APPLICABLE TO:

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

- ● eTMF
- ○ Study Start-Up
- ○ myTI

This guide illustrates the meaning of Audit States and how to make amendments to an audit post-creation.

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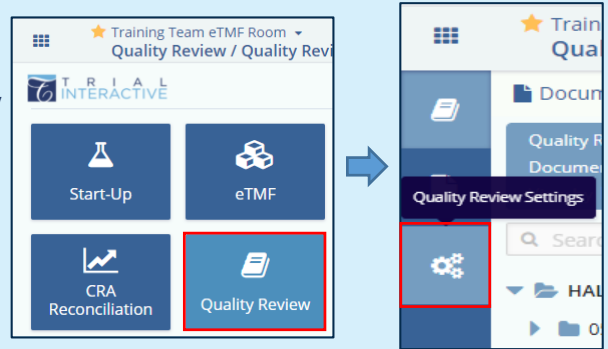

2. Click on the **Documents Quality Review Settings** tab to view existing audits.

3. Select the audit you wish to Edit. Only **Draft** and **Disabled** audits can have scope changes performed.

Name	Status	Description	Frequency
2021 Full Audit Review	ACTIVE	Full audit of all submitted doc	
December 2021 Full Audit Revie	DISABLED	Review of all submitted docu	
Q4 2021 Internal Audit	ACTIVE	Q4 Audit of all submitted doc	2w

Documents Quality Review Settings   Quality Review Status

⊕ Add   ✎ Edit   🗑 Delete   ⊘ Publish Documents

12 Audits 0 Selected

3a. To make an active audit editable, first select it and use Disable. You will be prompted to provide a reason for this action.
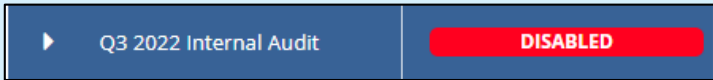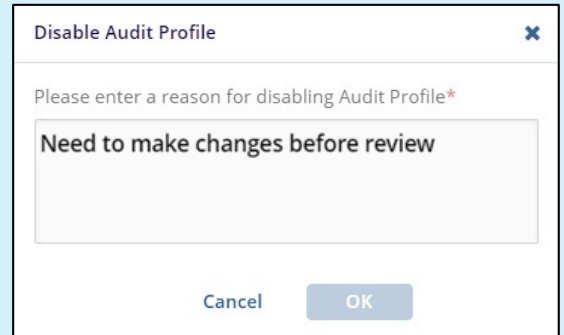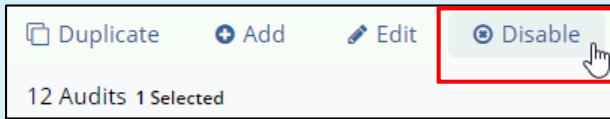

A **Disabled** audit's documents will not be considered as already reviewed when creating subsequent audits with the 'Ignore already audited documents' option selected.

4. Having selected a Draft or Disabled audit, double-click on its name or use the Edit button in the action bar at the top.

The **Documents to Audit** and **Audit Scope** sections are now editable.
Make any changes you wish then click **Finish** (button located in **Step 6** of the editor).
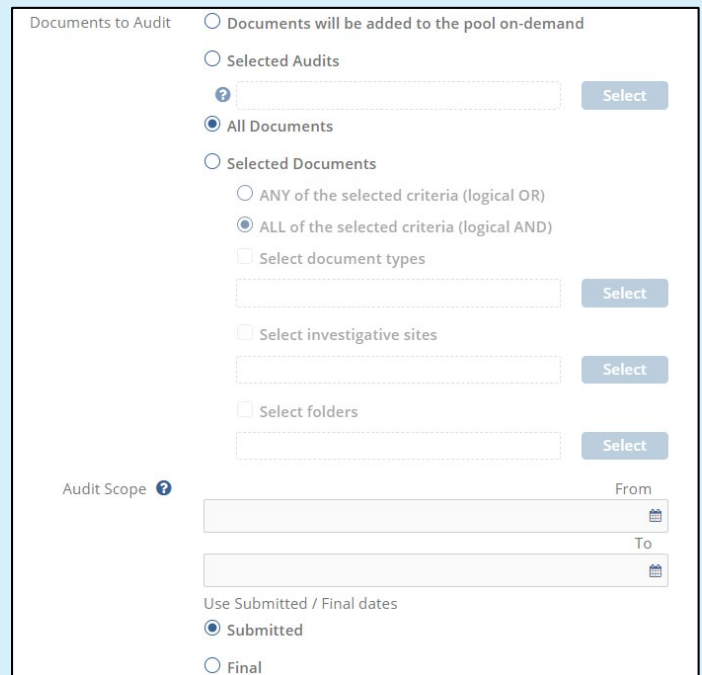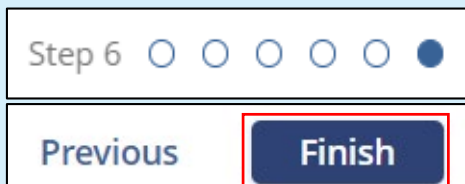
5. **Draft** audits are inactive audits, all the settings needed will already be in the profile but no audit action can be performed.
To make an audit active, simply click on **Activate** while the audit is selected.

Remember, an audit in **Active** state cannot have its scope or document range edited. However, it is possible to add docs manually to audits created with the 'Documents will be added on-demand' option.