

How to Modify an Audit

TI version 10.8

APPLICABLE TO:

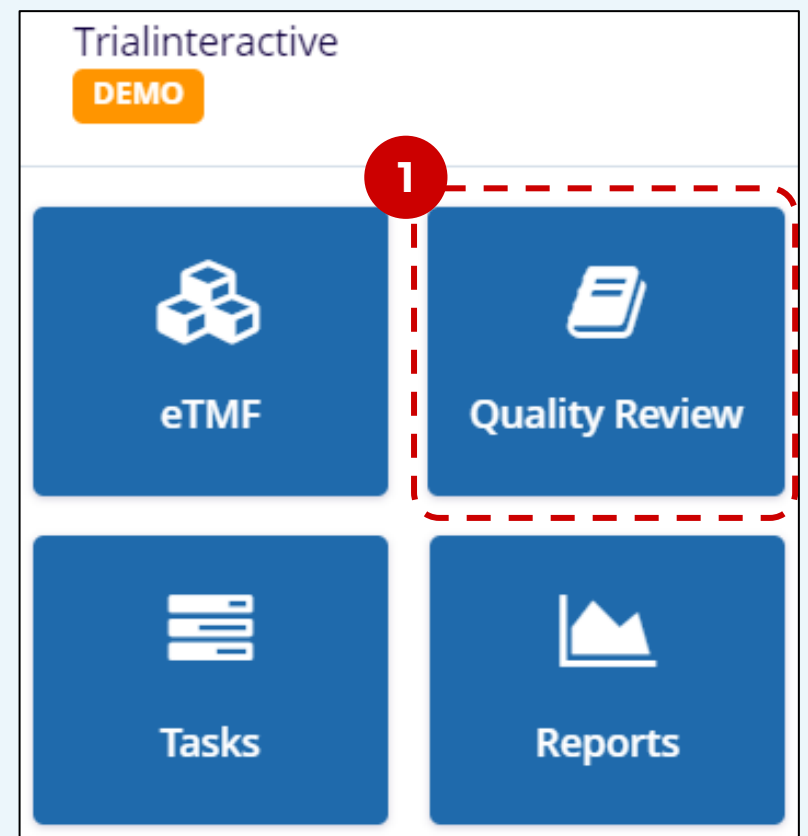
- Admin
 - Manager
 - Editor
 - Reader
- eTMF

This Job Aid guides users that wish to make changes to an existing audit. Notice that changes that affect the selection of documents included in the audit are only possible if the audit itself is in the Draft status.

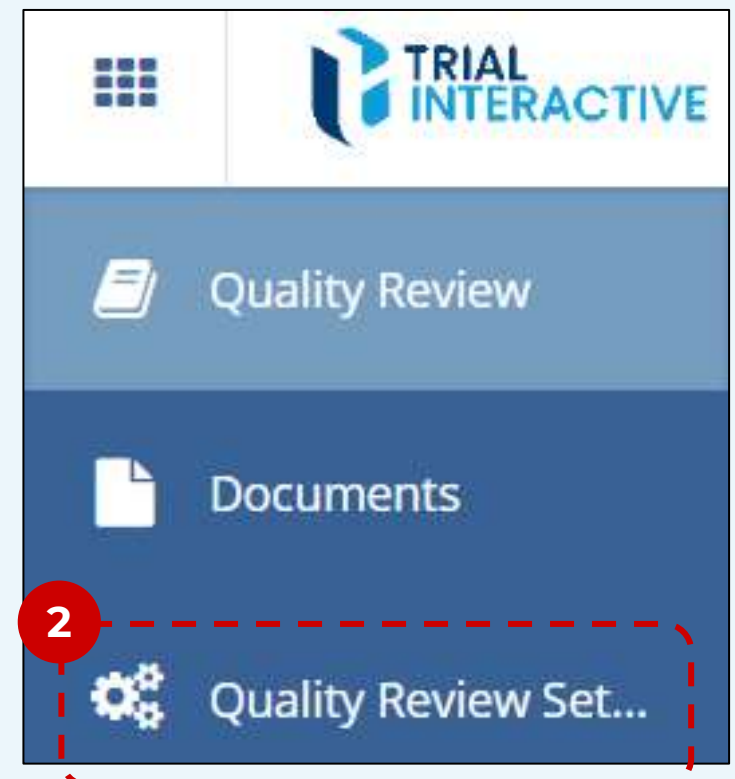


Due to limitations on what changes are allowed, consider if duplicating an audit might be the better choice for you: cloned audits have no limitations. For information see Job Aid: **How to Duplicate an Audit**.

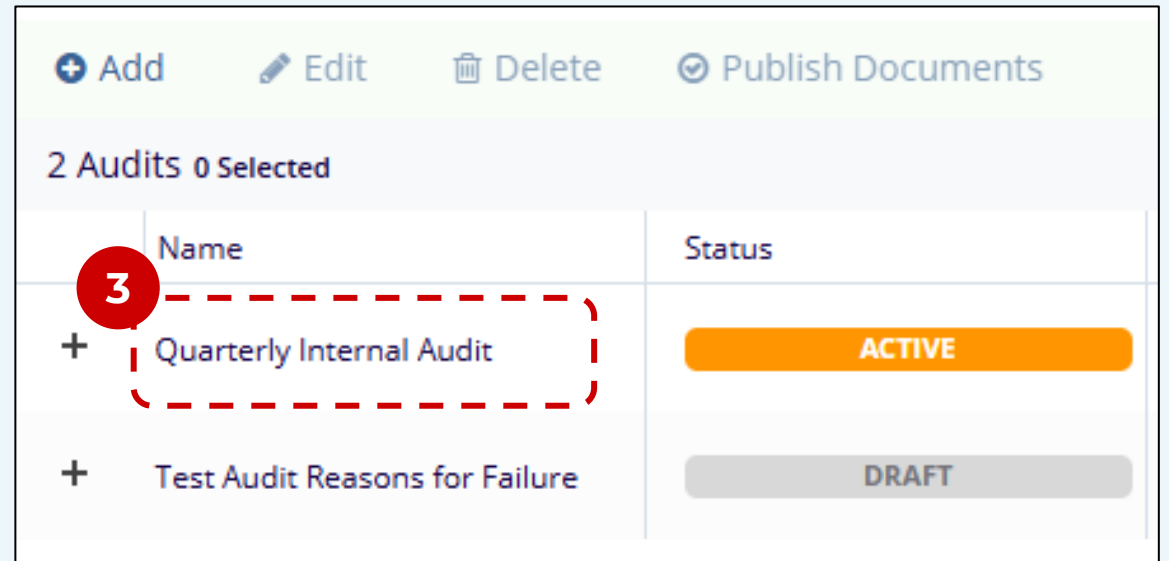
1 Navigate to the **Quality Review** module.



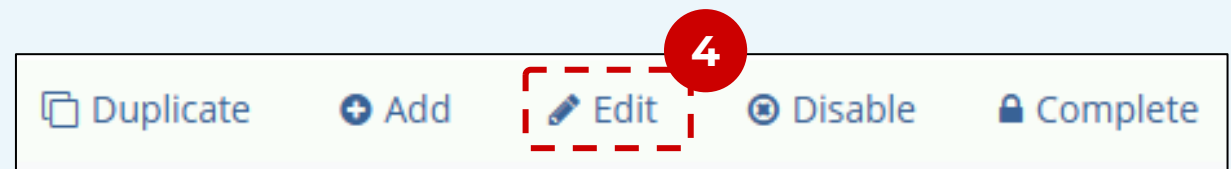
2 Access the **Quality Review Settings** menu.



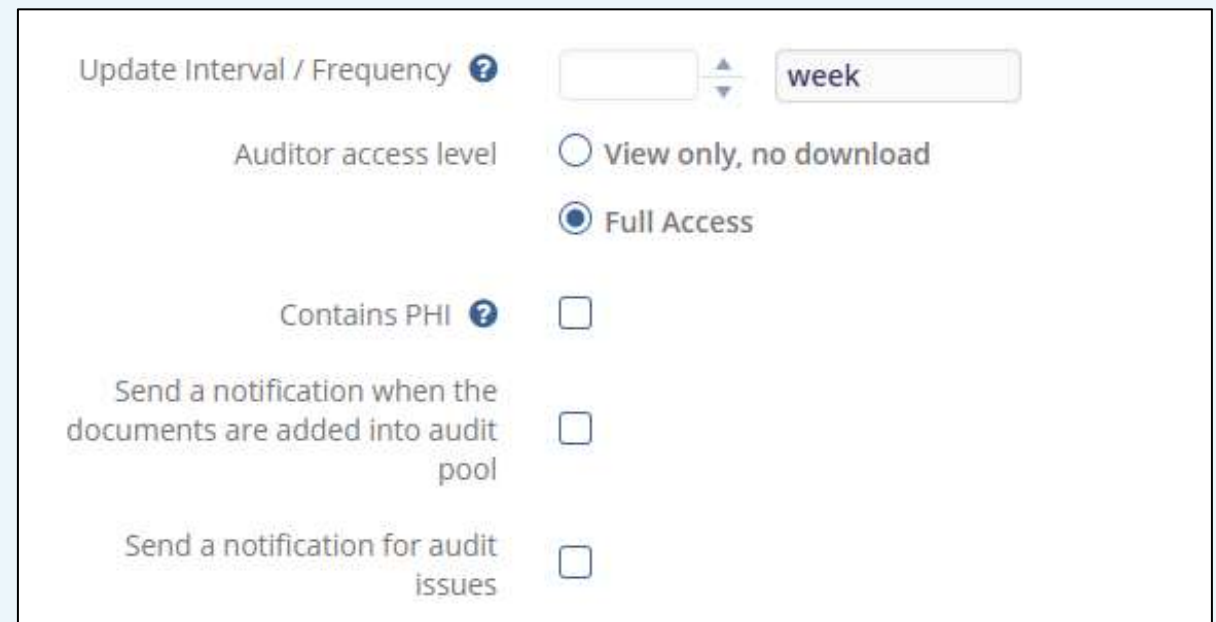
3 **Select** an Audit. *Draft* audits can be fully edited, while *Active* audits have their scope locked.



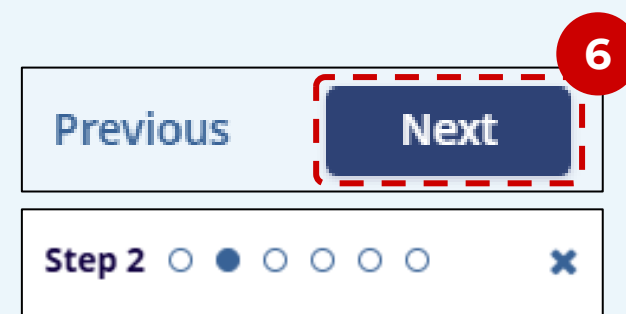
4 Click on the **Edit** button in the ribbon.



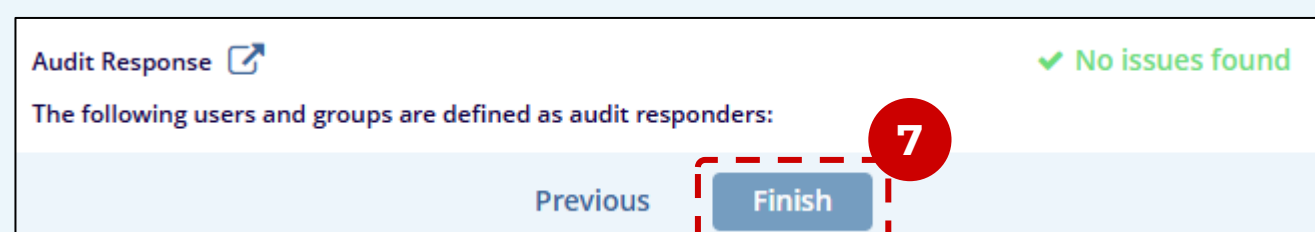
5 **Change** the Settings you require on the first page. In the case of an Active audit, only settings shown beside here can be altered (exact availability December vary).



6 Proceed to pages 2,3, and 4 to make changes to Auditor/Audit Manage/Responder assignments.



7 Proceed to page 6, review that changes are valid, and click **Finish**.



8 If the Audit you just modified was a *Draft* audit, consider **Activating** it now using the related button in the ribbon.

