TRIAL INTERACTIVE

APPLICABLE TO:

- ● Administrators
- ○ Room Managers
- ○ Editors
- ○ Readers

- ● eTMF
- ○ Study Start-Up
- ○ myTI

⚠️ Audits can only be deleted if no review work has been performed. The system will prevent any user from deleting an audit once work has begun.

1. Navigate to the Quality Review module and access the Quality Review Settings from the toolbar at the left side of the screen.


2. Click on the Documents Quality Review Settings tab to view existing audits.

3. Select the audit you wish to eliminate. Click on the **Delete** button in the actions bar.

TRANSPERFECT

T R I A L
INTERACTIVE
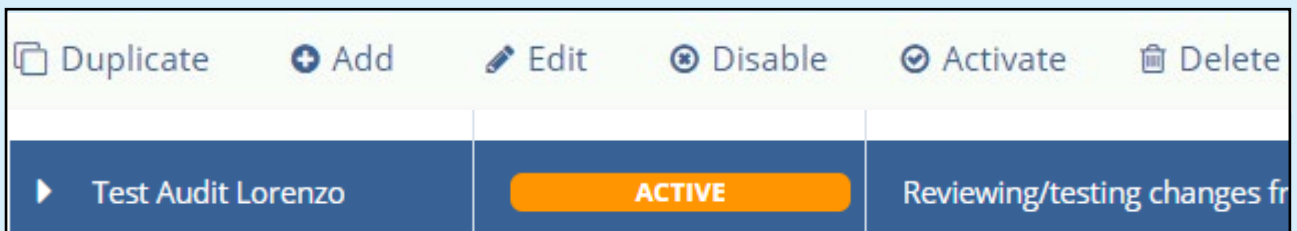
4. A pop-up will appear asking for confirmation that you want to delete the audit. This action is irreversible. Click **Yes** to delete the audit profile from the room.

Delete Audit Profile   ✖

❓ Do you really want to delete this Audit Profile?

No   Yes
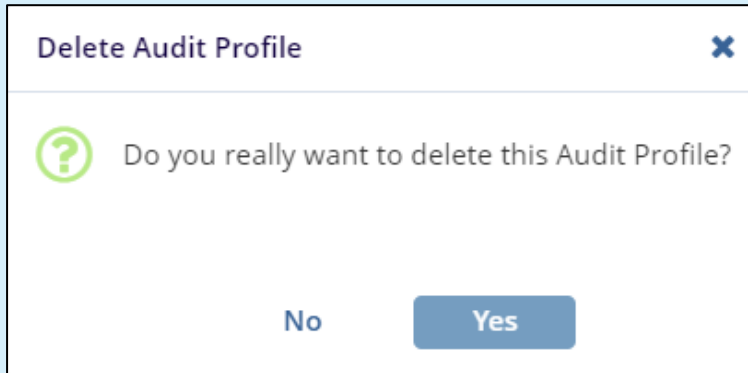
5. The deleted audit no longer appears in the audits list.

	Name	Status	Description	Frequency
▶	2021 Full Audit Review	ACTIVE	Full audit of all submitted do	
▶	December 2021 Full Audit Re	ACTIVE	Review of all submitted docu	

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