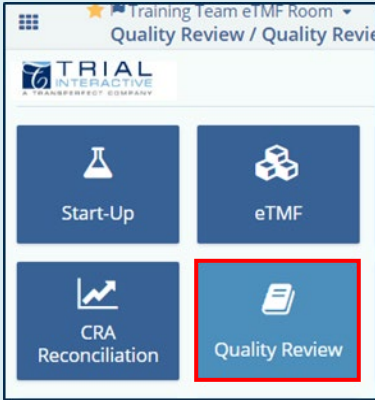


## APPLICABLE TO:

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

\* In order to export audit data, the user must be indicated as an audit manager for the audit.



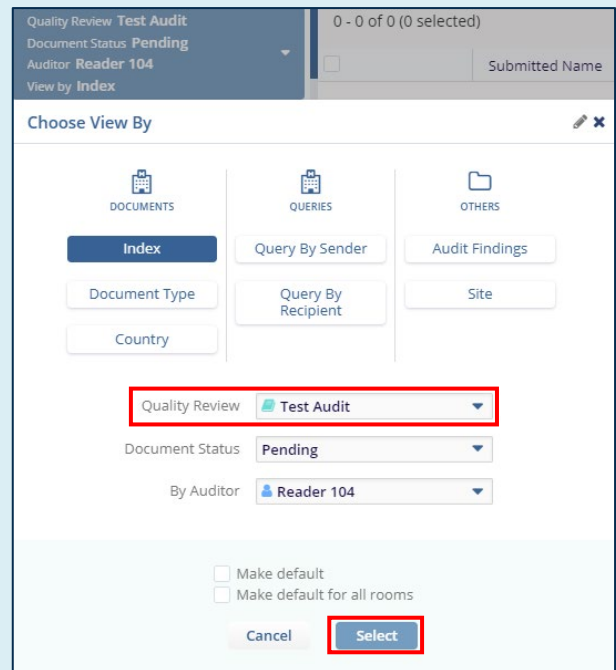
1. Login to a room and click the **Quality Review** application from the Navigation grid.

Tip: Contact the room Administrator if the **Quality Review** application is not visible.

2. Select the Audit from the View Selector.

Browse from available audits in the **Quality Review** dropdown as shown.

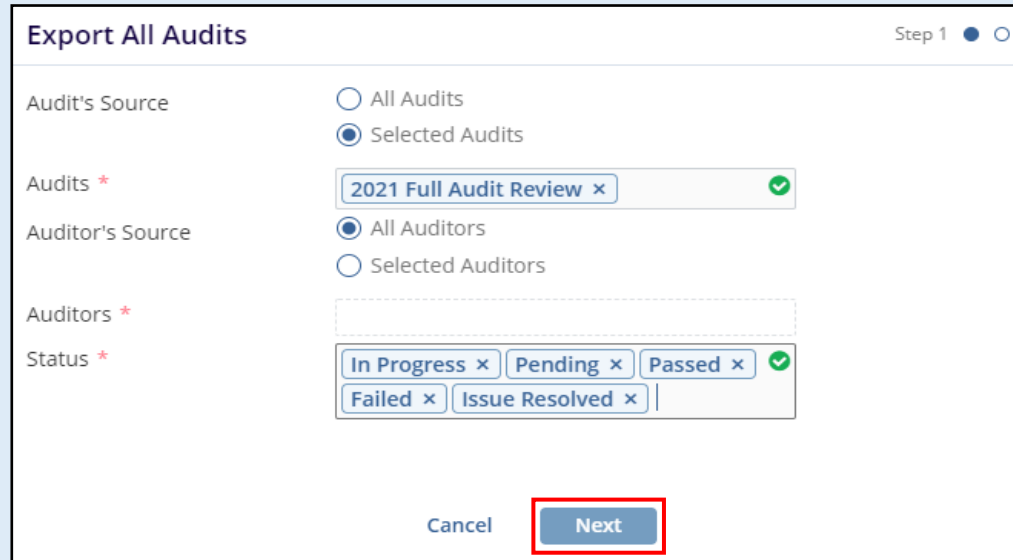
3. Click **Export** then select **Audit by View** or **All Audits**



**Audit by View:** Exports audit data from the currently selected view.

**All Audits** (Available to Audit Managers and Admins): Allows users to select multiple audits data to export, as well as filtering for Auditors, Statuses, and Metadata fields.

4. If using **All Audits**, choose to export data from **All Audits** or **Selected Audits**, fill other settings according to your needs, then click **Next**



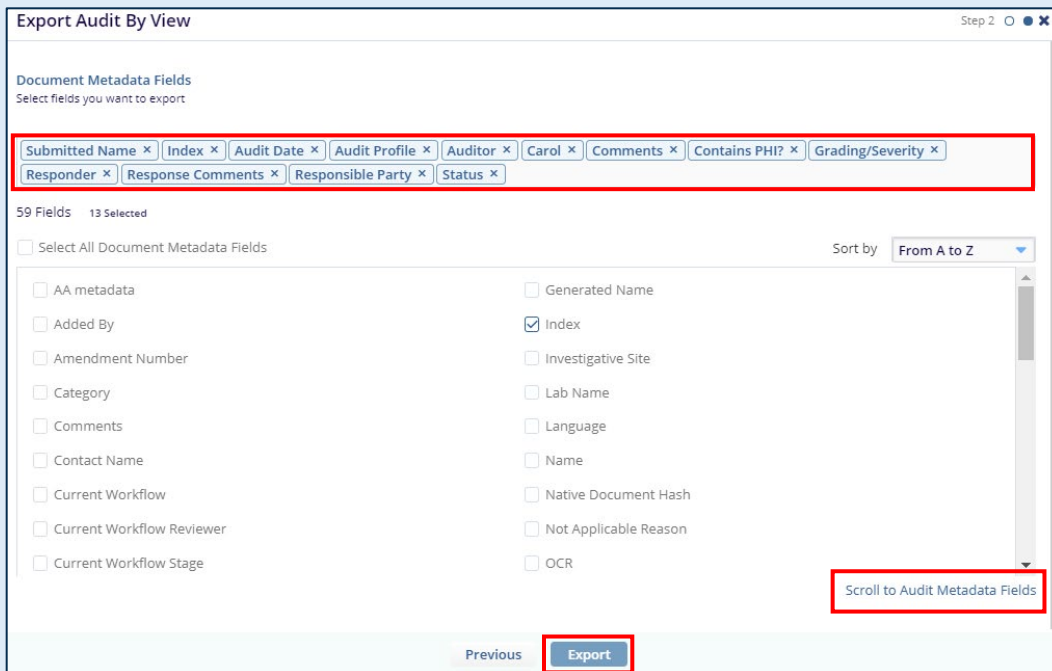
The screenshot shows the 'Export All Audits' dialog box, Step 1. It contains the following fields and options:

- Audit's Source:** Radio buttons for 'All Audits' and 'Selected Audits' (selected).
- Audits \*:** A dropdown menu showing '2021 Full Audit Review' with a green checkmark.
- Auditor's Source:** Radio buttons for 'All Auditors' (selected) and 'Selected Auditors'.
- Auditors \*:** An empty dashed box.
- Status \*:** A row of buttons: 'In Progress', 'Pending', 'Passed' (with a green checkmark), 'Failed', and 'Issue Resolved'.

At the bottom, there are 'Cancel' and 'Next' buttons. The 'Next' button is highlighted with a red box.

5. Choose from the available export options and click **Export**.

**Note:** Users can click **Scroll to Audit Metadata Fields** in the **bottom** right corner to see the full list of available Audit metadata fields.



The screenshot shows the 'Export Audit By View' dialog box, Step 2. It contains the following elements:

- Document Metadata Fields:** A section titled 'Select fields you want to export' with a red box around the following selected fields: Submitted Name, Index, Audit Date, Audit Profile, Auditor, Carol, Comments, Contains PHI?, Grading/Severity, Responder, Response Comments, Responsible Party, and Status.
- 59 Fields 13 Selected:** A list of 59 fields with checkboxes. 'Index' is checked. Other fields include AA metadata, Added By, Amendment Number, Category, Comments, Contact Name, Current Workflow, Current Workflow Reviewer, Current Workflow Stage, Generated Name, Investigative Site, Lab Name, Language, Name, Native Document Hash, Not Applicable Reason, and OCR.
- Sort by:** A dropdown menu set to 'From A to Z'.
- Scroll to Audit Metadata Fields:** A button in the bottom right corner, highlighted with a red box.
- Previous** and **Export** buttons at the bottom. The 'Export' button is highlighted with a red box.

6. Click the **Get Job Result** popup in the notification area at the top of the screen to start downloading the report.



The generated report gets downloaded to your PC as a compressed file.