How to Export Audit Results
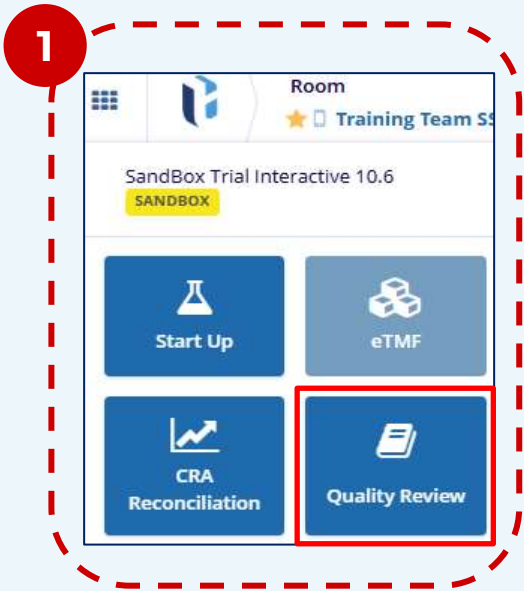
TI version 10.7

TRIAL INTERACTIVE
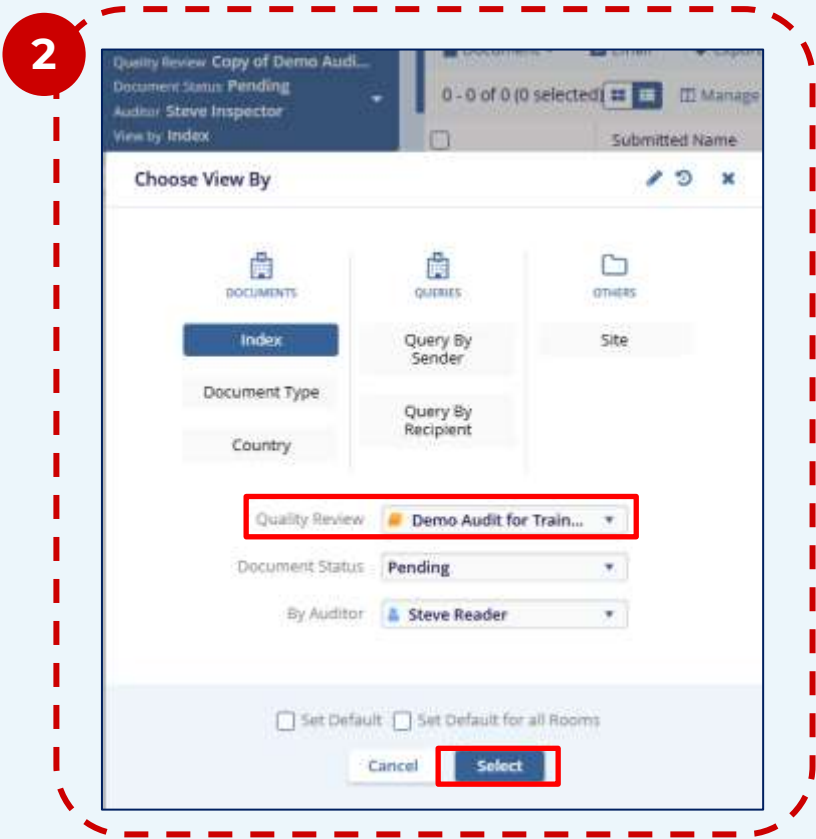
APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader

- eTMF

Contact your room Administrator if the **Quality Review Module** is not visible

**1** Login to a room and click the **Quality Review Module** from the Navigation Grid.

2 Select the Audit to export data from, using the View Selector. Browse from available audits listed in the **Quality Review** dropdown, shown here, then click **Select**.

3 Click **Export** then select **Audit by View** or **All Audits.**

Audit by View: Exports audit data from the currently selected view.

All Audits (Available to Audit Managers and Admins): Allows users to select multiple audits data to export, as well as filtering for Auditors, Statuses, and Metadata fields.


TRANSPERFECT
LIFE SCIENCES

TRIAL INTERACTIVE
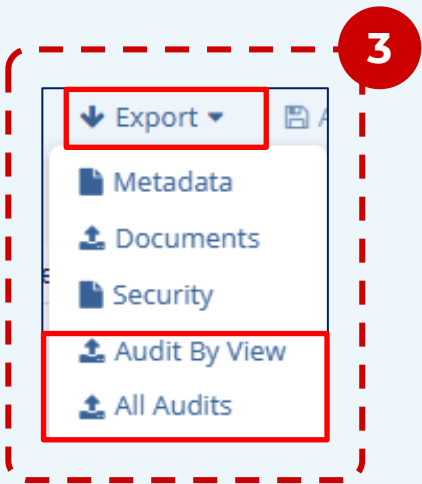
4 If using **All Audits**, choose to export data either from **All Audits** or **Selected Audits**; fill other settings according to your needs, then click **Next**.
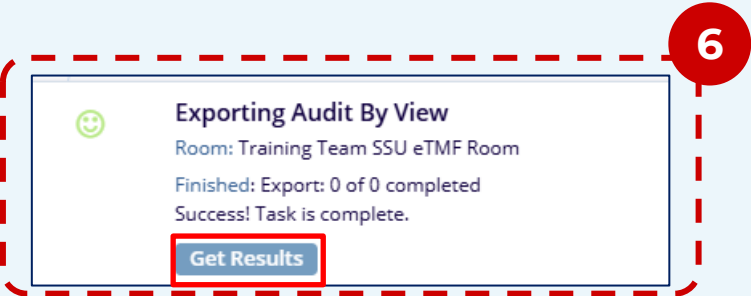If using **Audit by View**, go to step #5

5 Choose from the available export options and click **Export**

> Users can click **Scroll to Audit Metadata Fields** in the bottom right corner to see the full list of available Audit metadata fields.
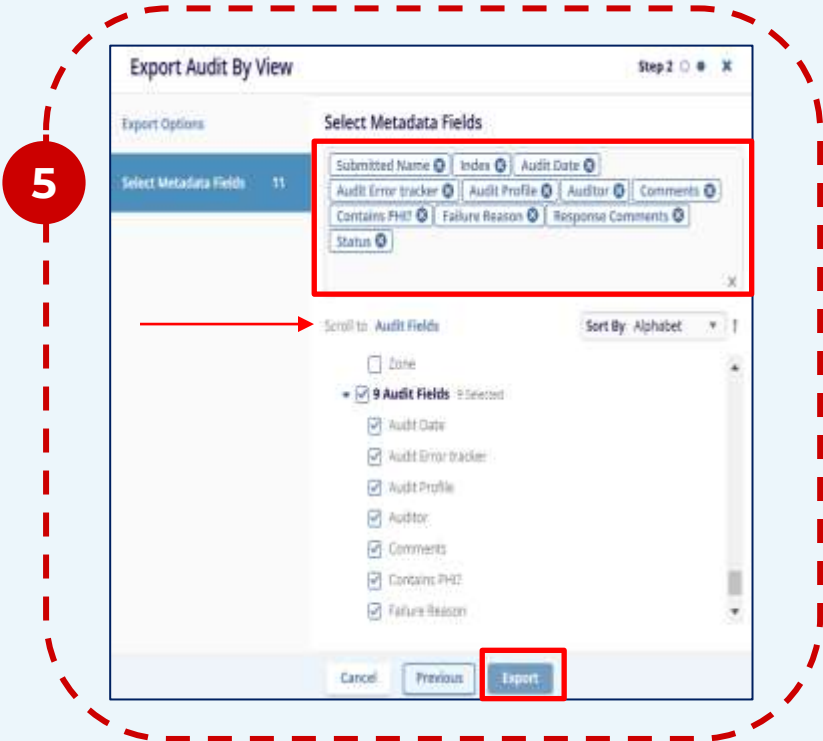
6 Click the **Get Results** popup in the notification area at the top of the screen to start downloading the report.

The generated report gets downloaded to your computer as a compressed (zip) file.