

Subject: SimpleTrials Did you know about QC Workflows?

Date: Tuesday, September 2, 2025 at 12:40:24 PM Eastern Daylight Time

From: Trial By Fire Solutions

To: Marissa Moore

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Hello SimpleTrials user,

We hope your journey with SimpleTrials is going well! Did you know that SimpleTrials offers the ability to QC uploaded documents? SimpleTrials offers two workflow options to manage the QC process, including a QC lounge to manage all documents that require QC in the Documents/eTMF view.

Tips for QC'ing documents in your workspace:

- Any study team member that will be QC'ing documents should have 'Document QC reviewer' turned on for their contact record in Study Teams & Contacts
- Within the Document Details view, authorized users can access the 'QC Actions' button and alert users to review a document, record a QC response, and/or update the QC status
- Any user who has access to the document can send an alert for the document to be QC'd, and all documents that require QC can be managed in the QC lounge available in the Documents/eTMF view

Within the advanced QC workflow setup in Study Profile 3a, users can:

- Assign an initial and final QC reviewer
- Set a different QC workflow for essential documents
- Define the required timelines for documents to be QC reviewed

Documents

Document: 04.02.01 CV - Principal Investigator
Document File Preview: CV PI_Smith_15May2020.pdf
Download

QC Actions

Document QC Status: Verified
Latest QC Action: Verified by Curtain, Jen on 28 May 2020 01:58PM UTC with Testament: Confirming QC review and verification of the Document

QC Verified by: Curtain, Jen (jcurtain@superpharm.com) on 28 May 2020 09:58AM with testament: Confirming QC review and verification of the Document

Document QC and Change History

Action	Person	Date/Time	Summary
QC Action	Curtain, Jen	28 May 2020 09:58AM +04	Verified by Curtain, Jen on 28 May 2020 01:58PM UTC with Testament: Confirming QC review and verification of the Document
QC Action	Curtain, Jen	28 May 2020 09:57AM +04	Returned to Curtain, Jen by Curtain, Jen on 28 May 2020 01:57PM UTC with Comment: CV has expired according to sponsor guidelines. Please upload CV signed within the last two years.
QC Action	Curtain, Jen	28 May 2020 09:56AM +04	Notified Morris, Gary on 28 May 2020 01:56PM UTC with Comment: Attached file is ready for QC review
File uploaded	Curtain, Jen	28 May 2020 09:42AM +04	CV PI_Smith_15May2020.pdf;
Created	Curtain, Jen	28 May 2020 06:06AM +04	Id: 1432; State: staged; Title: PI CV; Site: 36; User: 12; Study: 4; Folder: 2510; Created at: 2020-05-28T10:06:50.451+00:00; Common name: PI CV; Customer: 2; Site doc def: 244

CURRICULUM VITAE
Name: Tim Smith
Address: 200 Bristol Road, Howells, MANUKAU, Auckland 2145
Email: tbsmith@gmail.com
Mobile: 021 022 3456
Date of Birth: 16 November 1991
Objectives:

- I am seeking a part-time job to fit around my university studies and during holidays.
- I am able to work up to 16 hours a week during term time.
- Available to work on Monday afternoons, Friday afternoons and/or evenings and one day during the weekend - either Saturday or Sunday.
- I would love to become part of the Bike Shop team!

Skills and Abilities:

- Experience in retail and customer service working part-time and full-time in holidays at two different retail stores.
- Outgoing, friendly personality, confident dealing with customers.
- Computer literate - proficient in using Word, Excel, PowerPoint, some data entry experience.
- Basic skills in both Adobe Photoshop and Illustrator.
- Very good mathematical and numeric skills.
- NZ Driver License - Restricted.
- Experience handling money including Eftpos, credit card transactions and cashing up.
- Attention to detail.
- Skill in making coffee - training and experience as a barista.
- Creative and practical.
- Responsible, honest, adaptable and well-presented.
- Mature second year university student.

Education:
University of Auckland 2019 -

- Second year, studying towards a Bachelor of Science majoring in Geology and Statistics.

Mackays College, Auckland 2005 - 2009

- NCEA Level 3: Mathematics with Calculus, Statistics & Modeling, Chemistry, Physics, Geography
- NCEA Level 2: Mathematics, English, Chemistry, Physics, Art, Painting, Outdoor Education
- NCEA Level 1: Mathematics, English, Science, Art, Graphics, Music

QC Workflow Definitions

Define the required timelines for documents to be QC Reviewed in the eTMF
Tips

Activate Review Workflow:
☒

☒ Set different workflow for Essential Docs ⓘ

Document Type	Initial Review Required	QC Verification Due
All Documents	<input checked="" type="checkbox"/>	30
Essential Documents	<input checked="" type="checkbox"/>	30

Default Initial Reviewer:
Default Final Reviewer:

Save
Cancel

If you have any questions or if we can be of any assistance, please contact your assigned client manager (Premium Plus clients) or email us at customersuccess@simpletrials.com.
Sincerely,
The SimpleTrials Team

