## Bypass QC for QC Corrections

Document Specialists have the option to correct the metadata of documents in a QC workflow. Selecting the Correct action finalizes the document and bypasses a secondary round of QC.

**Note:** This setting is enabled by a System Administrator. To enable this feature, please contact IQVIA.

## For System Administrators:

- 1. From the More Menu in the global header, select Administration.
- Select System Administration from the Administration Menu.
- 3. Select the Workflow Settings tab.
- 4. Select the Bypass Second QC for Correct checkbox.
- 5. In the Actions Menu, select Save.

## To correct a document:

- 1. In your inbox, select the document.
- 2. Makes changes to the document metadata as needed.
- 3. In the Task window, select Correct.
- 4. Select a Reason from the Reason Codes drop down.
- 5. (Optional) Enter a comment.
- 6. When you're finished, select Finalize.

The document is now finalized and has bypassed a second round of QC.