

# eQA

**How are things going?**



## In the West...

- All Field and Lab researchers have received at least one eQA audit report
- And successfully responded to the findings.





## Some comments from the West

- eQA has streamlined the process of responding to audits.
- QC reviewers can see QA audits on books they reviewed.
- Still takes time to mail out corrected FDB pages.
- Too many emails.
- No feed-back if responded correctly.



# So how do you know if you did it right?

- No news is good news
- Better yet, look at the workflow

The screenshot shows a web browser window with the URL <http://ir4.rutgers.edu/tms/Basic/default.aspx>. The page header includes the logo for 'The IR-4 Project' and the text 'eQA'. The main content area is titled 'Packet List' and 'Field Raw Data Audit'. On the left, there is a 'Menu' for user 'Sherita Normington' with various navigation options. The 'Field Raw Data Audit' menu item is highlighted with a red arrow. The main form area contains a 'Filter Search' section with a red arrow pointing to it, and a 'Form Group: Field Raw Data Audit' section with various input fields and buttons. The 'Filter Search' section includes a 'Do Search' button and a 'Reset Fields' button. The 'Form Group' section includes fields for 'Packet ID', 'Audit Type Chem/Crop/PR#(ID)', 'Closed' (dropdown), 'Location' (dropdown), 'Study Title', 'Field ID Number', 'Origin of Audit' (dropdown), 'Inspection Date' (calendar icon), 'FRD and SD Notification of Activity' (with 'Select' and 'Clear' buttons), 'Quality Assurance Inspector' (with 'Select' and 'Clear' buttons), 'Study Director' (with 'Select' and 'Clear' buttons), 'Findings for Field Research Director', 'Findings for Study Director', 'Comments from Quality Assurance', 'Attachments', and 'Study Director Signature'.

Menu  
(Sherita Normington)

- Main Menu
- My Activities
- Document List
- Document Search
- Document Add
- Reports
- User Preferences
- Document / Packet Search
- Forms Module
- Protocol Audit
- Field Critical Phase Inspection
- Lab Critical Phase Inspection
- Field Raw Data Audit
- Analytical Raw Data Audit
- Analytical Summary Report Audit
- Final Report Audit 1
- Final Report Audit 2
- Facility Inspection
- Management
- Administration
- TMS Help
- About TMS

Do Search  
Reset Fields

Packet List  
*Field Raw Data Audit*

Add New Packet

Filter Search

Form Group: Field Raw Data Audit

Packet ID:

Audit Type Chem/Crop/PR#(ID) :

Closed: No

Location:

Study Title:

Field ID Number:

Origin of Audit:

Inspection Date:

FRD and SD Notification of Activity:

Quality Assurance Inspector:

Study Director:

Findings for Field Research Director:

Findings for Study Director:

Comments from Quality Assurance:

Attachments:  
Study Director Signature:



- Menu**  
(Sherita Normington)
- [-] Main Menu
    - My Activities
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  - [-] Forms Module
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    - Analytical Raw Data Audit
    - Analytical Summary Report Audit
    - Final Report Audit 1
    - Final Report Audit 2
    - Facility Inspection
  - [-] Management
  - [-] Administration
    - TMS Help
    - About TMS

Do Search  
Reset Fields




**Packet List**  
*Field Raw Data Audit*

Add

Add New Packet  
Filter Search

« 1 »

Records: 1 - 3 of 3

Packet ID	Audit Type/Chem/Crop/PR#(ID)	Closed	Location	Created By	Date ↕
FRDA-001329 	Lambda-Cyhalothrin + Thiamethoxam/ Guava/0668.4.13-HI11	No	West Field U of Hawaii	Jane Forder	2/7/2014 11:47:49 AM
FRDA-001271 	FRDA Difenoconazole+Azoxystrobin/Guava/10172.12-HI08	No	West Field U of Hawaii	Jane Forder	1/17/2014 1:27:28 PM
FRDA-001269 	FRDA Difenoconazole+Azoxystrobin/Guava/10172.12-HI09	Yes	West Field U of Hawaii	Jane Forder	1/17/2014 11:29:35 AM



« 1 »

# Study Director and Management have signed!

TMS Web - IR-4 eQA  
 http://ir4.rutgers.edu/tms/Basic/generic\_page.aspx?AppSessionID=NEW&Command=Launch\_Workflow&WorkflowName=Page\_FormPacket\_Workflow\_Detail&WFP\_Detail\_ObjectID={9BADD9A7-B63C-441B-8D6C-0F28A425BC04}

Close Window

## Packet Detail

### Workflow Status

**Workflow Status**

**Form Group:** Field Raw Data Audit  
**Packet ID:** FRDA-001269  
**Audit Type Chem/Crop/PR#(ID) :** FRDA Difenconazole+Azoxystrobin/Guava/10172-12-HI09  
**Type:**  
**Closed:** Yes  
**Facilities:**

Step Status	Step Name	Recipients	Activity Type	Form Name
Completed	Initiator fills out basic information	Jane Forder	Completed On 1/17/2014 11:59:23 AM	Cover Sheet
Completed	Initiator fills out checklist	Jane Forder	Completed On 1/17/2014 12:04:52 PM	Field Raw Data Checklist
Completed	Complete Findings Page	Jane Forder	Completed On 1/17/2014 1:11:09 PM	QA Findings/Recommendations
Completed	QA signature	Jane Forder	Completed On 1/17/2014 1:11:17 PM	QA Findings/Recommendations
Completed	TFM Notification	Van Starner	Completed On 1/17/2014 1:33:26 PM	Cover Sheet
Completed	Group Notification	Julie Coughlin Kathryn Homa	Completed On 1/22/2014 11:50:47 AM Completed On 2/24/2014 3:55:10 PM	Response to QA Findings
Completed	Study Director Review	Kathryn Homa	Completed On 2/24/2014 3:57:12 PM	Response to QA Findings
Completed	Study Director Signature	Kathryn Homa	Completed On 2/24/2014 3:57:17 PM	SD/TFM Approval Page
Completed	Testing Facility Management review	Van Starner	Completed On 2/24/2014 4:11:28 PM	Response to QA Findings
Completed	Testing Facility Management signature	Van Starner	Completed On 2/24/2014 4:11:36 PM	SD/TFM Approval Page
In Progress	Notify QA of closed audit	Jane Forder	Due Date: 2/25/2014	SD/TFM Approval Page

## A few tips...

- Try a different internet browser if you are having problems viewing the audit report when you click on the pencil.
- Call Tammy (732-932-9575 ext. 4607) if your responses or attachments are disappearing; it may be as simple as changing a setting on your computer.



- Use the word document attachment on page 3 to respond to the findings.
  - There should be a word document attachment if there are three or more findings.
  - If you lose your responses, you still have the word document so you don't have to start all over.
  - Will need to copy and paste responses into text editor box.
  - Submit! Save!





## A few reminders...

- Audit reports are not raw data so you need to make corrections/additions to notebook pages.
- Attach scanned corrected notebook pages to eQA
  - If you don't the audit will be rejected.
- Mail pages as soon as possible to headquarters
  - Study Directors are not signing off on audit reports until they get the pages in the mail.
- QC reports are not the same as QA reports.
- You won't get QC reports through eQA.





## Moving forward....

- Still early in the eQA system; users feel they need more practice.
- For those researchers who don't use eQA that often, I will be developing a "Cheat Sheet" as a quick reference. It will eventually be on the Western Region Website and IR-4 Headquarters' website.





# Questions????

