APPLICABLE TO:

- ● Administrators
- ● Editors
- ○ Readers
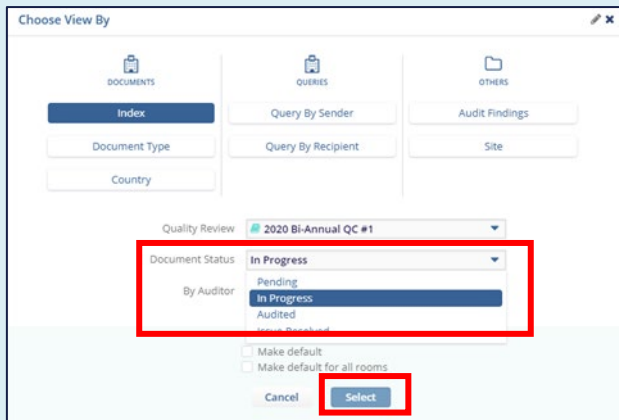
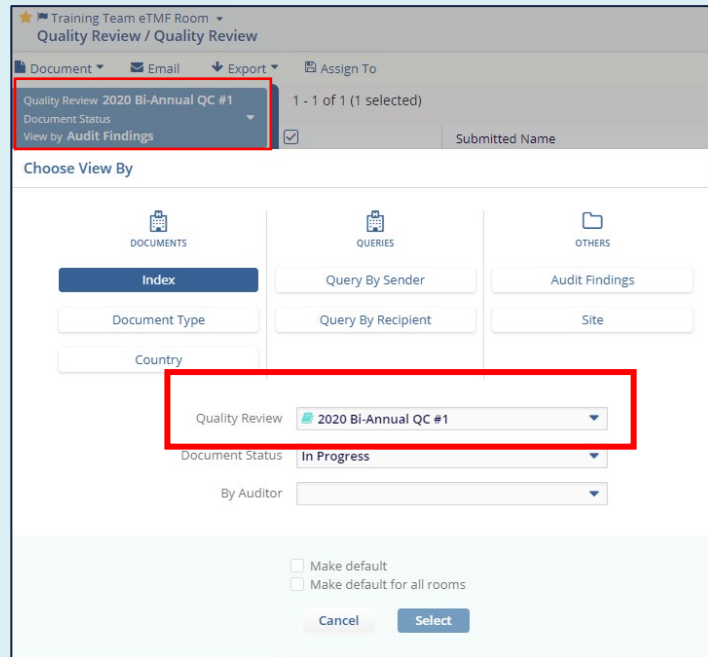- ● eTMF
- ○ Study Start-Up
- ○ myTI
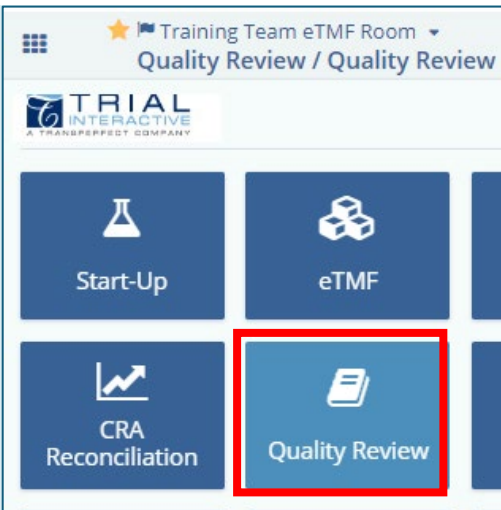
1. Login to a room and click the **Quality Review** module from the Navigation grid.
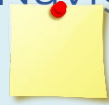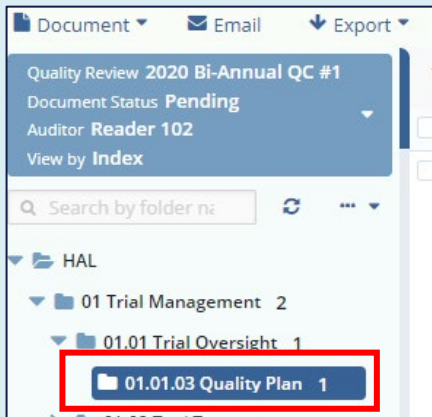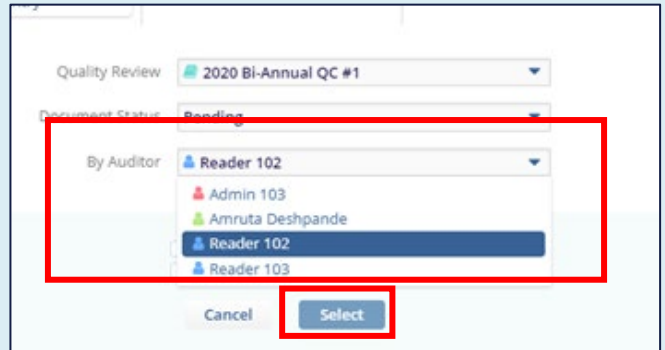
If the Quality Review module is not visible, contact your room Administrator

2. Click the view selection dropdown menu to select from the **Active Audits**. (sample audit names shown)
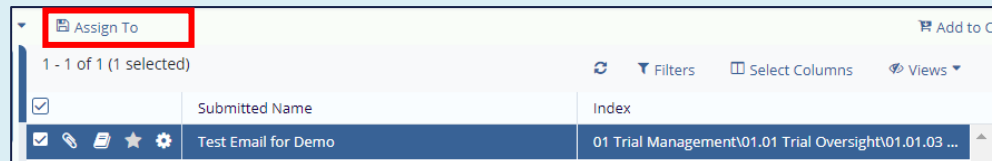
3. Select a **Document Status** of **Pending** or **In Progress** from the drop down list.

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

Quality Review	2020 Bi-Annual QC #1 ▾
Document Status	Pending ▾
By Auditor	Reader 102 ▾
	Admin 103
	Amruta Deshpande
	Reader 102
	Reader 103

Cancel   Select

Quality Review 2020 Bi-Annual QC #1
Document Status **Pending**
Auditor **Reader 102**
View by **Index**

Q Search by folder na   ↻   ··· ▾

📁 HAL
  📁 01 Trial Management 2
    📁 01.01 Trial Oversight 1
      📁 01.01.03 Quality Plan 1

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.**

🗎 Assign To					🛒 Add to C
1 - 1 of 1 (1 selected)		↻ ▼ Filters	⊞ Select Columns	👁 Views ▾	
☑	Submitted Name		Index		
☑ 🔗 🗎 ★ ⚙	Test Email for Demo		01 Trial Management\01.01 Trial Oversight\01.01.03 ...		

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

Assign To   ✕

☐ Automatically reassign randomly between existing auditors

Auditors *

Cancel   Assign