

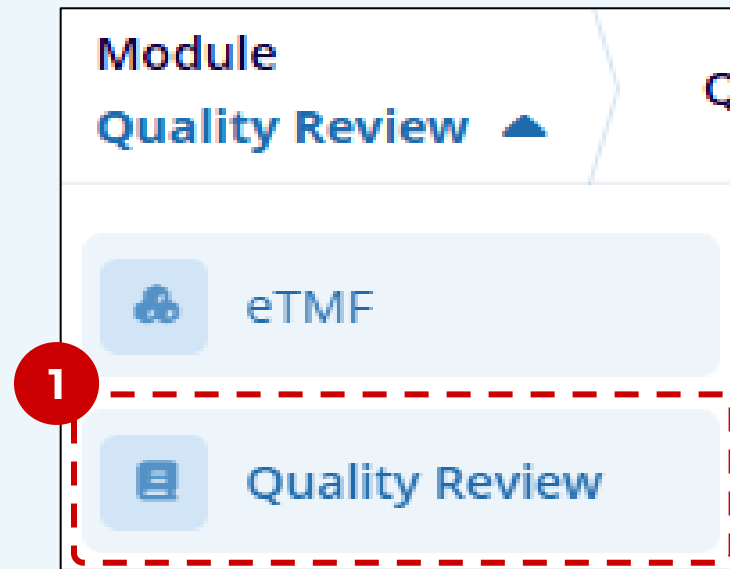
## APPLICABLE TO:

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

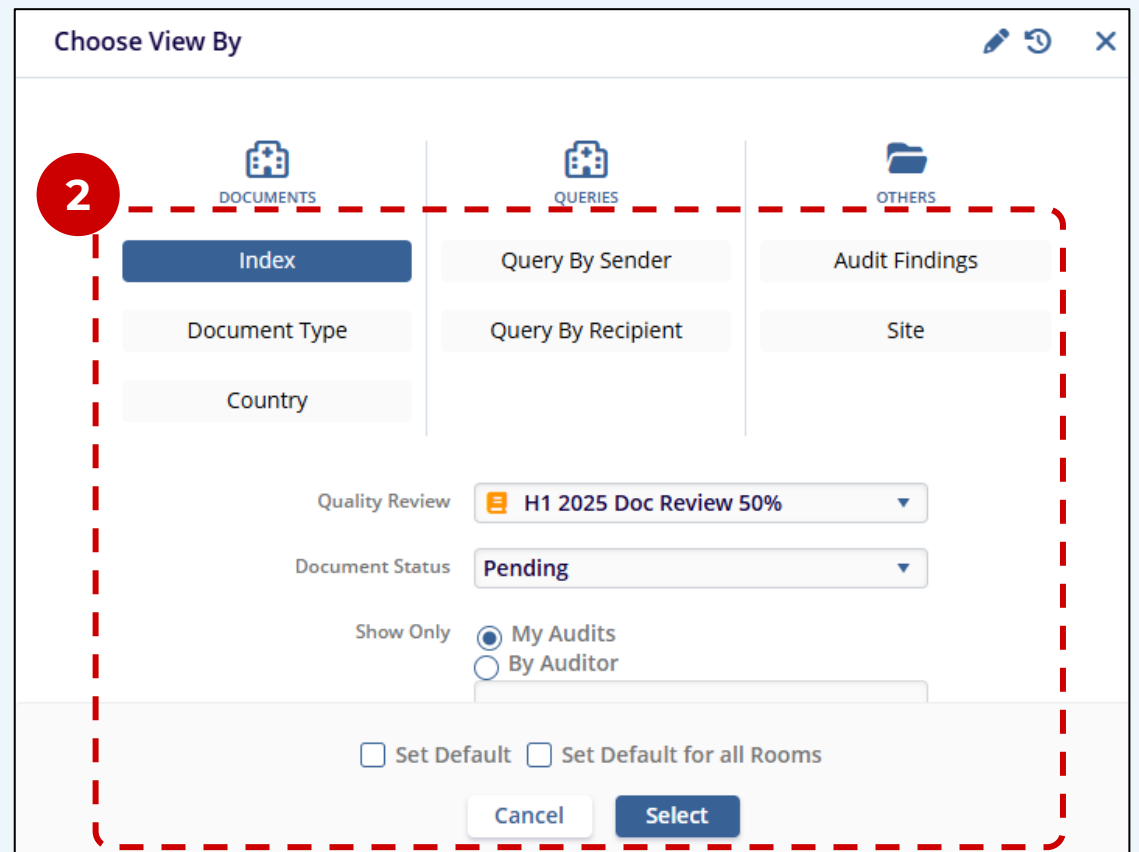
The Quality Review module allows users to track Audit progress and results directly from the Audit documents interface. This guide illustrates the function to Export information about one or more Audits, which can then be displayed or edited in the user's preferred software.

**1** Login to a room and click the **Quality Review Module** from the Navigation Grid.

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



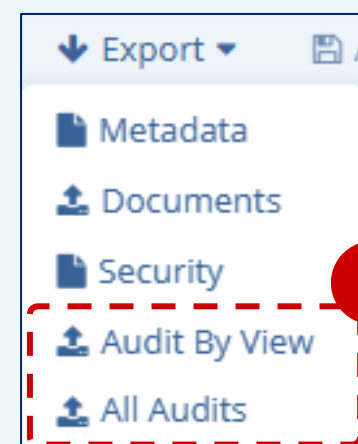
**2** Select the Audit to export data from, using the View Selector. Browse from available audits listed in the **Quality Review** dropdown, shown here, then click **Select**.



**3** Click **Export** then select **Audit by View** or **All Audits**.

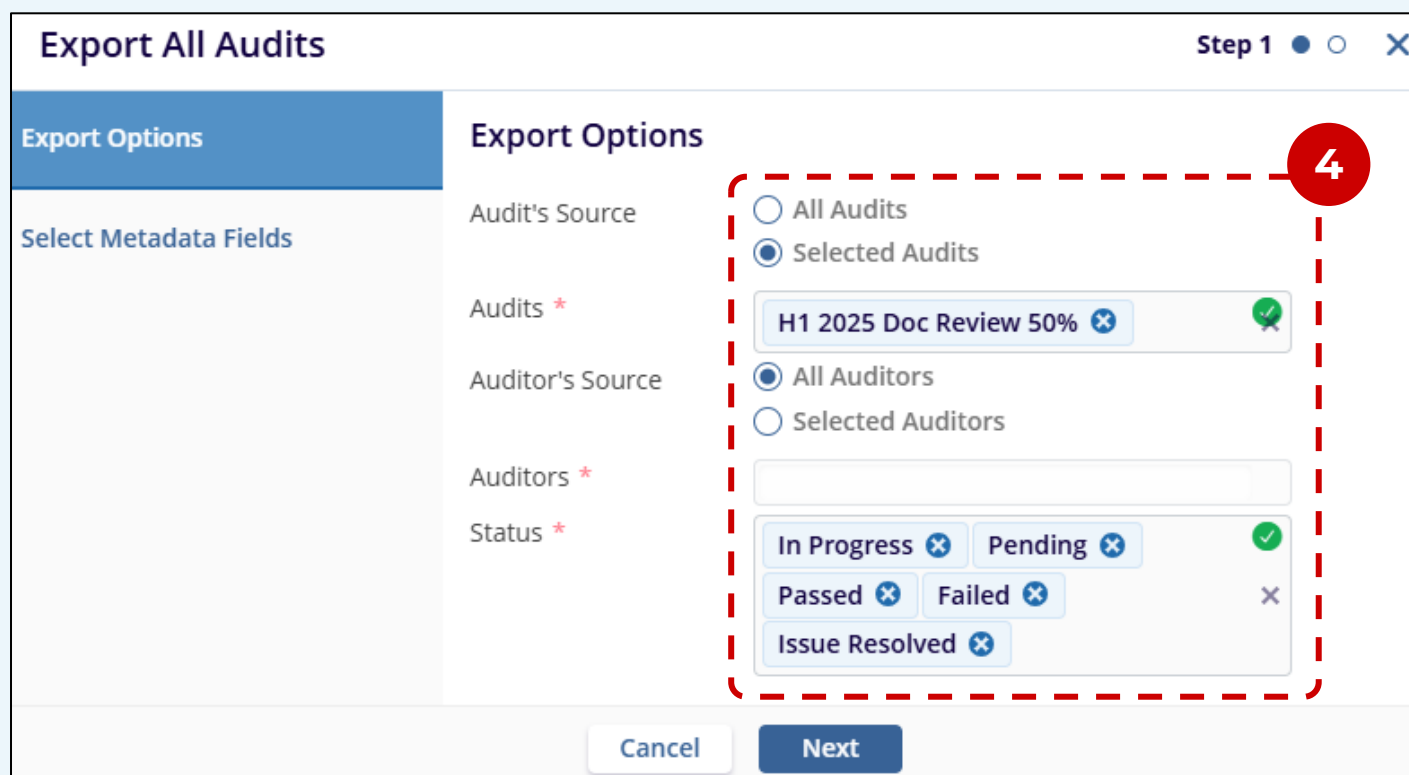
**Audit by View:** Exports audit data from the currently selected view.

**All Audits** (Available to Audit Managers and Admins): Allows users to select multiple audits data to export, as well as filtering for Auditors, Statuses, and Metadata fields.



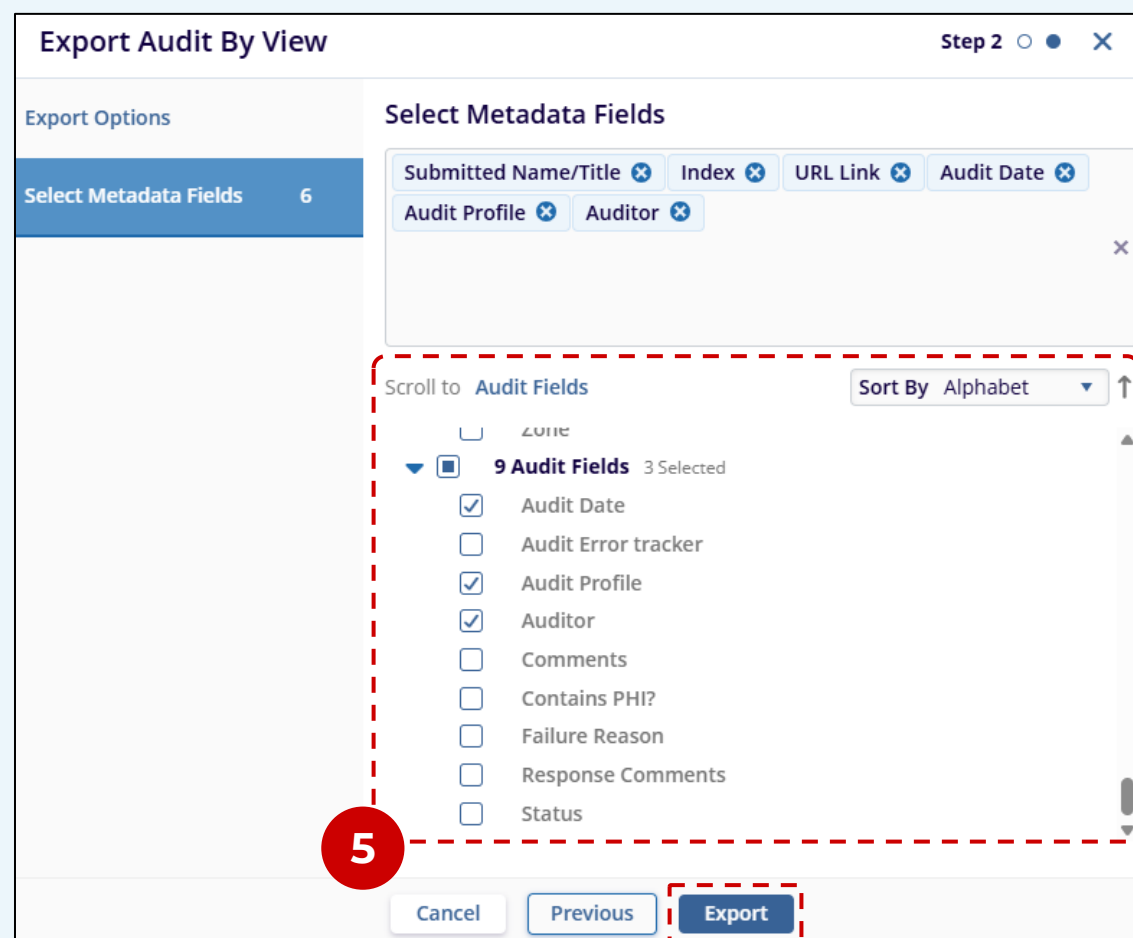
**4** If using **All Audits**, choose to export data either from **All Audits** or **Selected Audits**; fill other settings according to your needs, then click **Next**.

If using **Audit by View**, go to step #5.



**5** Choose from the available export options and click **Export**.

Users can click **Scroll to Audit Fields** under the metadata selection screen to see the full list of available Audit metadata fields.



**6** Click the **Get Results** popup in the notification area at the top of the screen to start downloading the report.

The generated report gets downloaded to your computer as a compressed (zip) file.

