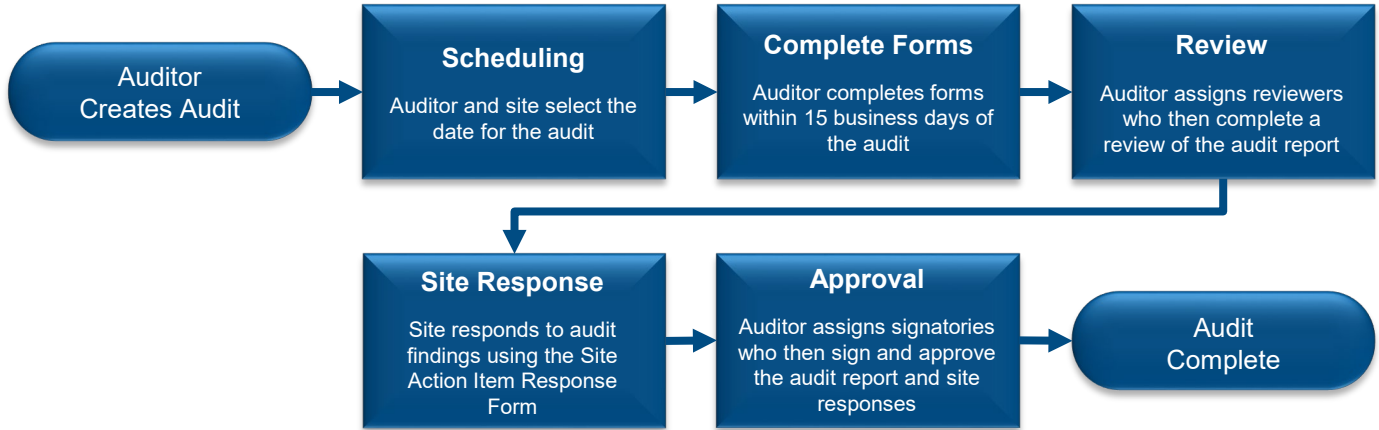


CP-CTNet DMACC Audit Process Overview

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



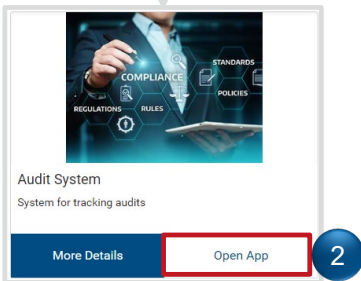
Accessing the Audit System via the CP-CTNet DMACC Portal Gateway

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.

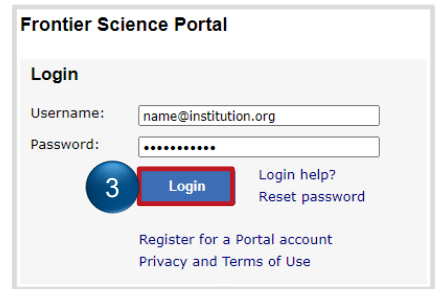
1. Sign into the [CP-CTNet DMACC Portal Gateway](#) with your username and password.



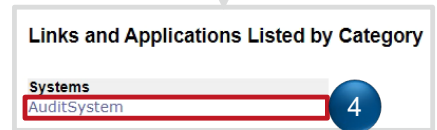
2. Click the **Open App** button beneath the **Audit System** tile on the Portal Gateway dashboard.



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



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



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 Buttons

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

View Button

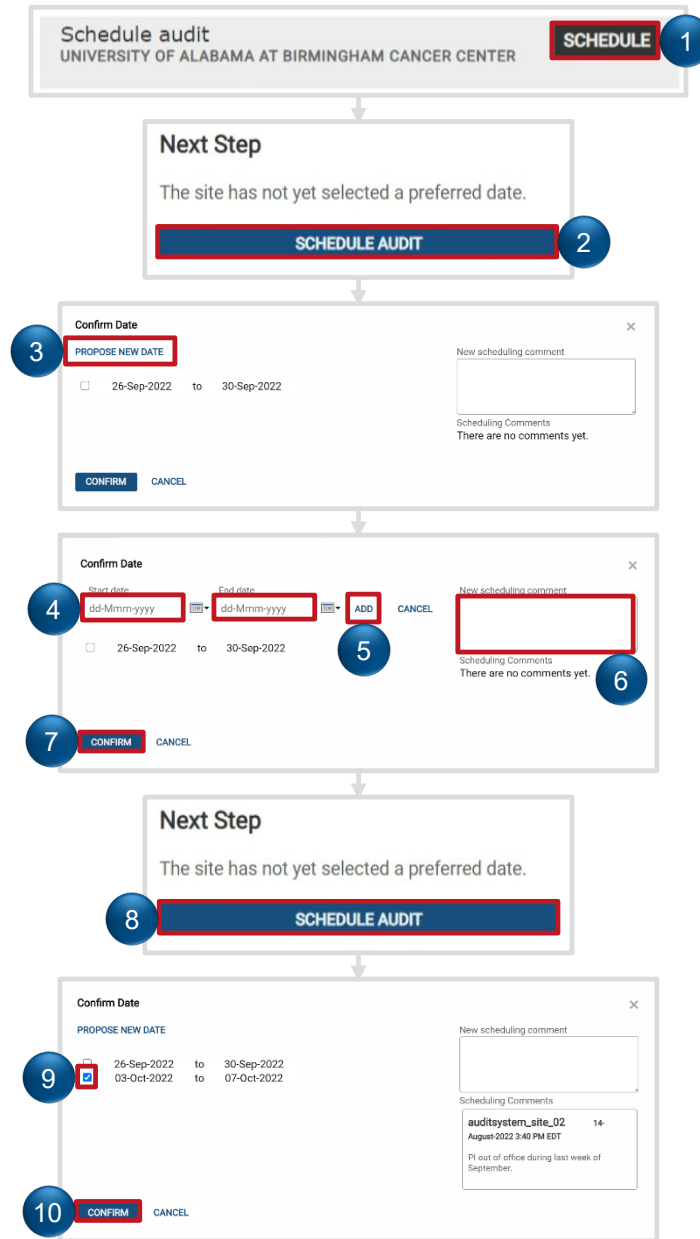
- Click to view audit details and requested resources in advance of the audit.

Overview			
My Required Tasks		Upcoming Audits	
28 Oct	Complete response form UNIVERSITY OF ALABAMA AT BIRMINGHAM CANCER CENTER	28 Oct	University of Alabama at Birmingham Cancer Center AUDITSYSTEM_AUDITOR_02
	COMPLETE		VIEW
?	Schedule audit UNIVERSITY OF ALABAMA AT BIRMINGHAM CANCER CENTER	18 Nov	University of Alabama at Birmingham Cancer Center AUDITSYSTEM_AUDITOR_02
	SCHEDULE		VIEW
18 Nov	No current task UNIVERSITY OF ALABAMA AT BIRMINGHAM CANCER CENTER		
	VIEW		

Proposing a New Audit Date and Selecting a Preferred Audit Date in the Audit System

The process of scheduling an audit is a discussion between the auditors and the site being audited. Site users and auditors may propose new dates for audits that have not been scheduled. When a date is determined, a user with the Auditor role must set that date for the audit. The process that LAOs and AOs follow to propose a new audit date and select a preferred audit date in the Audit System is outlined below.

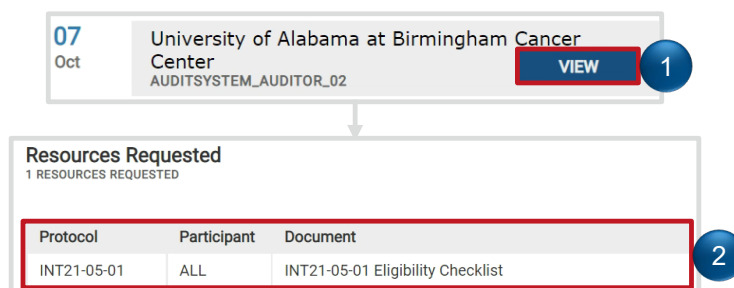
1. On the *Overview* page, click the **Schedule** button for the desired audit to propose a new date.
2. Click the **Schedule Audit** button in the *Next Step* box.
3. Click **Propose New Date** in the *Confirm Date* popup window.
4. Select a **Start date** and **End date**.
5. Click the **Add** button to propose the new date range.
6. In the **New scheduling comment** box, enter a reason for the new proposed date(s).
7. Click the **Confirm** button to propose the new audit date.
8. Click the **Schedule Audit** button in the *Next Step* box.
9. Place a **checkmark** next to the preferred date range.
10. Click the **Confirm** button to select the preferred audit date.



Viewing Requested Resources in the Audit System Before an Audit

Auditors may indicate the resources that should be available during the audit. The site reviews the audit resources prior to the audit to ensure that the requested materials are available. The process that LAOs and AOs follow to view requested resources is highlighted below.

1. On the *Overview* page, click the **View** button next to the desired audit.
2. Any requested resources are listed in the **Resources Requested** table.



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.



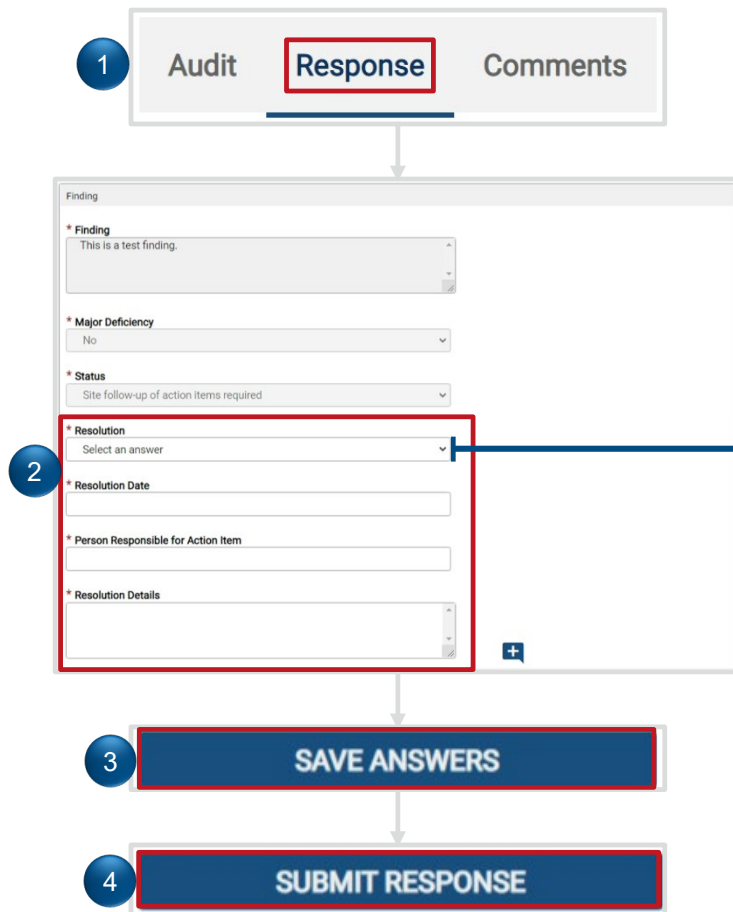
Export Audit Summary

- Click to download a PDF of a condensed audit report that includes an overall assessment of performance, audit findings, and the Site Action Item Response Form.

Responding to Findings and Submitting Responses in the Audit System

After LAOs and AOs review the audit report, they must respond to any audit findings and submit their responses 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 required fields.
3. To save the responses, click the **Save Answers** button.
4. To finalize the submission of responses to findings, click the **Submit Response** button.



Resolution Dropdown

- The available options in this dropdown include:
 - Corrective action plan
 - Resolved