


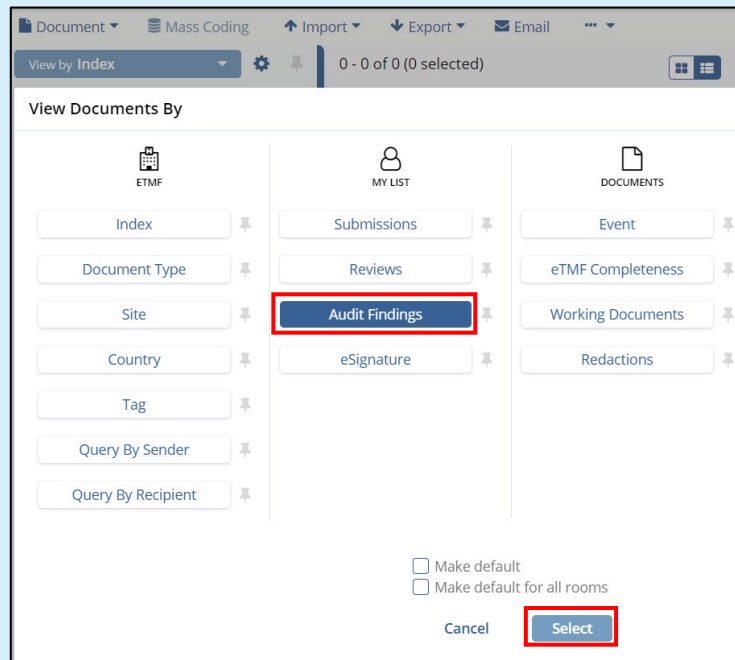
APPLICABLE TO:

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

 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**.

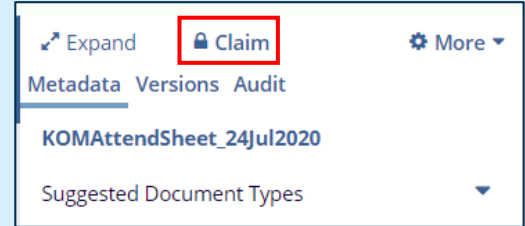
2. Change the view to **Audit Findings**, then click **Select**.



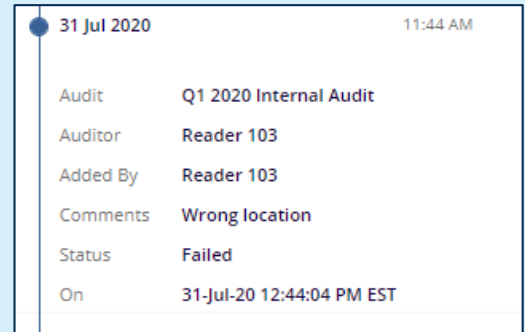
3. Choose a folder to display documents with findings related to a specific audit. **Select** a document unclaimed for review (open padlock icon).



4. Claim the selected document. This makes you the assigned responder.



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

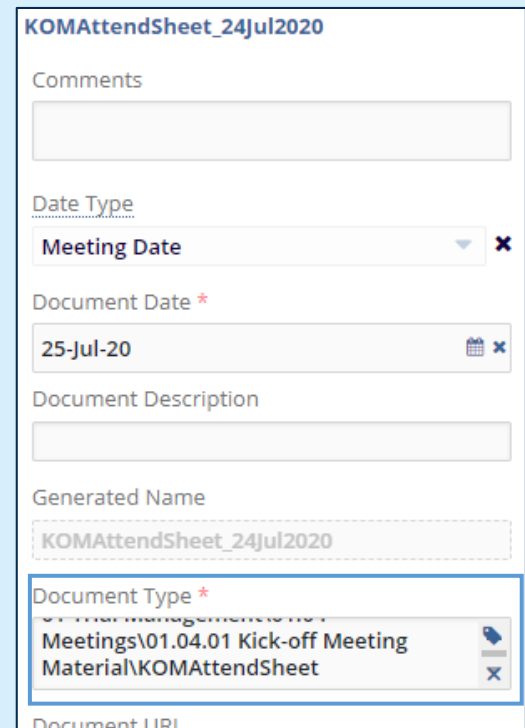


Tip: Turning off the **Show Last History Record** option will display the full audit trail for the document

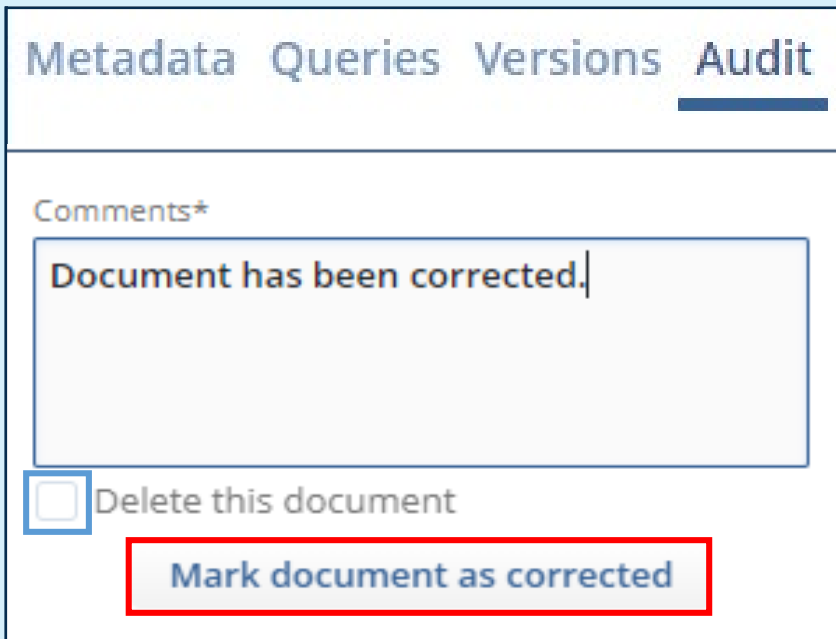


6. Once the reason for the finding is determined, the Audit Responder makes any required changes or updates to the document.

(ex. updating metadata, or replacing document with new version)



7. Once the origin of the Finding has been corrected, the user will switch to the **Audit** tab inside the Metadata pane; insert comments detailing corrective actions taken, then finally click on **Mark Document as Corrected**. This concludes the finding response process.



Metadata Queries Versions **Audit**

Comments*

Document has been corrected.

Delete this document

Mark document as corrected



If the appropriate response to the finding is to delete the document, the user should tick the **Delete this document** checkbox located below the Comments field prior to proceeding.