

How to Delete an Audit

TI version 10.8

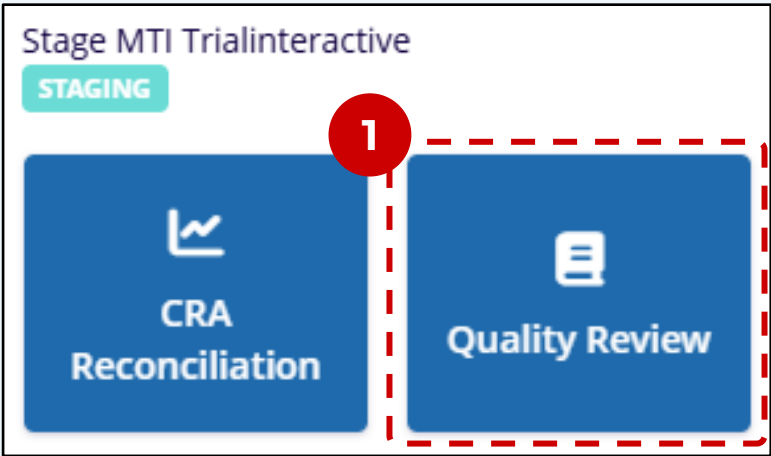
APPLICABLE TO:

- ☒ Admin
- ☐ Manager
- ☐ Editor
- ☐ Reader
- ☒ eTMF
- ☒ Collaborate



Audits should only be deleted if no review work has been performed. The system will prevent users from deleting an audit if any document has been reviewed by auditors.

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

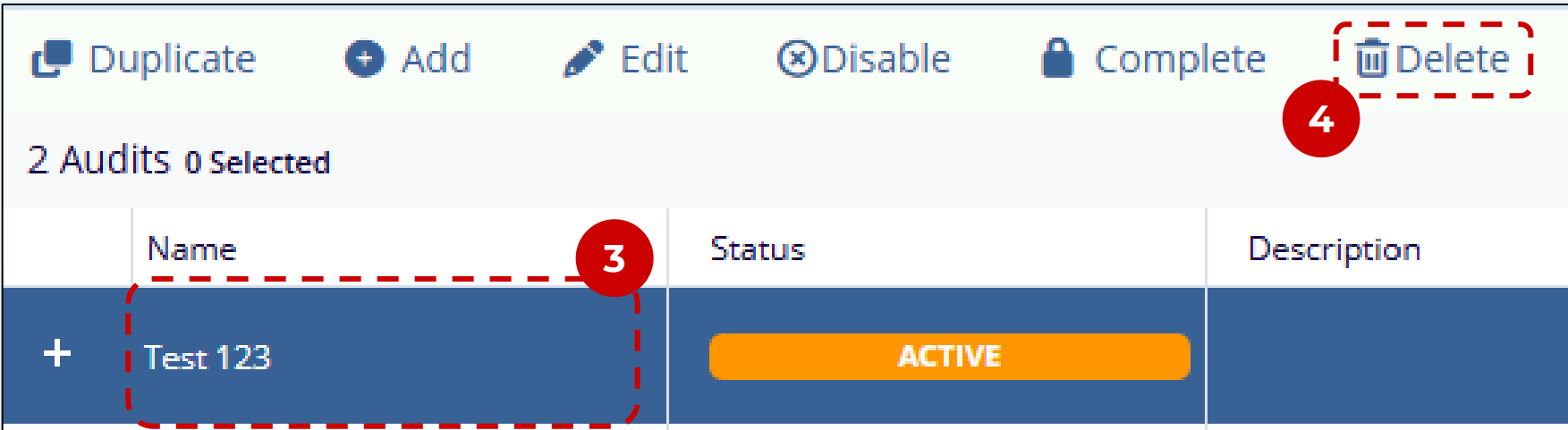


2 Access the **Quality Review Settings** area.



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

4 Click on **Delete**.



5 Confirm your intention to delete the audit by clicking **Yes**.

 Deleted audit profiles cannot be recovered.

Delete Audit Profile

Are you sure you want to delete this audit profile?This audit profile has documents in the audit pool.These documents will be removed from the audit pool if you delete this audit profile.

No

Yes

6 Verify that the deleted audit no longer appears in the audits list.