

How to Duplicate an Audit

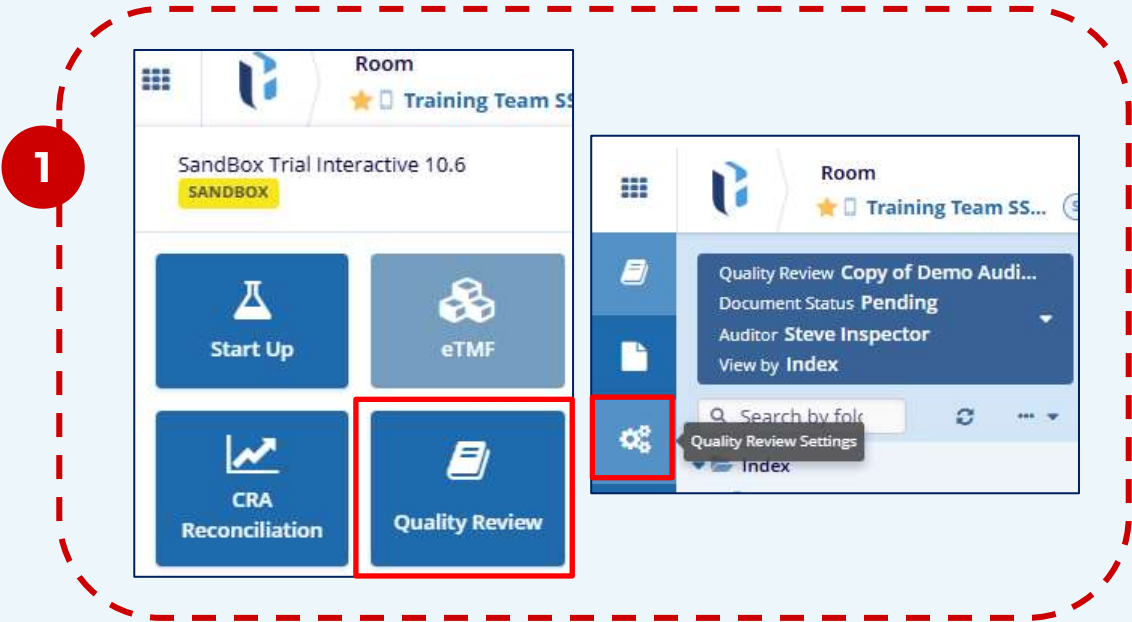
TI version 10.6

APPLICABLE TO:

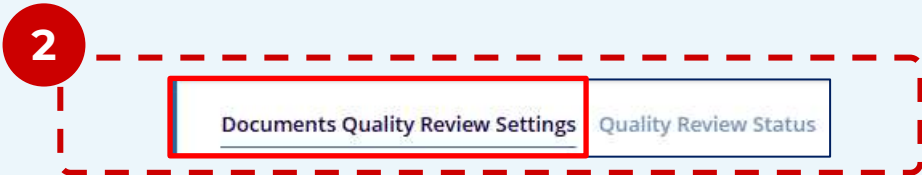
- ☒ Admin
- ☐ Manager
- ☐ Editor
- ☐ Reader
- ☒ eTMF

Duplicating audits allows an Admin user to create clones of existing audits with most of the settings already in place, thus saving time on creating recurring audit profiles

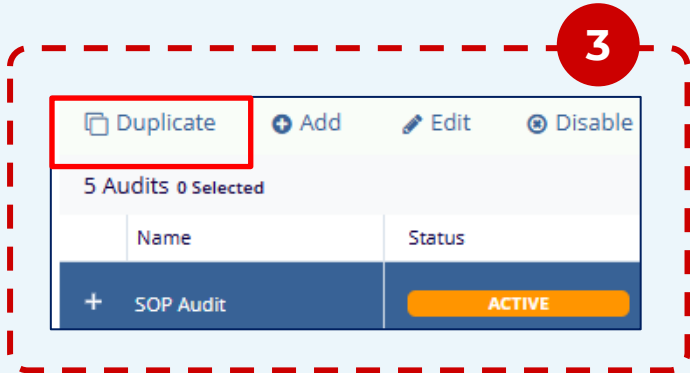
1 Navigate to the **Quality Review module** and access the **Quality Review Settings** from the toolbar at the left side of the screen.



2 Click on the **Documents Quality Review Settings** tab to view existing audits.

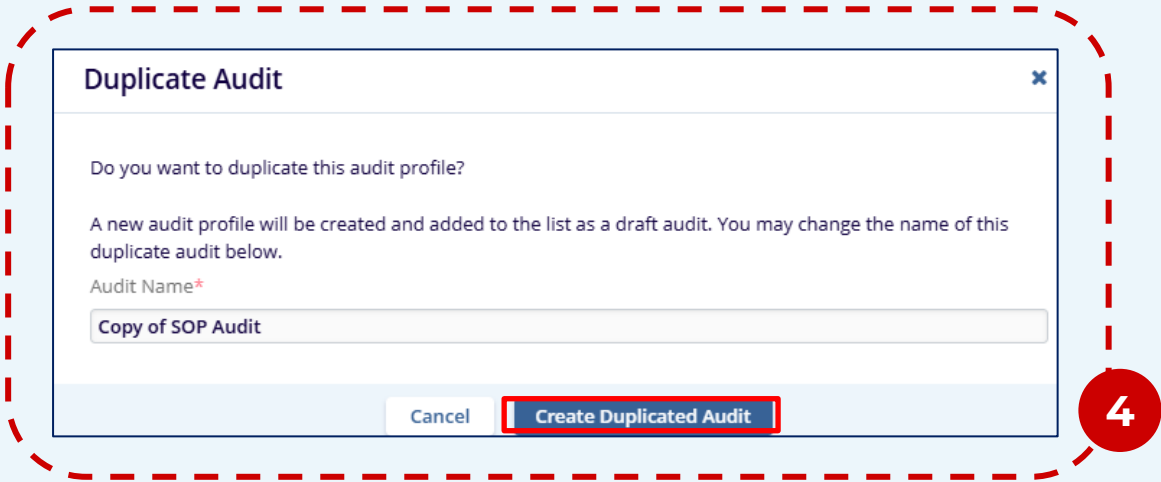


3 Select the audit you wish to clone. Click on the Duplicate button in the top bar.

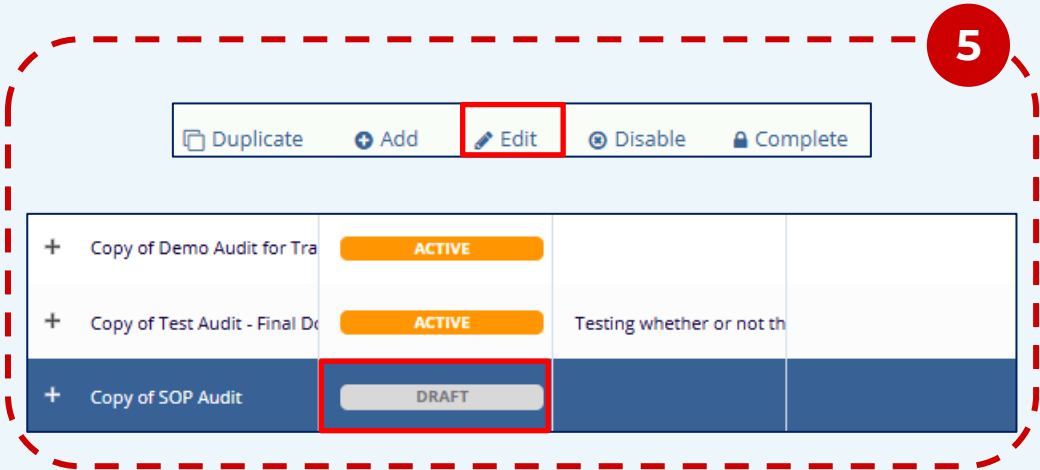


Duplicate audits will retain all details of the original, including selected auditors and other users, except for the documents selection which will be empty. All settings will be editable.

4 A confirmation prompt appears. You can also assign a name to the new copy of the audit here. Click **Create Duplicate Audit** to generate the duplicate.



5 The new 'clone' audit will appear at the bottom of the audits list as a **Draft**. Review and adjust any settings by double-clicking on it or using the **Edit** button at the top while selected. The settings editor is the same as seen when creating an audit.



6 When you're ready for the new Audit profile to be used for review, simply click on the **Activate** button. Its assigned documents can now be reviewed by auditors

