

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**.
2. 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.