

How to Assign Reponders to a Finding as Audit Manager

TI version 10.7

- APPLICABLE TO:
- Admin

Manager

Editor

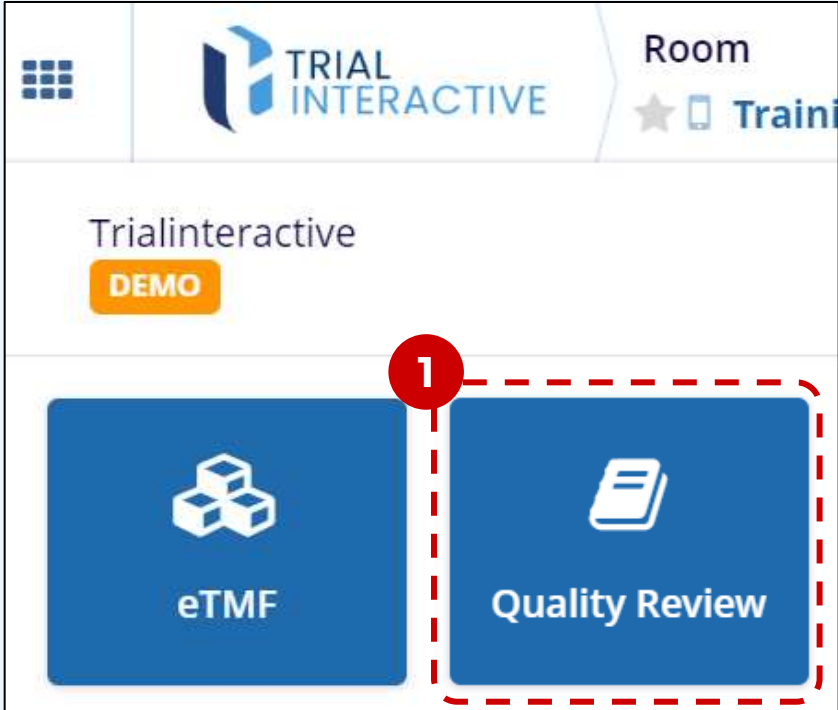
Reader

eTMF

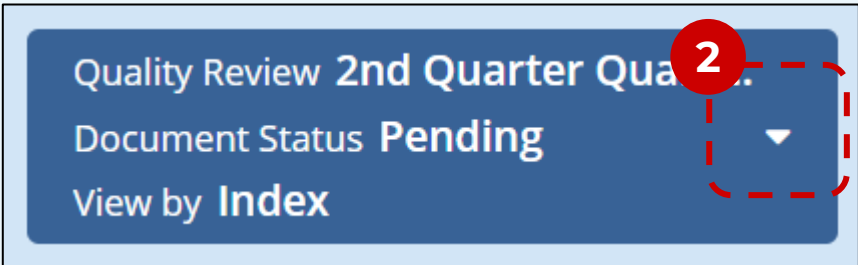
Collaborate

Audit Findings are created when a document receives a Failed status during an audit. Findings are pooled for any Audit Responder to address. The steps below show how a specific Responder can be assigned to a Finding by the Audit Manager. These steps require the user to have been previously assigned the role of Audit Manager.

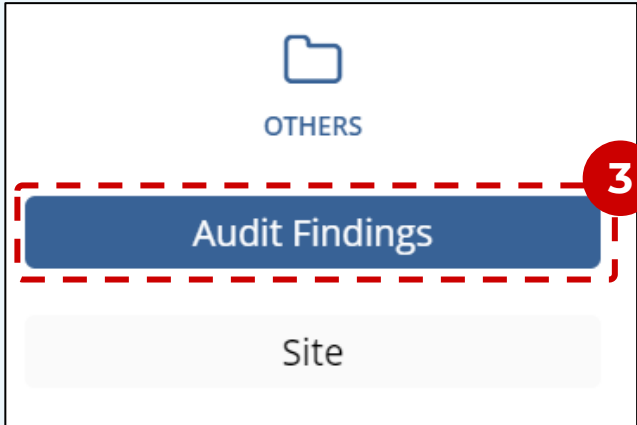
1 Access the **Quality Review** module in the chosen room.



2 Enter the view selector to pick an **Audit** (names shown are examples).



3 Select the **Audit Findings** view.



4 Confirm your choices with the **Select** button at bottom of window.



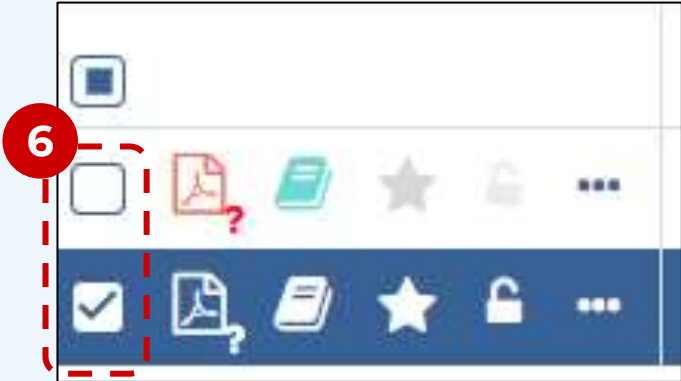
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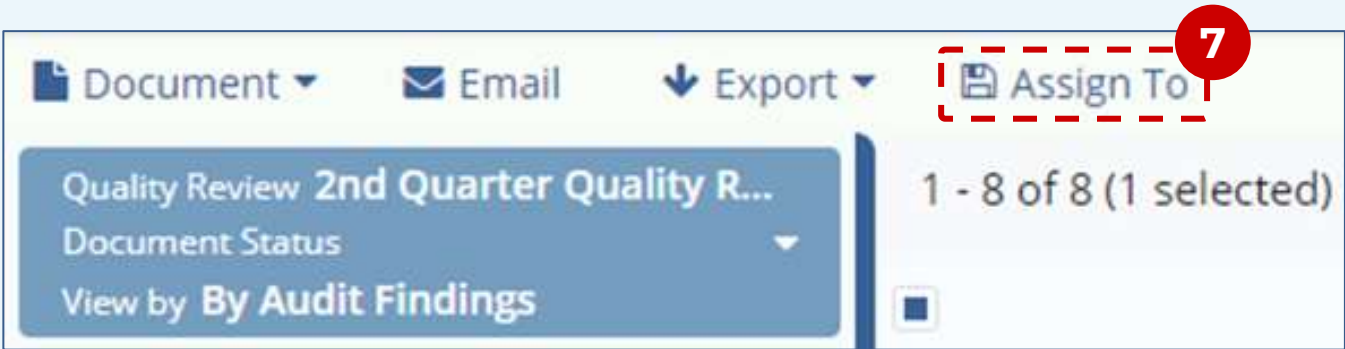
5 Select the **Unclaimed** list.



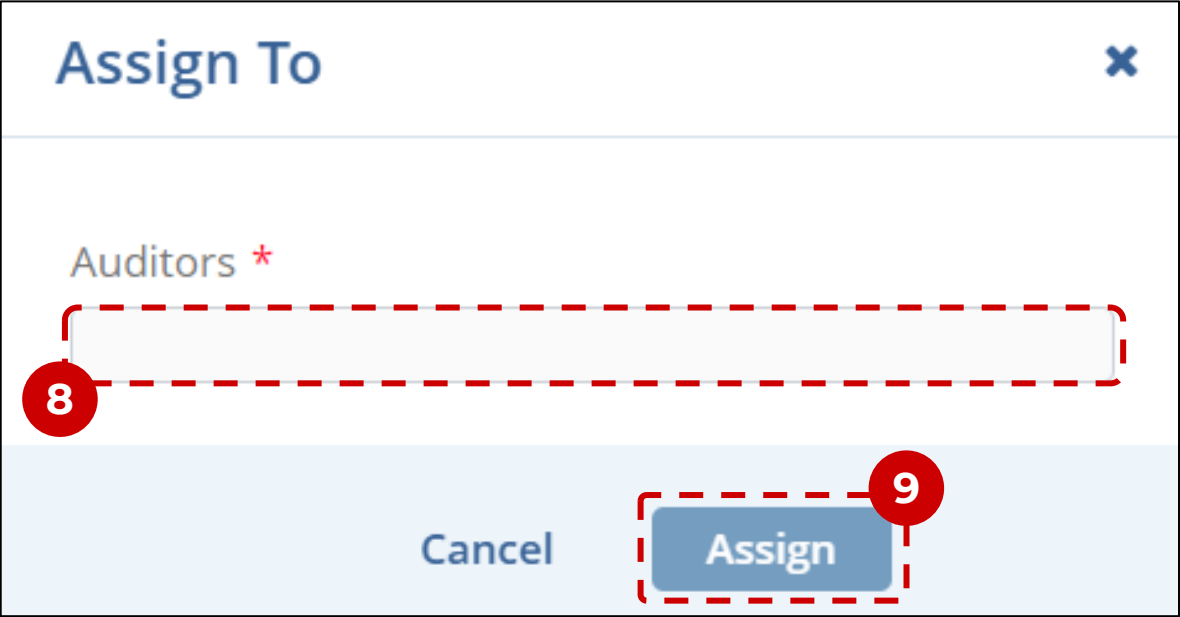
6 Select one or more documents.



7 In the top ribbon, click **Assign To**.



8 Select one of the available **Auditors** (a list displays when clicking on the field).



9 Click **Assign** to finalize.