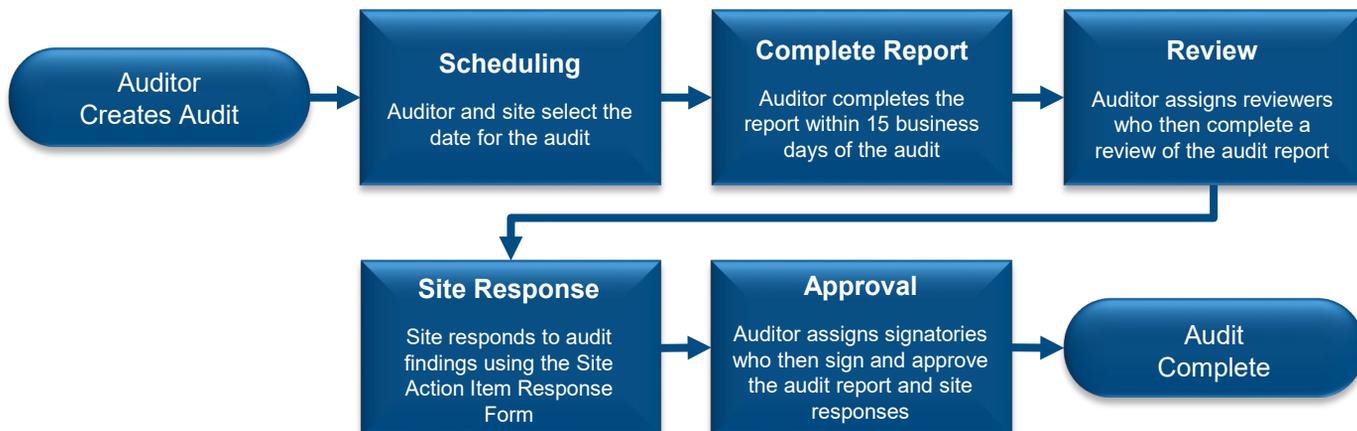


CP-CTNet QKREFGD11 Audit System Overview for Approvers

CP-CTNet DMASC Audit Process Overview

The Audit System is used to manage and perform CP-CTNet DMASC 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 DMASC Portal Gateway

The Audit System may be accessed via the [CP-CTNet DMASC 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 DMASC Portal Gateway](#) with your username and password.

The screenshot shows the 'Sign In' page for the CP-CTNet DMASC Portal Gateway. It features the logo at the top, followed by a 'Sign In' heading. Below the heading are three input fields: 'Username or Email Address' (containing 'user@institution.org'), 'Password' (with masked characters), and 'Forgot Password?'. A red-bordered 'Sign in' button is at the bottom, with a blue circle containing the number '1' next to it.

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

Frontier Science Portal

Login

Username:

Password:

3 [Login help?](#)
[Reset password](#)

[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'. It features a background image of a person in a suit pointing at a tablet. Below the image, the text reads 'Audit System' and 'System for tracking audits'. At the bottom, there are two buttons: 'More Details' and 'Open App'. The 'Open App' button is highlighted with a red border and a blue circle containing the number '2' next to it.

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

Links and Applications Listed by Category

Systems

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.

The screenshot shows the 'Overview' page with two main sections: 'My Required Tasks' and 'Upcoming Audits'. In the 'My Required Tasks' section, there is an audit entry for '10 Jan 2025' with the text 'Approve audit UNIVERSITY OF ALABAMA AT BIRMINGHAM CANCER CENTER INT21-05-01' and a green 'APPROVE' button. In the 'Upcoming Audits' section, there is an entry for '10 Jan 2025' with the text 'University of Alabama at Birmingham Cancer Center INT21-05-01 AUDITSYSTEM_AUDITOR_01' and a blue 'VIEW' button. Below these sections is a 'My Optional Actions' section. Callouts point to the date '10 Jan 2025' and the 'APPROVE' button.

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 (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.

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

This screenshot shows a single audit entry: '10 Jan 2025 Approve audit UNIVERSITY OF ALABAMA AT BIRMINGHAM CANCER CENTER INT21-05-01'. The green 'APPROVE' button is highlighted with a red border and a blue circle containing the number '1'.

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

This screenshot shows two buttons: 'EXPORT AUDIT SUMMARY' and 'EXPORT AUDIT LONG FORM'. The 'EXPORT AUDIT LONG FORM' button is highlighted with a red border and a blue circle containing the number '2'. A callout points to this button.

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.

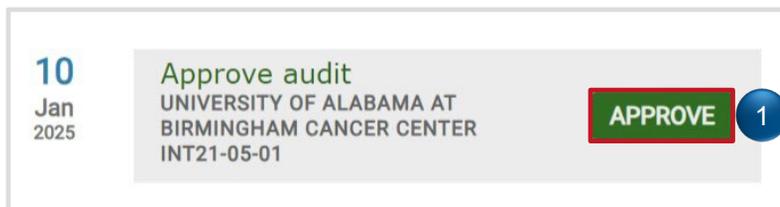
3. Click the **Audit** tab to review the audit report within the Audit System.

This screenshot shows a navigation bar with three tabs: 'Audit', 'Response', and 'Comments'. The 'Audit' tab is highlighted with a red border and a blue circle containing the number '3'.

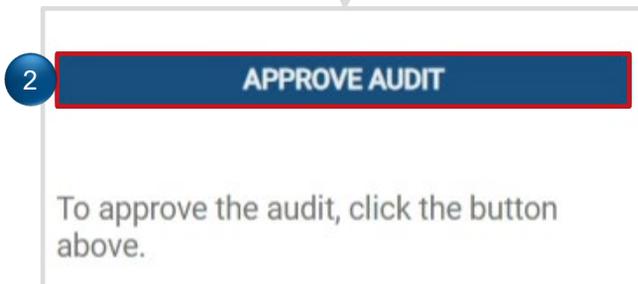
Signing and Approving an Audit Report in the Audit System

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.

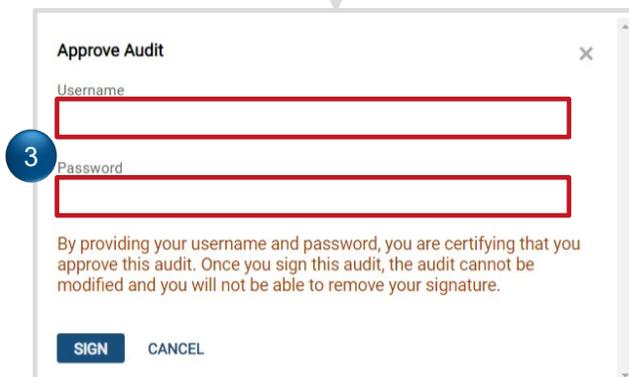
1. On the *Overview* page, click the **Approve** button next to the audit to sign.



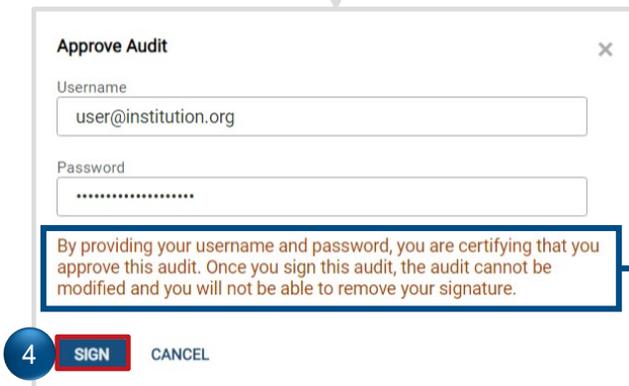
2. Click the **Approve Audit** button.



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.

