

# CP-CTNet QKREFGD09 Audit System Overview for LAOs and AOs

## CP-CTNet DMACC Audit Process Overview

The Audit System is used to manage and perform CP-CTNet DMACC quality assurance audits of LAOs and AOs. Sites use the system to review the audit report and respond to any findings. The phases of audits are highlighted below.



## Accessing the Audit System via the CP-CTNet DMACC Portal Gateway

The Audit System may be accessed via the [CP-CTNet DMACC Portal Gateway](#). This section provides an overview of the steps that LAOs and AOs follow to access the Audit System.

1. Sign into the [CP-CTNet DMACC Portal Gateway](#) with your username and password.

CP-CTNet DMACC  
Cancer Prevention Clinical Trial Network  
Risk Management, Auditing, and Accreditation Center

Sign In

Username or Email Address  
name@institution.org

Password  
\*\*\*\*\*

Forgot Password?

1 **Sign In**

2. Click the **Open App** button beneath the **Audit System** tile on the Portal Gateway dashboard.

Audit System  
System for tracking audits

More Details **Open App** 2

3. Log in to the **Frontier Science Portal** with your Portal Gateway username and password.

Frontier Science Portal

Login

Username: name@institution.org

Password: \*\*\*\*\*

3 **Login** Login help? Reset password

Register for a Portal account  
Privacy and Terms of Use

4. Click the **AuditSystem** link under the **Systems** heading to open the Audit System.

Links and Applications Listed by Category

Systems

AuditSystem 4

## Audit System Overview Page

The Audit System *Overview* page displays a list of audits currently awaiting action from a user (left side) and upcoming audits (right side). Key features of the audits listed on this page are highlighted below.

**Audit Date**

- The date listed next to an audit is the last scheduled day of the audit.

**Task Button**

- Click to navigate to the page where the task may be completed.

**View Button**

- Click to view audit details in advance of the audit.

Overview

My Required Tasks

10 Jan 2025	Complete response form UNIVERSITY OF ALABAMA AT BIRMINGHAM CANCER CENTER INT21-05-01	COMPLETE
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My Optional Actions

Upcoming Audits

10 Jan 2025	University of Alabama at Birmingham Cancer Center INT21-05-01 AUDITOR NAME	VIEW
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## Reviewing the Audit in the Audit System

After an auditor indicates that the audit report review is complete, a site must then review the audit and respond to any findings. The process that LAOs and AOs follow to review the audit report as a PDF or within the Audit System is outlined below.

1. On the *Overview* page, click the **Complete** button to review the audit report and complete the Site Action Item Response Form.
2. Click the **Export Audit Long Form** button to export the entire audit report as a PDF (optional).
3. Review the audit responses using the exported audit report or by reviewing the report on the **Audit** tab for the audit.



## Responding to Findings in the Audit System

After LAOs and AOs review the audit report, they must respond to any audit findings within the Audit System. The process that LAOs and AOs follow to respond to findings within the Audit System is outlined below.

1. Click the **Response** tab within the audit report.
2. For each finding, complete all data fields.
3. Once the response is complete and final, select **Response Complete** for the *Finding Response Status* question. This will automatically notify the auditor that the response is ready for their review.
4. Responses that are approved by the auditor are removed from the **Response** tab. If a response is disapproved by the auditor, the LAO or AO can repeat steps 2 and 3 until the response is approved. **Note:** The LAO or AO is automatically notified via email when the auditor approves or disapproves a response.

