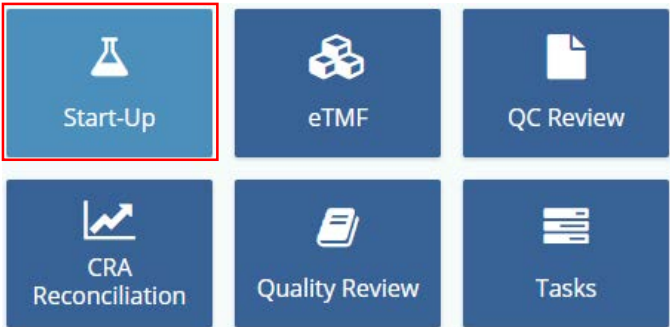
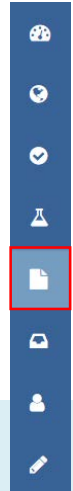


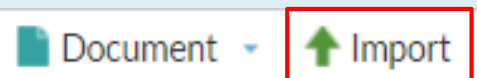
Applicable to:  Administrators  Editors  Readers  eTMF  Study Start-up



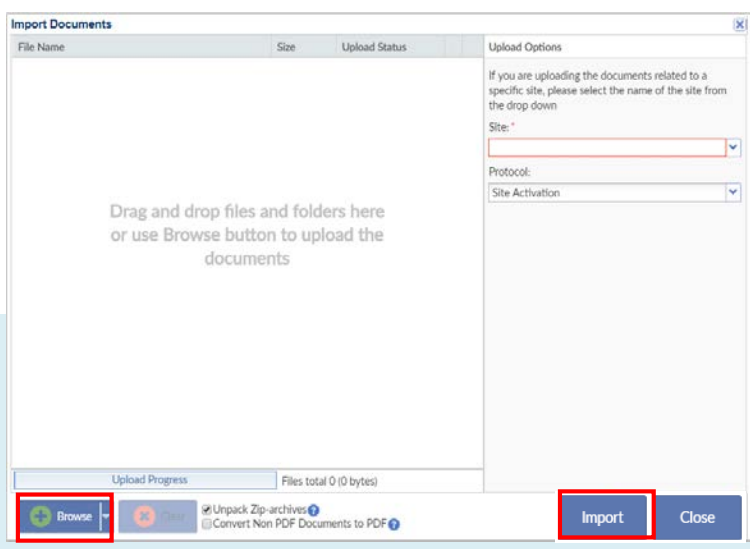
1. Enter a room. Navigate to **Start-Up** and select the **Documents** module.



2. Above the Grid, Click **Import**.



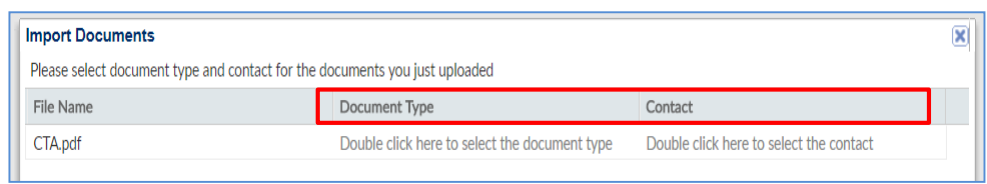
3. Drag and drop to the **Import** window or click **Browse** to access files on your computer.



4. Input the **site** name and complete any additional required fields.

Click **Import**.

5. Select **document type** and **contact** for the document(s).



**Import Documents** [X]

Please select document type and contact for the documents you just uploaded

| File Name | Document Type            | Contact                        |
|-----------|--------------------------|--------------------------------|
| CTA.pdf   | Clinical Trial Agreement | Duffy Duck (Study Coordinator) |

Save
Close

6. Click **Save**.



7. Document(s) are now available for review and approval within the **Sites** module.



If needed, see job aid : How to Upload an Essential Document to the **Start- Up** module.

**For any additional assistance, click ...**

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