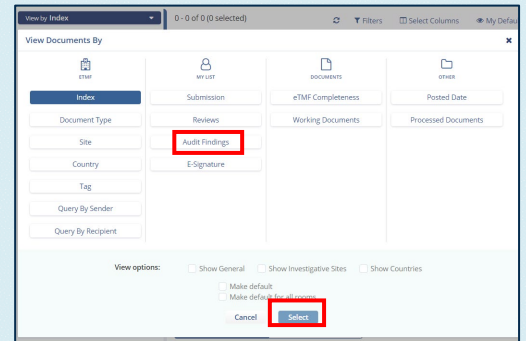**APPLICABLE TO:**
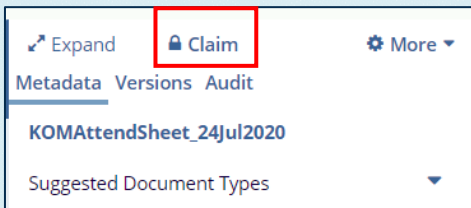
- ● Administrators
- ● Editors
- ○ Readers

- ● eTMF
- ○ Study Start-Up
- ○ myTI

📝 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**.

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.

5. In the Metadata pane, review the **Audit History** to ascertain the reason for the Audit Finding.

31 Jul 2020	11:44 AM
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

Tip: Turning off the **Show Last History Record** option will display the full audit trail for the document

Audit History

Show Last History Record

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

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)

Metadata   Versions   Audit

Comments*

Document has been corrected.

Delete this document

Mark document as corrected

7. Once the cause for the Finding has been corrected, the user can select **Mark Document as Corrected** found under the **Audits** tab at the top.

*If the finding necessitates that the document should be deleted, the user can use the checkbox below the comments field prior to proceeding.