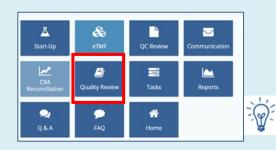
T R I A L INTERACTIVE	How an Audi the Au	t Manager Can Assign dit Finding Responder TI v 10.3
APPLICABLE TO:	<ul> <li>Administrators</li> <li>Room Managers</li> <li>Editors</li> <li>Readers</li> </ul>	<ul> <li>eTMF</li> <li>Study Start-Up</li> <li>myTI</li> </ul>

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.**

Quality Review <b>2nd Quar</b> Document Status View by <b>By Audit Findin</b>	-
	0
<u>⊼</u> *All 8	
▲ *Unclaimed 8	

Quality Review 2020 Bi-Annual QC #1 Document Status	1 - 1 of 1 (0 selected)		
Auditor Admin 103		Submitted Name	
View by Audit Findings		DI Conith	<b>A</b> 11
Choose View By			# ×
	QUERIES	OTHERS	
Index	Query By Sender	Audit Findings	
Document Type	Query By Recipient	Site	
Country			
Quality Review	v 🥔 2020 Bi-Annual QC #1	1 💌	
Document Statu	s Pending	•	
By Audito	r 着 Admin 103	•	
	Make default Make default for all roc Cancel Selec	_	

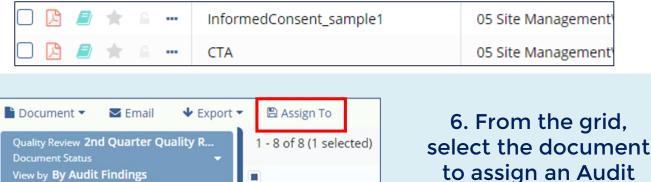
### 4. Click the Unclaimed folder

### **TRANSPERFECT**

TI v10.3 December 2021 Page 1 of 2



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



to assign an Audit Responder. Click **Assign To.** 

#### 7. Choose the Audit Responder from the dropdown.

Click Assign.

Repeat steps for additional findings.

×



TI v10.3 December 2021 Page 2 of 2