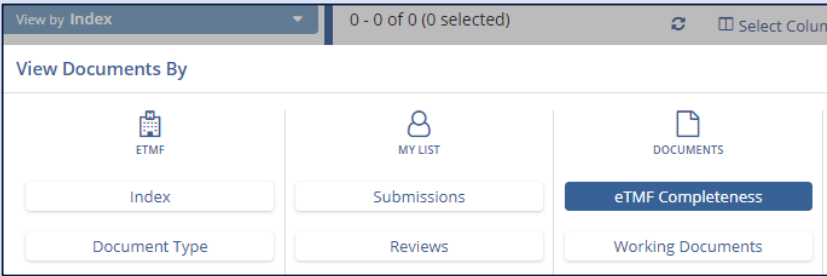


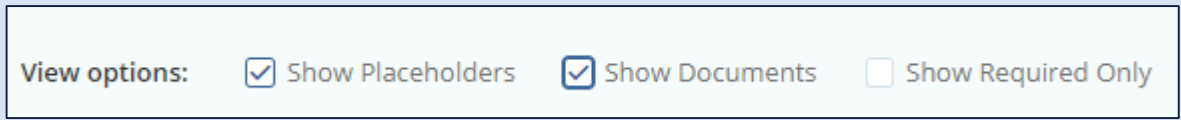
**APPLICABLE TO:**

- Administrators
- eTMF
- Room Managers
- Study Start-Up
- Editors
- myTI
- Readers



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.



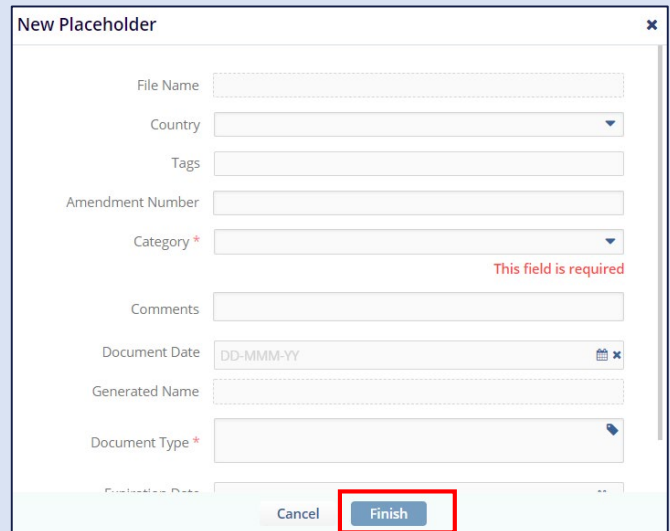
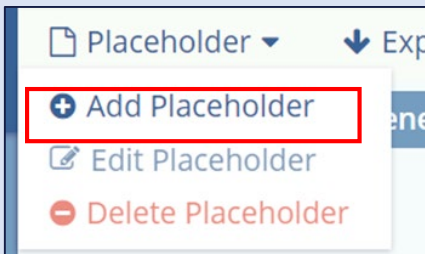
Missing Required Documents are indicated by this icon:



Document Placeholders are indicated by this icon:



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



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