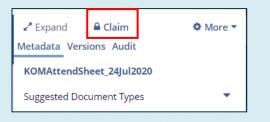




Note: This job aid assumes that the user has already been assigned as an Audit Responder

- 1. Login to the eTMF and navigate to the **Documents** Module.
- 2. Change the view to **Audit Findings**, then click **Select**.

View by Audit Findings	-	1 - 3 of 3 (0 selected)		
	C		Submitte	
2020 Bi-Annual QC #1 1		🗆 🕒 ★ 🖉 🔒 🔅	Policy and	
Full Audit - All Documents 3		🗆 🕒 ★ 🖉 🖴 🌣	FDA 1572	
	_	🗆 🖪 ★ 🙆 🧧 🌣	Acknowle	



ETWF	ANY LIST	DOCUMENTS	OTHER
Index	Submission	eTMF Completeness	Posted Date
Document Type	Reviews	Working Documents	Processed Documents
Site	Audit Findings		
Country	E-Signature		
Tag			
Query By Sender			
Query By Recipient			
View optic	Make defa	Show Investigative Sites Show	w Countries

- 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

How to Respond to an Audit Finding TI v 10.2

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

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T	31 Jul 2020	
	Audit	Q1 2020 Internal Audit
	Auditor	Reader 103
	Added By	Reader 103
	Comments	Wrong location
	Status	Failed
	On	31-Jul-20 12:44:04 PM EST
	Audit His	tory

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)

. Once the cause for the Finding has
een corrected, the user can select Mark
ocument as Corrected found under
ne Audits tab at the top.

Comme	ents*	
Document 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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