How to Delete an Audit

TI version 10.6
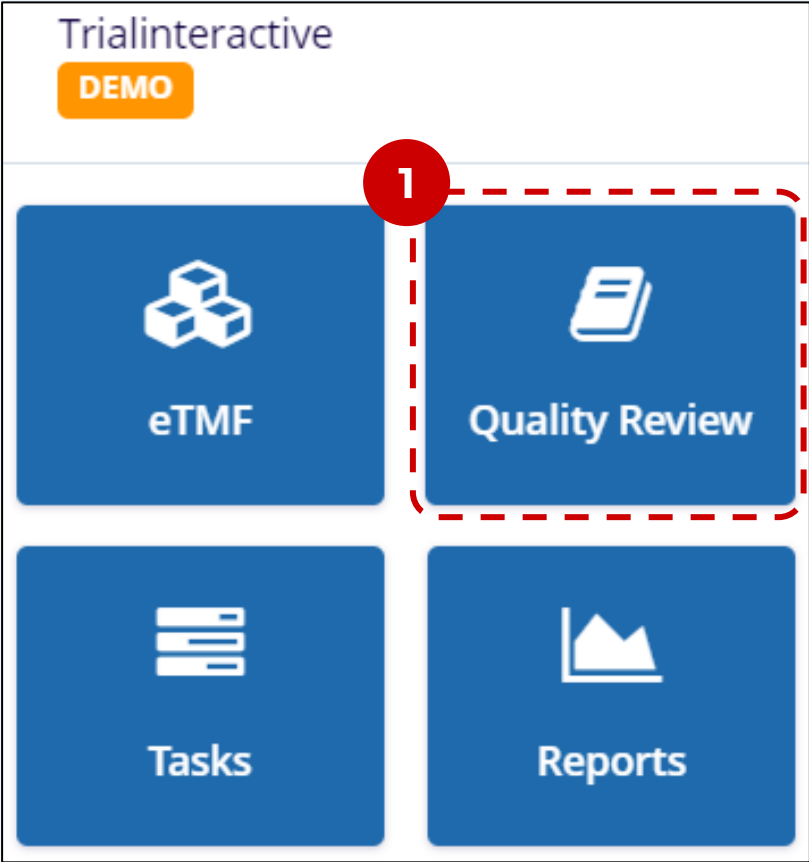
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APPLICABLE TO:

- ● Admin
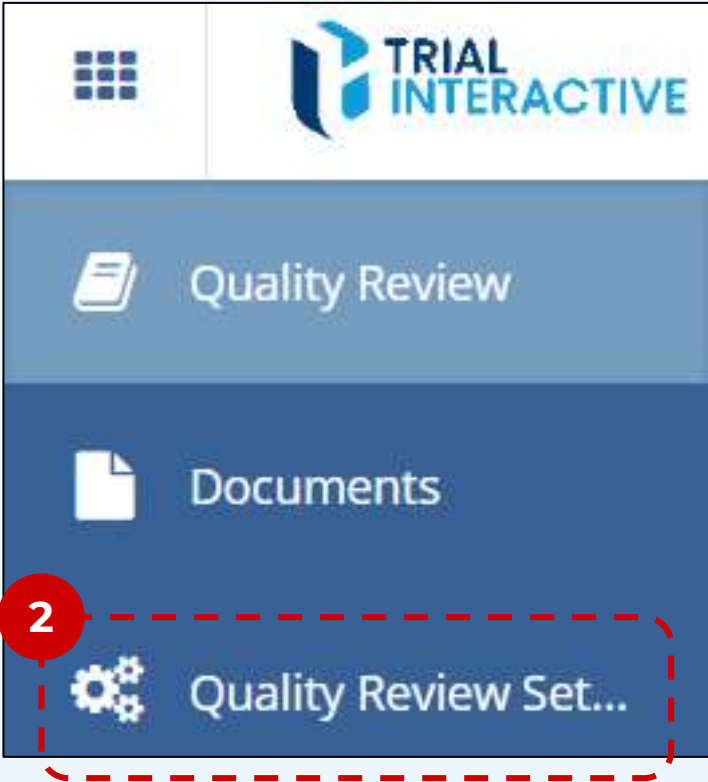- ○ Manager
- ○ Editor
- ○ Reader

● eTMF

⚠️ Audits should only be deleted if no review work has been performed. The system will prevent any user from deleting an audit once any work has been done.

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

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eTMF | **1** Quality Review

Tasks | Reports

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

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Quality Review

Documents

2 Quality Review Set...

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3 **Select** the audit you wish to remove.

4 Click on **Delete**.

	Name	Status	Description	Frequency	Scope
+	1st Quarter Quality Review	ACTIVE			Selected d
+	2nd Quarter Quality Review	ACTIVE		6m	Selected d

Duplicate · Add · Edit · Disable · Complete · Delete · Publish Documents

18 Audits 0 Selected

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

Delete Audit Profile

Do you really want to delete this Audit Profile?

No   Yes

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