TRIAL INTERACTIVE

APPLICABLE TO:

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

- ● eTMF
- ○ Study Start-Up
- ○ myTI

Audit Findings are created when a document receives a failed status during an audit. Findings are pooled for any Audit Responder to address.
The steps below show how a specific Responder can be assigned to a Finding by the Audit Manager. These steps assume the user has been previously assigned the role of Audit Manager.
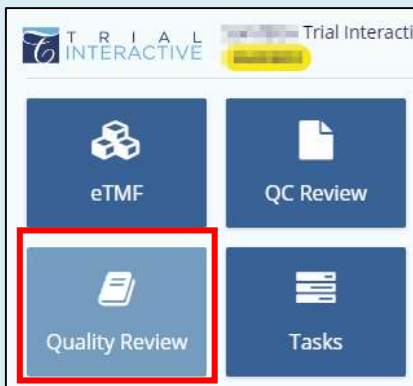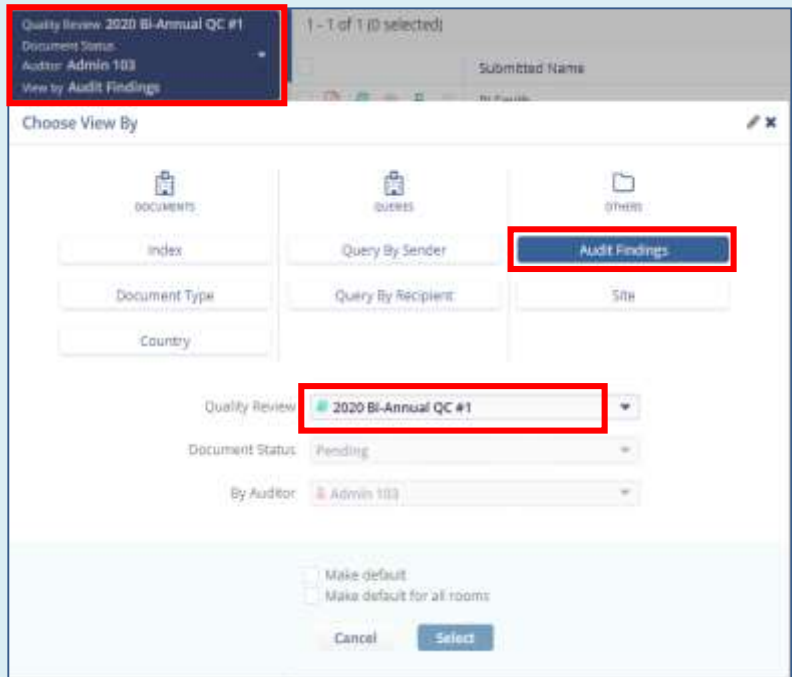
1. Log in to a room and click the **Quality Review** application from the navigation grid.

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

2. Expand the view selection dropdown menu to select an **Audit** (sample audit names shown).

3. Select the folder view type: **Audit Findings.**
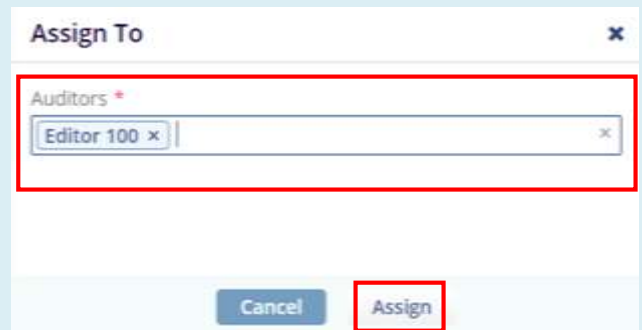
4. Click on the **Unclaimed** folder.

Quality Review **2nd Quarter Quality R...**
Document Status
View by **By Audit Findings**

⚗ *All 8

⚗ *Unclaimed 8

5. Select a document available to claim. Locked documents, marked with a closed padlock, are already being addressed.

| ☐ | 📄 | 📕 | ⭐ | 🔒 | ⋯ | InformedConsent_sample1 | 05 Site Management |
| ☐ | 📄 | 📕 | ⭐ | 🔒 | ⋯ | CTA | 05 Site Management |

📄 Document ▾   ✉ Email   ⬇ Export ▾   📖 Assign To

Quality Review **2nd Quarter Quality R...**
Document Status
View by **By Audit Findings**

1 - 8 of 8 (1 selected)

6. In the grid, select the document you wish to assign to a specific Audit Responder. Click **Assign To.**

7. In the popup, choose an Audit Responder from the **Auditors** dropdown. Click **Assign.**

Repeat steps for additional findings/responders.

Assign To   ✕

Auditors *
Editor 100 ✕   ✕

Cancel   Assign