

How to Disable an Audit

TI version 10.6



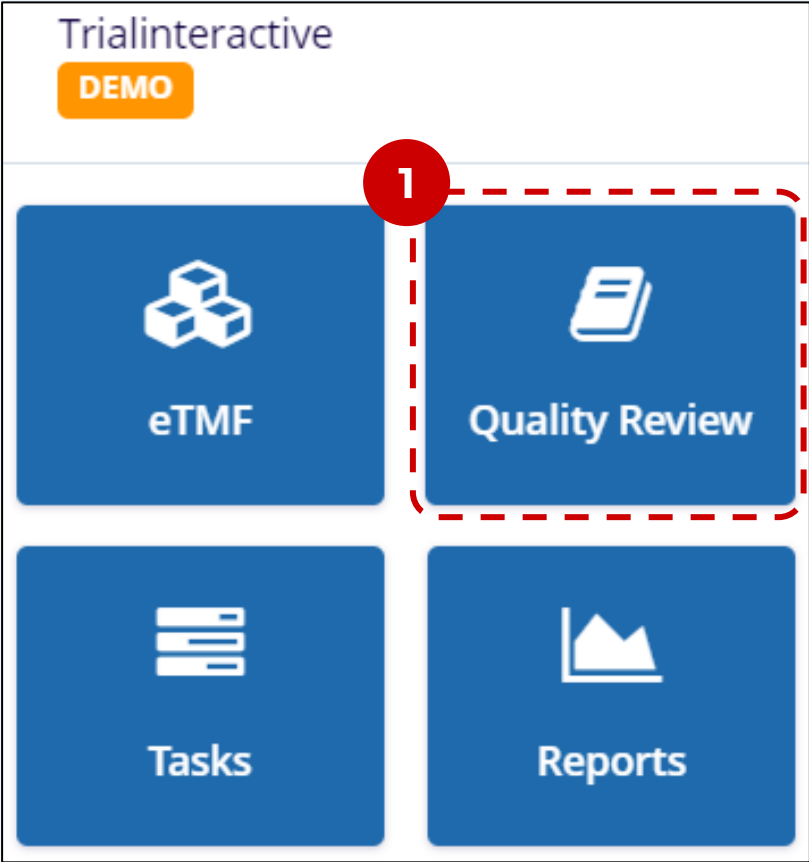
APPLICABLE TO:

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

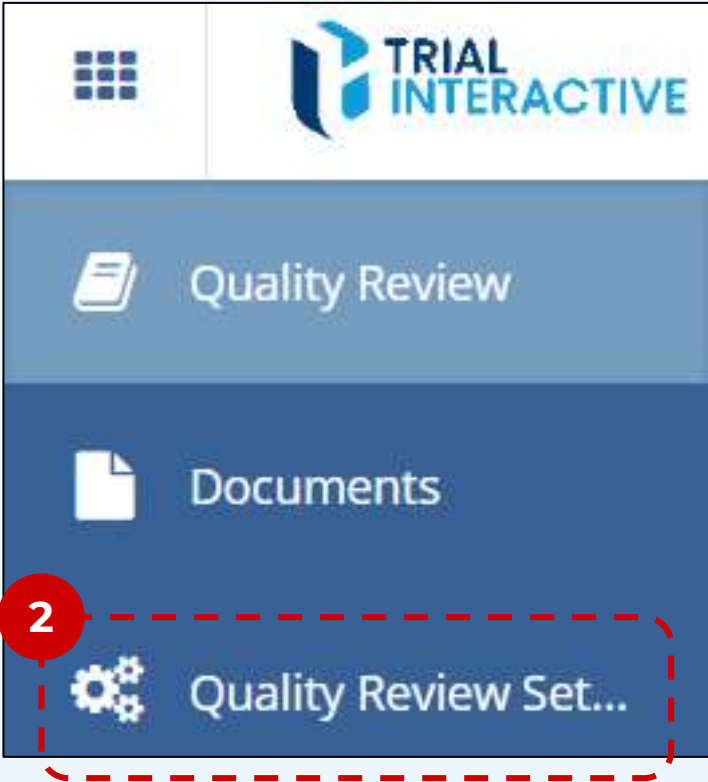


You can Disable an Audit to invalidate any progress done within it. This is helpful in case of an incorrectly set up review. Disabling an Audit is a final action that cannot be undone.

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



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



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3 **Select** the active audit you wish to stop.

4 Click on **Disable**.

DuplicateAddEditDisableCompleteDeletePublish Documents

18 Audits 0 Selected

	Name	Status	Description	Frequency	Scope	Final Or
3	+ 1st Quarter Quality Re	ACTIVE			Selected documents	No

5 Enter the reason for disabling the audit.

6 Click **OK** to finalize the change. Once clicked, this can no longer be undone.

Disable Audit Profile

Please enter a reason for disabling Audit Profile*

Scope was incorrectly set.

Cancel

6 OK

7 Disabled audits are marked with a red status indicator. You may **Delete** the audit, or **Duplicate** it, effectively using it as a template.

DuplicateAddEditDelete

18 Audits 0 Selected

	Name	Status	Description
7	+ 1st Quarter Quality Re	DISABLED	