APPLICABLE TO:

- ● Administrators
- ● Editors
- ● Readers

- ● eTMF
- ○ Study Start-Up
- ○ myTI

View by Index | 0 - 0 of 0 (0 selected) | ⟳ | ⊟ Select Colum

View Documents By

ETMF	MY LIST	DOCUMENTS
Index	Submissions	eTMF Completeness
Document Type	Reviews	Working Documents
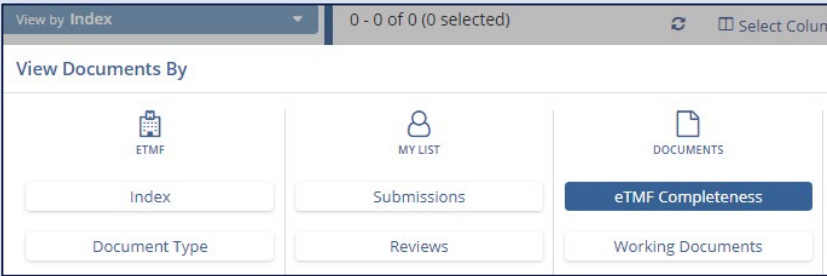
1. Navigate to the **Documents** module and select the **eTMF Completeness** view.

2. Select which documents will be shown in the grid by clicking the filters.

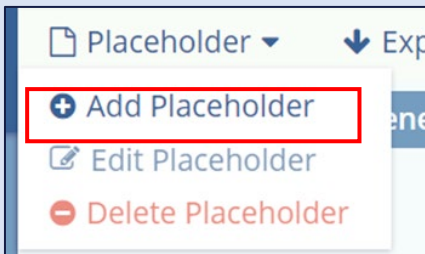**View options:** ☑ Show Placeholders ☑ Show Documents ☐ Show Required Only
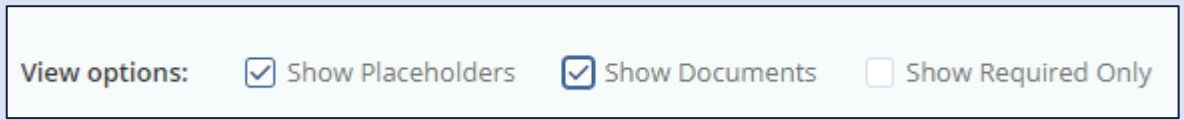
Missing Required Documents are indicated by this icon:

Document Placeholders are indicated by this icon:

If additional documents are needed above and beyond the Required Documents, click **Add Placeholder.**

📄 Placeholder ▾ ⬇ Exp

- ⊕ Add Placeholder
- ☑ Edit Placeholder
- ⊖ Delete Placeholder

New Placeholder ✕

File Name	
Country	▾
Tags	
Amendment Number	
Category *	▾
	This field is required
Comments	
Document Date	DD-MMM-YY 📅 ✕
Generated Name	
Document Type *	🏷

Cancel | **Finish**

3. Complete the required fields for the document placeholder and click **Finish.**