eTMF Room ~ Quality Review / Quality Review / Quality Review Image: Quality Review / Quality Review / Re	1. Navigate to the Qualit module and then access Quality Review Setting toolbar at the left side of screen.	s the s from the

2. Click on the **Quality Review Status** tab.

	Training Team eTMF Room - Quality Review / Quality Review Settings		
8	Documents Quality Review Settings	Quality Review Status	

O Add	
Display Name	System Status
Excluded	excluded
Fail	failed
In Progress	inProgress
Pass	passed
Pending	pending

3. Review the existing status options and edit or add statuses as required.

4. Click on the **Documents Quality Review**

Settings tab and click Add to create a new Audit.





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Create Audit Profile	Step 1 • 0 0 0 0 • 🗙
General information To create your Audit or Quality Revie	w profile, please fill in the required fields below.
Title*	0
	Please fill in this field
Description	
Documents to audit	Ocuments will be added to the pool on demand basis
	Selected Audits
	O Select
	All Documents
	Selected Documents
	Select document types
	Select
	Select investigative sites
	Select
	Select folders
	Select
- 19 A	From
	Cancel Next

5. The **Create Audit Profile** wizard will open. Complete the required fields as indicated with red asterisks.

*For a full discussion of the options available when creating a new Audit, please speak to your TI representative about our Quality Review training courses.

6. If there are any errors detected in the way that the audit is created, the wizard will highlight these issues and prevent you from saving the audit until they are corrected.



Audit summary: 1st Qtr QC review

Major issues found. Audit profile cannot be saved

7. Click **Finish** in the wizard, then **Yes** to activate and publish the documents to the audit pool



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



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