



Regulatory Inspector Quick Reference Guide

Logging in and Navigating to the Study Room

1. Log in with your Username and Password.
 - a. *Warning: After five failed attempts, you will be temporarily locked out.*

2. On the Home Page you will see a list of rooms to which you have access. If no rooms appear, please select *All* from the menu at the top.

3. Click on the name of a room to enter.

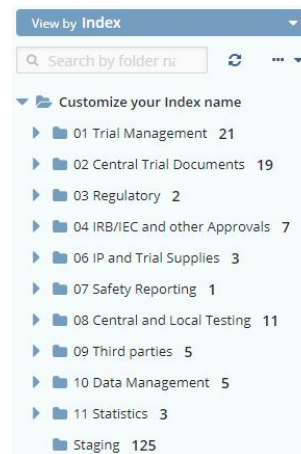


Navigating to Documents

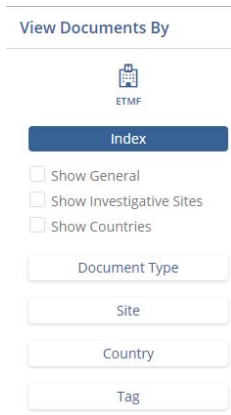
1. If using the audit module to view a selected list of documents for review, select the Audit Module Icon.

2. If using the Index view to navigate directly to documents within the eTMF, click on the icon for the Documents module.

3. The selected module will open, showing the associated index structure.



4. Expand any folder to drill down to a final file location.



5. The drop-down menu above the index allows users to view documents by Type, Investigative site, or country.

6. Selecting the final file location will cause the relevant document grid to open, displaying all files in that folder.

| <input type="checkbox"/> | Document Type ▲ | Docume... | Index | Document Id |
|--------------------------|------------------|-----------|------------------------------------|-------------|
| <input type="checkbox"/> | Recruitment Plan | | 01 Trial Management\01.01 Trial... | 577944 |
| <input type="checkbox"/> | Recruitment Plan | | 01 Trial Management\01.01 Trial... | 907952 |
| <input type="checkbox"/> | Recruitment Plan | | 01 Trial Management\01.01 Trial... | 917027 |

7. Select a document by clicking on the line entry and open it by selecting Document View at the bottom of the Grid.



8. Open the Metadata pane if necessary by expanding it from the right hand side of the window.



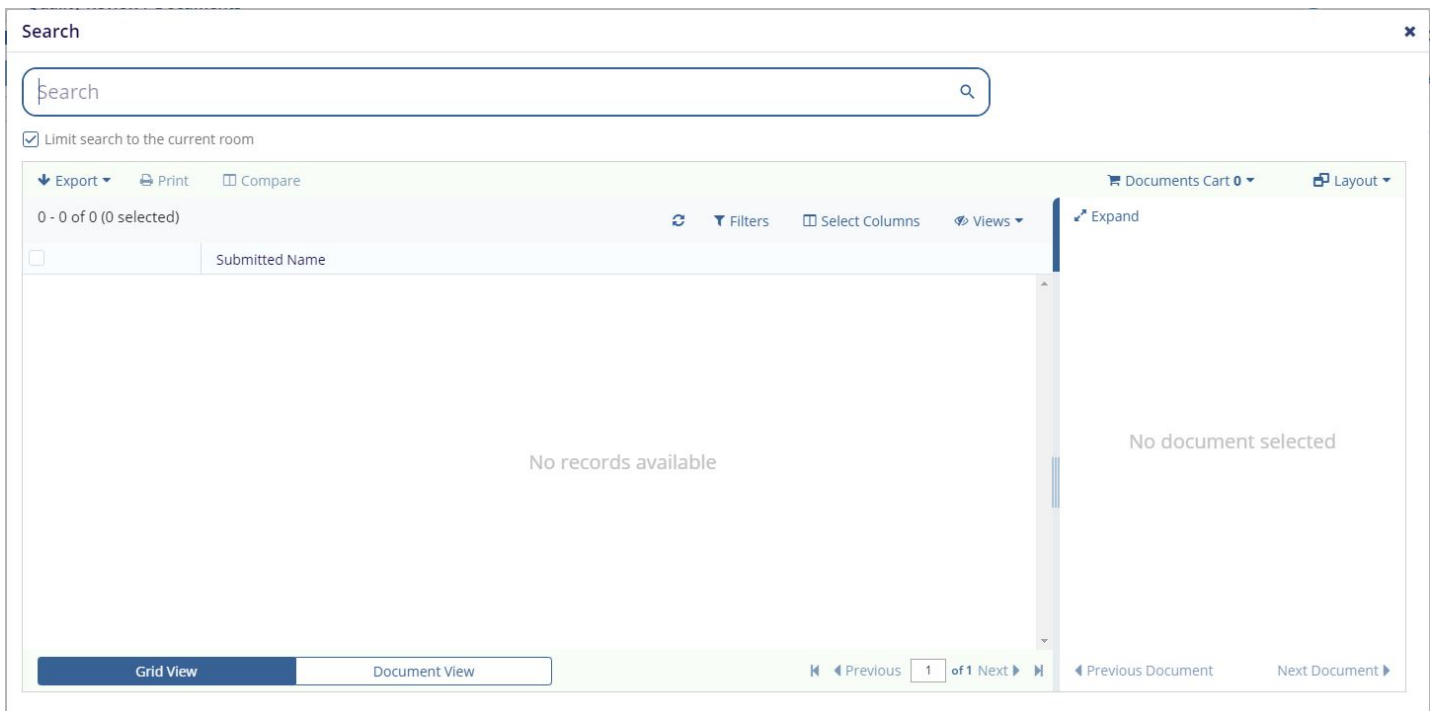
Searching for Documents within the eTMF

1. Login and enter the room.

2. Click the Search button at the top-right of the screen.



3. Enter a search term (Doc Type, Doc ID, name, etc.).



4. Click the magnifying glass icon to view the results.