How to Audit a Document
TI v 10.5

APPLICABLE TO:

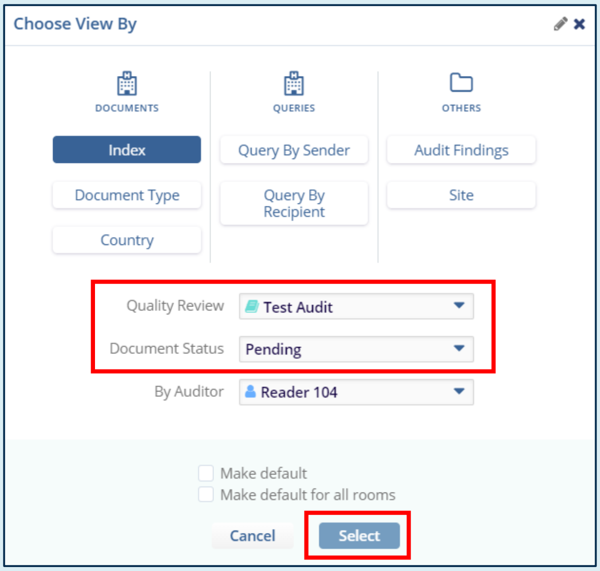
- ● Administrators
- ● Room Managers
- ● Editors
- ● Readers

- ● eTMF
- ○ Study Start-Up
- ○ myTI

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

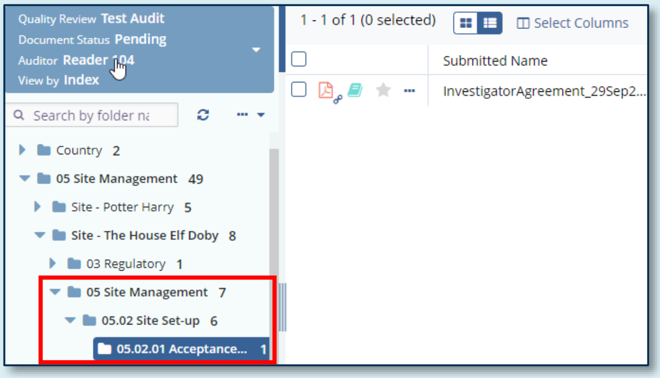
Tip: Contact the room Administrator if the **Quality Review** application is not visible

2. Click the drop-down menu above the Index Pane to change your view and select a specific audit.

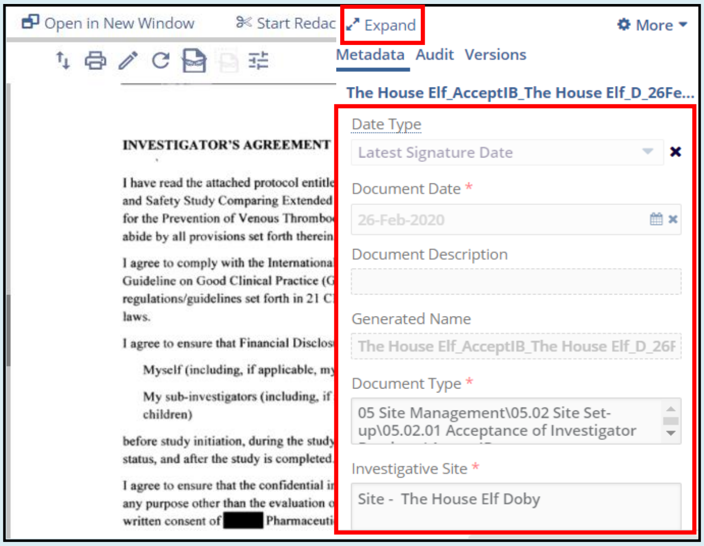


3. Choose **Document Status** from the second dropdown before you click Select.

Note: Documents awaiting audit are found in **Pending** status.
By Auditor should display your name when you are performing a quality review.



4. Click and expand a folder to view documents to be audited in the grid.



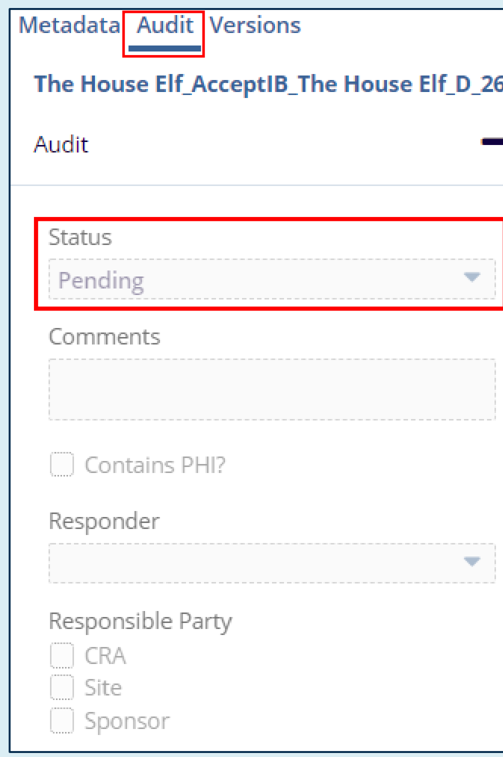
5. Select and open a document to review its content and metadata.

6. Examine all fields to determine if audit criteria have been met.

7. Click on the **Audit** dashlet, then select the appropriate **Status** from the drop down.
Enter other applicable information and/or Comments.

Comments should **always** be entered for failed documents, so that the Audit Responder can take appropriate action.

Once finished, click **Save**, or **Save and Next** if you wish to move onto the next document to audit.



See related job aid “How to Respond to an Audit Finding” in Trial Interactive for more information.