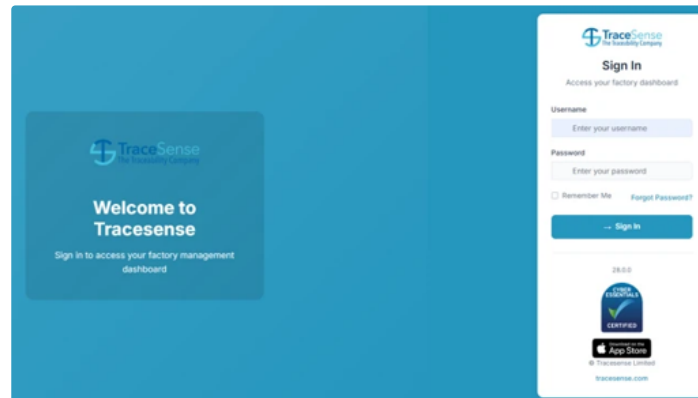


AUDITS ON THE TRACESENSE PORTAL

In this guide we will look at how Audits are set up on the Tracesense Portal

Access the portal via your portal link.

Login to your account

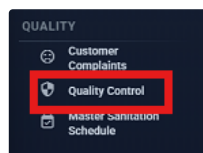


[CREATING AN AUDIT TYPE](#)

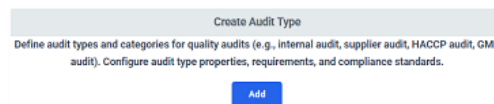
[CREATING AUDIT TEMPLATE](#)

CREATING AN AUDIT TYPE

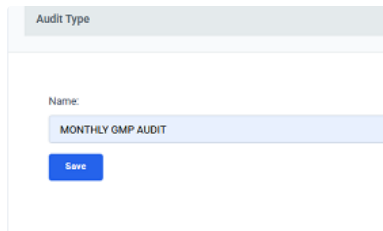
From the sidebar menu on the portal find the Quality Section and then select Quality Control



From the quality menus select the 'add' option under 'Create Audit Type'

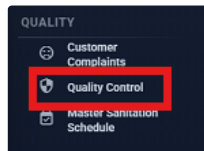


Enter the name for the audit type, then hit save. For this example we will give it the name Monthly GMP Audit.

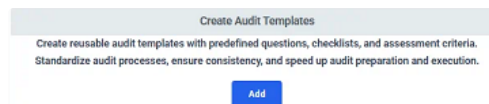


CREATING AUDIT TEMPLATE

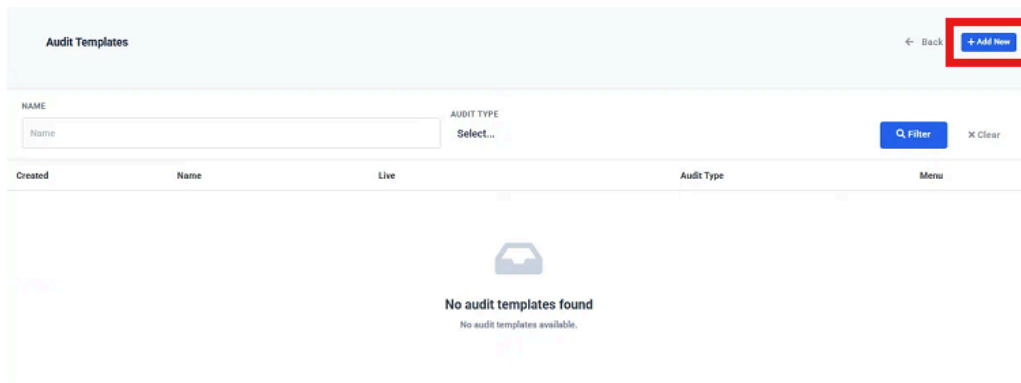
From the sidebar menu on the portal find the Quality Section and then select Quality Control



From the quality menus select the 'add' option under 'Create Audit Templates'



Then select '+Add New'



Now fill in the Name, select the audit type, add any questions, select if for an area (leave blank if not specific) then make sure you select the check box next to 'Check if audit template is available'

Audit Template

Name:

Audit type:

Questions:

Add Questions:

No questions selected. Use the dropdown above to add questions.

Enable Reordering Save Order

Select the questions for this audit template

Area:

Check if audit template is available:

Save