

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. Approvers use the system to electronically sign audits when they are completed. 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 approvers follow to access the Audit System.

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

The screenshot shows the 'Sign In' page for CP-CTNet DMACC. It includes a logo at the top, a 'Sign In' heading, and two input fields: 'Username or Email Address' (containing 'name@institution.org') and 'Password' (containing '*****'). There is a 'Forgot Password?' link and a blue 'Sign In' button with a lock icon. A red box highlights the 'Sign In' button, and a blue circle with the number '1' is next to it.

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

The screenshot shows the 'Frontier Science Portal' login page. It has a 'Login' heading and two input fields: 'Username:' (containing 'name@institution.org') and 'Password:' (containing '*****'). There is a blue 'Login' button with a red box around it and a blue circle with the number '3' next to it. There are also links for 'Login help?' and 'Reset password'. At the bottom, there are links for 'Register for a Portal account', 'Privacy', and 'Terms of Use'.

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

The screenshot shows a tile for the 'Audit System' on a dashboard. The tile has a header image with icons for 'COMPLIANCE', 'STANDARDS', 'REGULATIONS', 'RULES', and 'POLICIES'. Below the image, it says 'Audit System' and 'System for tracking audits'. At the bottom, there are two buttons: 'More Details' and 'Open App'. A red box highlights the 'Open App' button, and a blue circle with the number '2' is next to it.

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

The screenshot shows a page titled 'Links and Applications Listed by Category'. Under the 'Systems' heading, there is a link for 'AuditSystem' which is highlighted with a red box. A blue circle with the number '4' is next to the link.

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.

The screenshot shows the 'Overview' section of the Audit System. It is divided into 'My Required Tasks' and 'Upcoming Audits'. Under 'My Required Tasks', there is a task card for '07 Oct' with the text 'Approve audit UNIVERSITY OF ALABAMA AT BIRMINGHAM CANCER CENTER' and a green 'APPROVE' button. A callout box labeled 'Audit Date' points to the date '07 Oct' with the text: 'The date listed next to an audit is the last scheduled day of the audit.' Another callout box labeled 'Task Button' points to the 'APPROVE' button with the text: 'Click to navigate to the page where the task (e.g., approval) may be completed.'

Reviewing the Audit in the Audit System

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

The flowchart illustrates the process of reviewing an audit in three steps:

- Step 1:** On the Overview page, click the **Approve** button to review the audit. The screenshot shows the 'APPROVE' button with a circled '1' next to it.
- Step 2:** Click the **Export Audit Long Form** button to export the entire audit report as a PDF (optional) and review audit responses. The screenshot shows two buttons: 'EXPORT AUDIT SUMMARY' and 'EXPORT AUDIT LONG FORM', with the latter highlighted in red and a circled '2' next to it. A callout box labeled 'Export Audit Summary' points to the first button with the text: '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.'
- Step 3:** Click the **Audit** tab to review the audit report within the Audit System. The screenshot shows a tabbed interface with 'Audit', 'Response', and 'Comments' tabs. The 'Audit' tab is highlighted in red and has a circled '3' next to it. Below the tabs, there is a legend: '* Required Field' and the text 'Regulatory Document Review'.

Signing and Approving an Audit Report in the Audit System

After reviewing the audit report, approvers then formally sign off and approve the audit within the Audit System. Users must be assigned as a signatory by an auditor to sign an audit. The process that approvers follow to sign off on the audit report within the Audit System is outlined below.

1. On the *Overview* page, click the **Approve** button next to the audit to sign.

2. Click the **Approve Audit** button.

3. Enter your username and password.

4. Click the **Sign** button.

Signature Message

➤ **Note:** Audits cannot be modified, and signatures cannot be removed after they are added to the audit report.

5. The audit has been approved.