Applicable to: ☑ Administrators ☑ Editors ☐ Readers ☐ eTMF ☑ Study Start-up
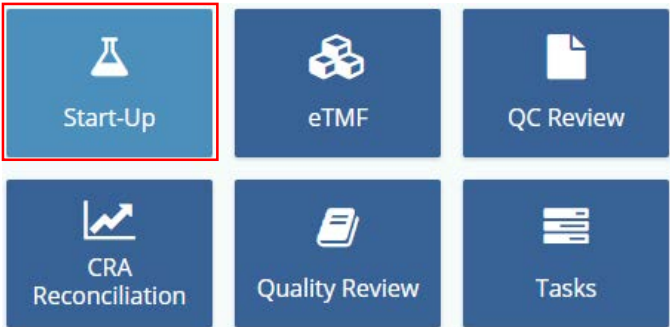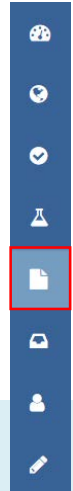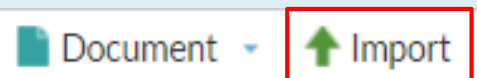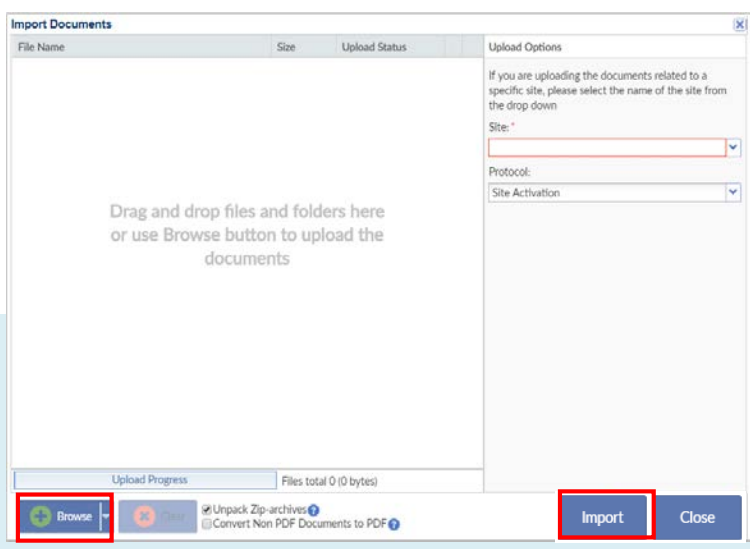
1. Enter a room. Navigate to **Start-Up** and select the **Documents** module.
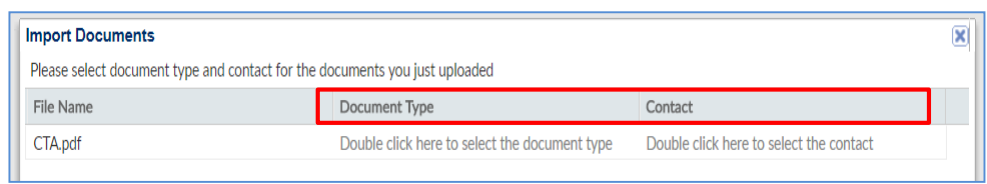
2. Above the Grid, Click **Import.**

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).

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 ... ? Help   Guide