

How to Disable an Audit

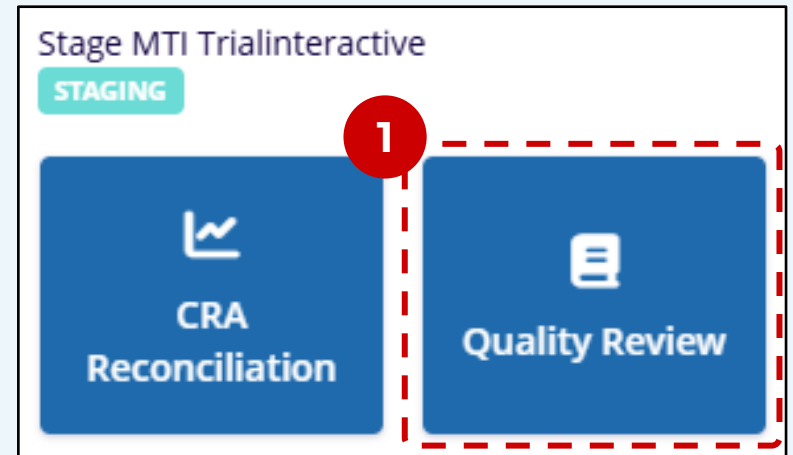
TI version 10.6

APPLICABLE TO:

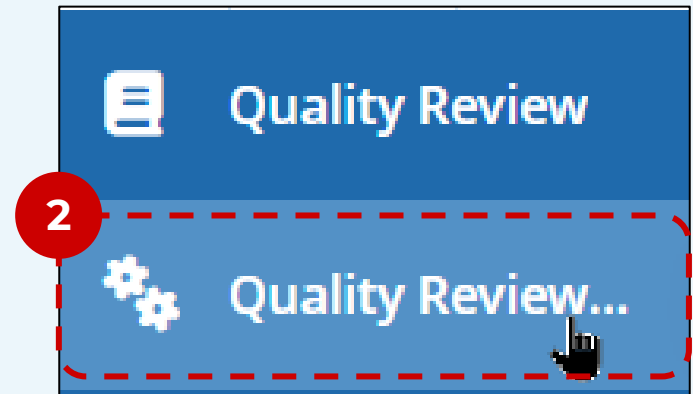
- Admin
- Manager
- Editor
- Reader
- eTMF
- Collaborate

You can Disable an Audit to invalidate any progress done within it. This is helpful in case, for example, you have an incorrectly set-up review. Disabling an Audit is a final action that cannot be undone.

1 Navigate to the **Quality Review** module.

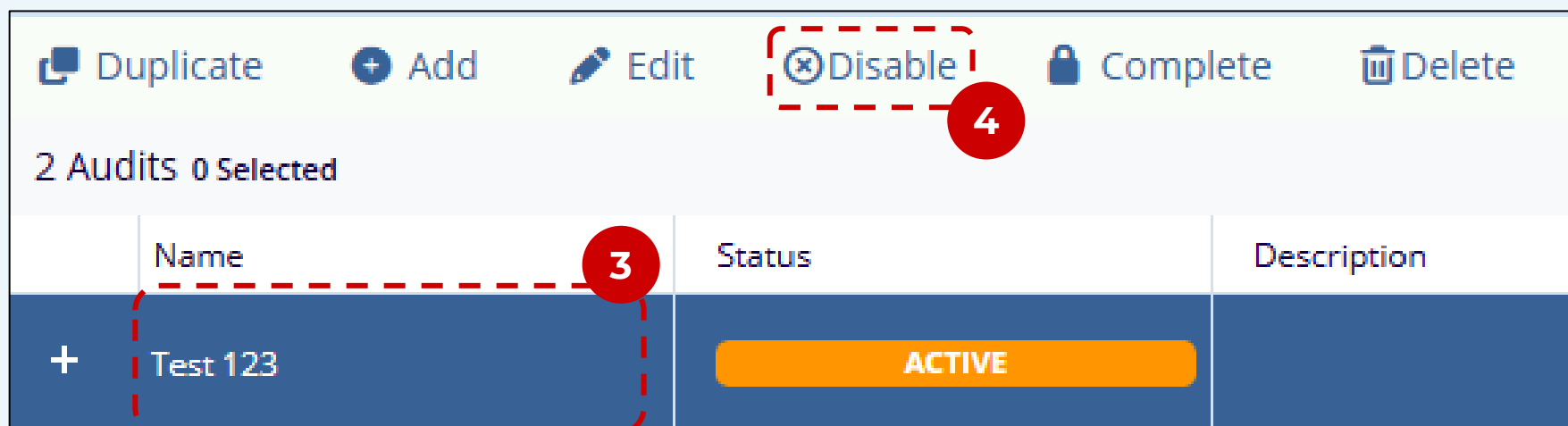


2 Access the **Quality Review Settings** menu.



3 **Select** the audit you wish to stop by clicking on its Name.

4 Click on **Disable**.



5 Enter the reason for disabling the audit.

6 Click **OK** to finalize the change.



Once confirmed, this cannot be undone.

7 Disabled audits are marked with a red status indicator. You may still **Duplicate** the audit, or **Delete** it if it no longer serves a purpose.

	Name	Status	Description
+	1st Quarter Quality Re	DISABLED	