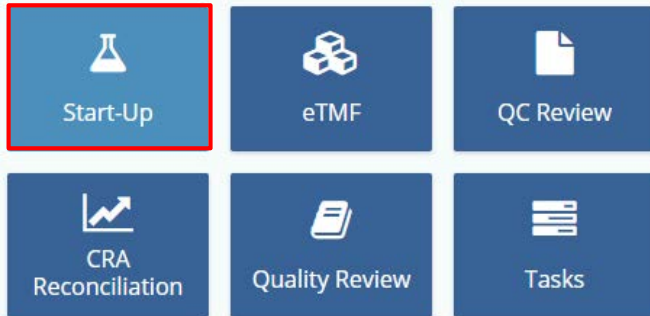


Applicable to: Administrators Editors Readers eTM Study Start-up

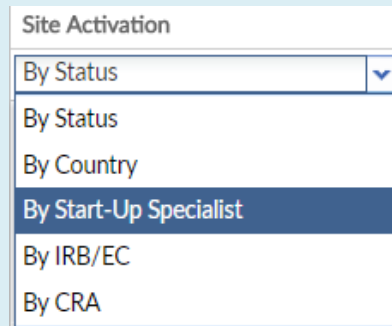
1. Navigate to **Study Start-Up**.



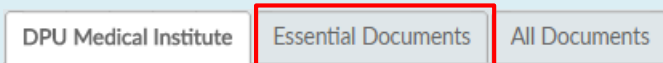
Select the **Sites** module



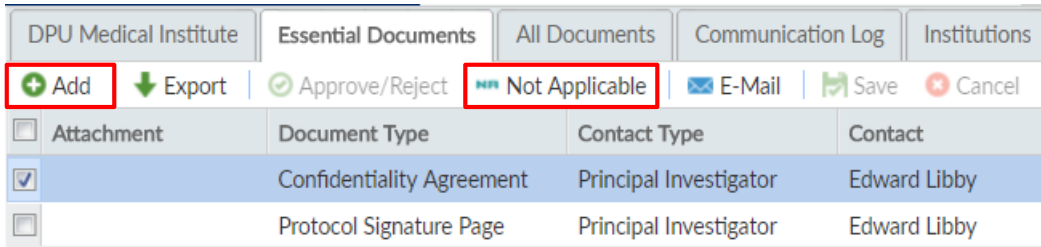
2. Use the drop-down menu to filter your sites.



3. Select the site to upload/import the essential document. Click **Edit** or double-click the site.



4. Above the grid, click on **Essential Documents**.



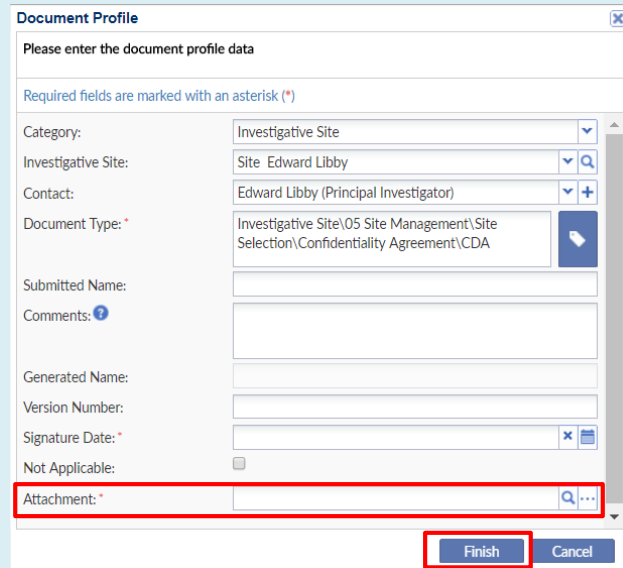
5. Select the document placeholder. Click **Add** or **Not Applicable**.

6. Some metadata will be auto-filled.

Complete all remaining required fields.

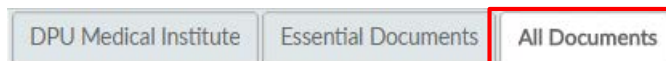
Add document in **Attachment** field.

Click **Finish**.



7. The document is now **Pending** review and approval by the Start-Up Specialist.

Metadata can be changed by clicking **Edit** or by navigating to the metadata pane within the **All Documents** tab.



For any additional assistance, click ...

