

APPLICABLE TO:

- Administrators
- eTMF
- Room Managers
- Study Start-Up
- Editors
- myTI
- Readers

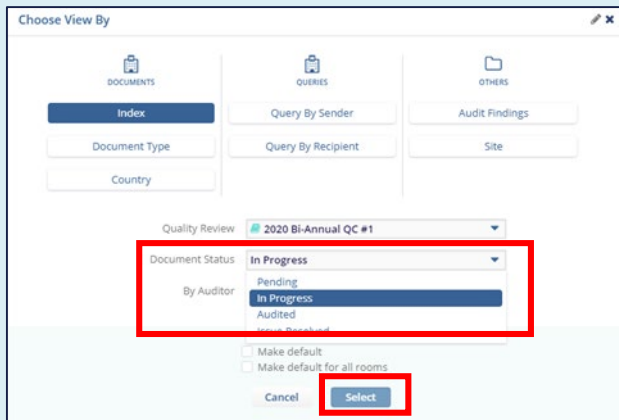
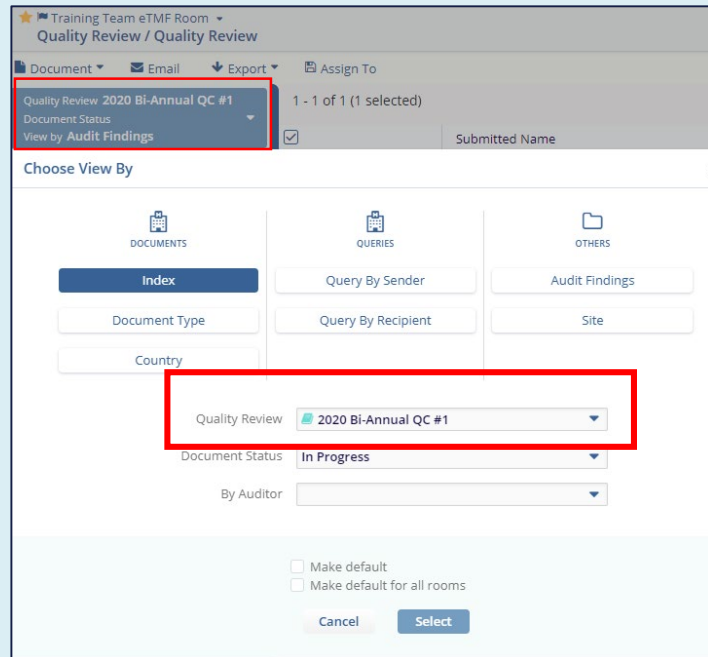


1. Login to a room and click the **Quality Review** module from the Navigation grid.



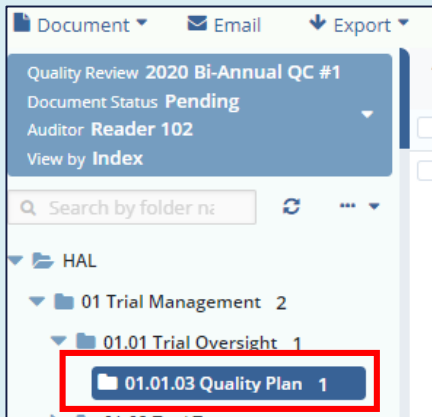
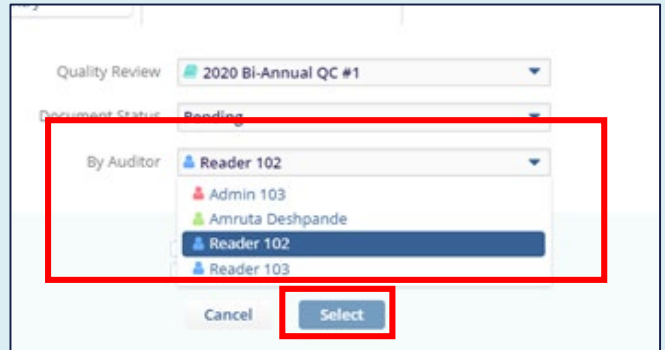
If the Quality Review module is not visible, contact your room Administrator

2. Click the view selection dropdown menu to select from the **Active Audits**. (sample audit names shown)



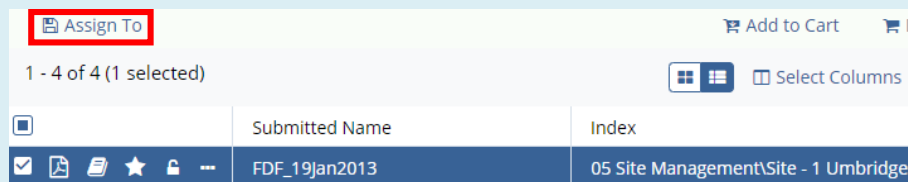
3. Select a **Document Status** of **Pending** or **In Progress** from the drop down list.

4. Under the **By Auditor** section, select the user that will have their audit document(s) reassigned to a new user and click **Select**.



5a. Drill down to a folder to view the document(s) in the grid, or choose a different view to find the documents by type, site, etc.

5b. From the grid, select the document(s) to be reassigned. Click **Assign To**.



6a. Uncheck the box "Automatically reassign ..." if you would like to manually reassign the document to another auditor.

6b. Click in the **Auditors** box, select the auditor and Click **Assign**.

*Repeat steps for additional. documents

