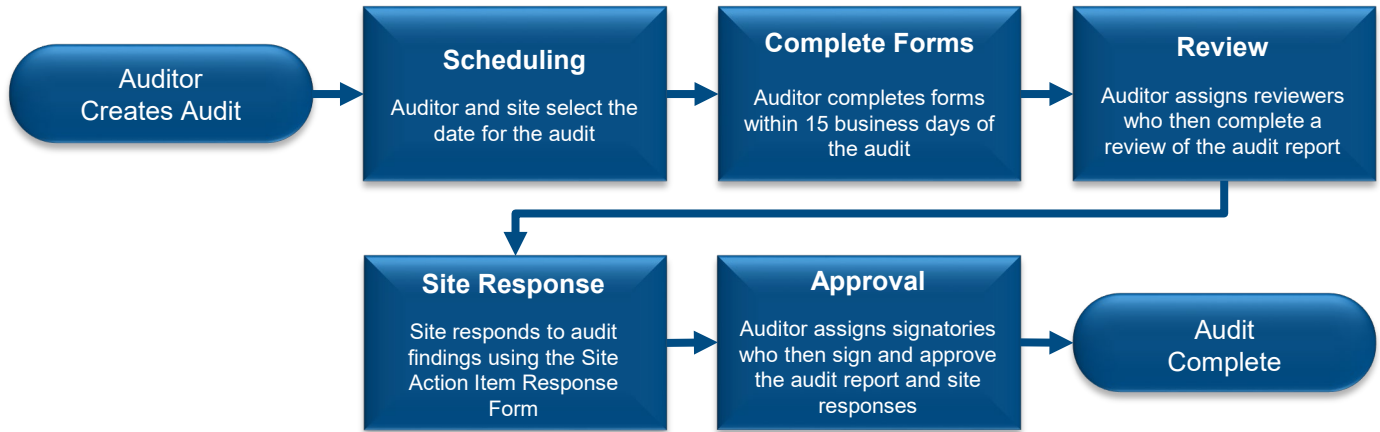


CP-CTNet DMACC Audit Process Overview

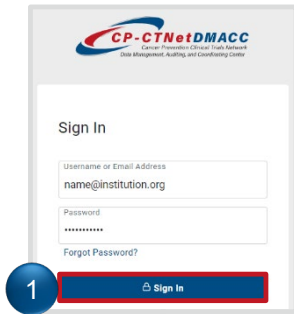
The Audit System is used to manage and perform CP-CTNet DMACC quality assurance audits of LAOs and AOs. Users designated as reviewers check audits and provide comments within the Audit System. The phases of audits are highlighted below.



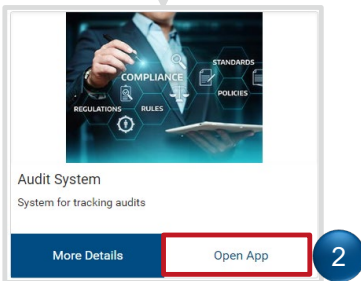
Accessing the Audit System via the CP-CTNet DMACC Portal Gateway

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

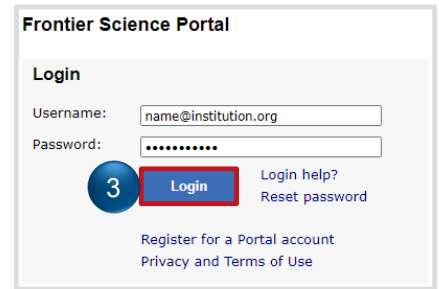
1. Sign into the [CP-CTNet DMACC Portal Gateway](#) with your username and password.



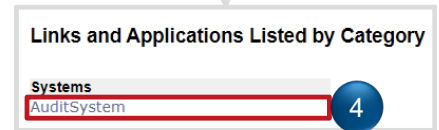
2. Click the **Open App** button beneath the **Audit System** tile on the Portal Gateway dashboard.



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.

View Button

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

Task Buttons

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

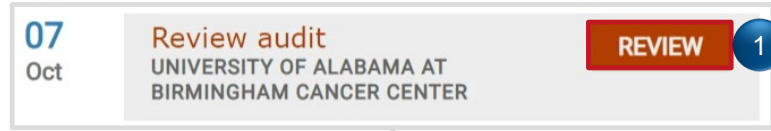
Overview

My Required Tasks		Upcoming Audits	
07 Oct	Review audit UNIVERSITY OF ALABAMA AT BIRMINGHAM CANCER CENTER	18 Nov	USC / Norris Comprehensive Cancer Center AUDITSYSTEM_AUDITOR_02
	REVIEW		VIEW
My Optional Actions			
18 Nov	No current task USC / NORRIS COMPREHENSIVE CANCER CENTER		VIEW

Reviewing the Audit in the Audit System

After an auditor designates a user as a reviewer for an audit, the user must then review the audit within the Audit System. The process that reviewers follow to review the audit report as a PDF or within the Audit System is outlined below.

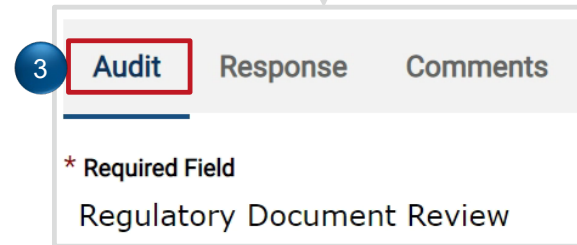
1. On the *Overview* page, click the **Review** button to review the audit.



2. Click the **Export Audit Long Form** button to export the entire audit report as a PDF (optional) and review audit responses.



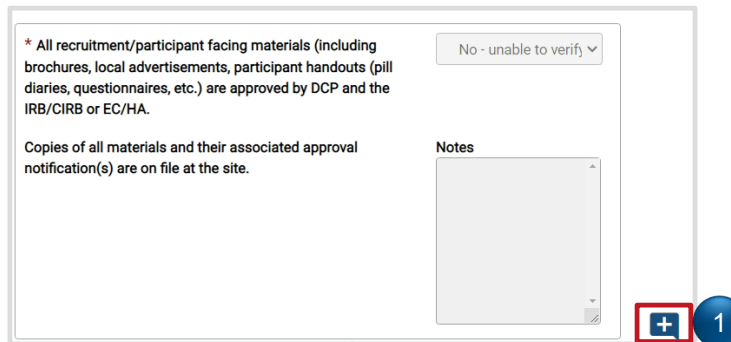
3. Click the **Audit** tab to review the audit report within the Audit System.



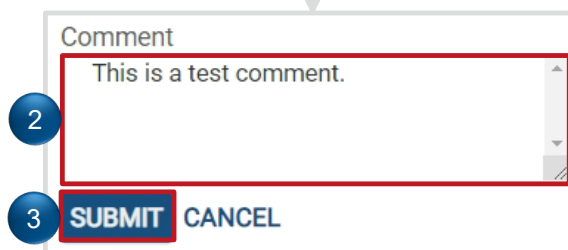
Adding Comments to Individual Questions in the Audit System

Users designated as reviewers may add comments to individual questions on the audit report within the Audit System (as needed) during their review. The process that reviewers follow to add comments to individual questions within the Audit System is outlined below.

1. To add comments to a question on the **Audit** tab, click the **comment icon** next to the question.

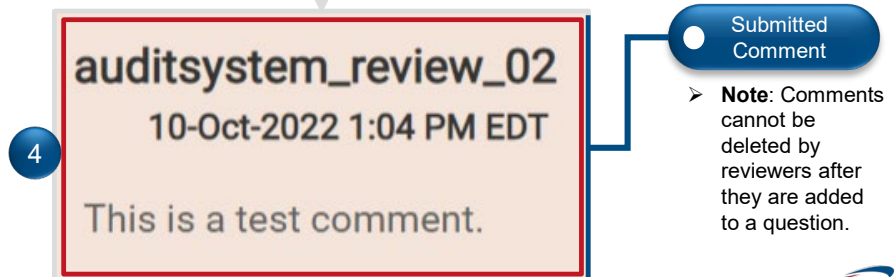


2. Type the comment in the **Comment** field.



3. Click the **Submit** button.

4. The comment is timestamped and highlighted in pink next to the question on the audit report.



Adding Comments to the Entire Audit Report in the Audit System

Users designated as reviewers may add comments to the entire audit report within the Audit System (as needed) during their review. The process that reviewers follow to add comments to the entire audit within the Audit System is outlined below.

1. Click the **Comments** tab to add overall comments that are not specific to a question.
2. Click the **New Comment** button to add a comment for the desired section of the audit report.
3. Enter the comment in the available field.
4. Click the **Submit** button to add the comment to the audit report.
5. The comment is timestamped and highlighted in pink in the appropriate section.

- Comments Tab Sections**
 - The available sections on this tab include:
 - Findings
 - Regulatory Document Review
 - Site Status
 - Site Operations Review
 - Pharmacy Review
 - Participant Chart Review
 - LAO Oversight of AOs (LAO audits only)
 - General Review
- Submitted Comment**
 - **Note:** Comments cannot be deleted by reviewers after they are added to the report.

Completing the Audit Report Review in the Audit System

After the auditor resolves all the reviewer's comments, the reviewer must mark their review as complete within the Audit System. The process that reviewers follow to mark their reviews as complete within the Audit System is outlined below.

1. Click the **Mark Review Complete** button on the *View Audit* page.
2. Click the **Mark Complete** button in the *Review Audit* popup window.
3. The audit review is now complete.