

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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SimpleTrials
CTMS + eTMF

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

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

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Document File Preview: CV_PI_Smith_15May2020.pdf [Download](#)

CURRICULUM VITAE

Name: Tim Smith
Address: 200 Bristol Road Howick MANUKAU Auckland 2145
Email: tsmith@email.com
Mobile: 021 012 3456
Date of Birth: 16 November 1991

Objective:

- 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.
- Ability to work on my own.
- 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 environments.
- 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 with numbers and numeric skills.
- NZ Driver Licence - Required.
- Experience handling money including Epos, credit card transactions and cashing up.
- Attention to detail.
- Skills in customer service - training and experience as a barista.
- Creative and practical.
- Responsive, honest, adaptable and well presented.
- Mature second year university student.

Education:

University of Auckland
• Second year, investing towards a Bachelor of Science majoring in Geology and Statistics.

Macleans College, Auckland
2005 – 2009
• NCEA Level 3: Mathematics with Calculus, Statistics & Modelling, Chemistry, Physics, Geography
• NCEA Level 2: Mathematics, English, Chemistry, Physics, Art, Farming, 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 [i](#)

Document Type	Initial Review Required	QC Verification Due
All Documents	<input checked="" type="checkbox"/>	30 <input type="button" value="▼"/>
Essential Documents	<input checked="" type="checkbox"/>	30 <input type="button" value="▼"/>
Default Initial Reviewer:	<input type="text"/>	
Default Final Reviewer:	<input type="text"/>	

[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

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