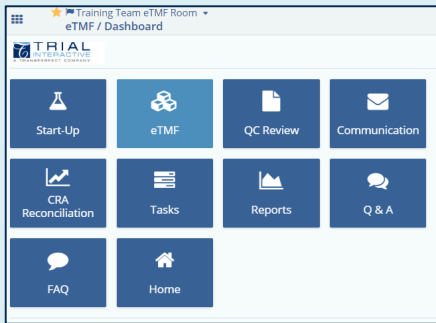


APPLICABLE TO:

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

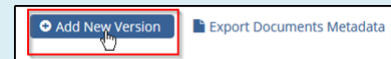
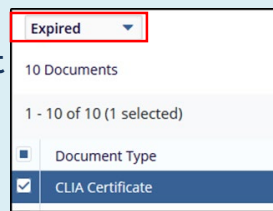


1. Log into a room and navigate to **Start-up** or **eTMF**.

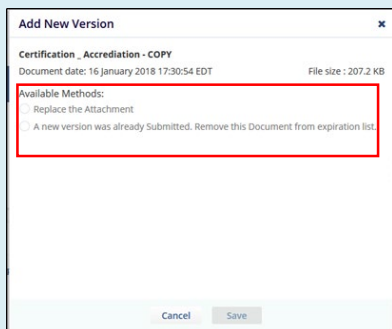
2. Navigate to the **Expired Documents** dashlet under **eTMF** on the dashboard



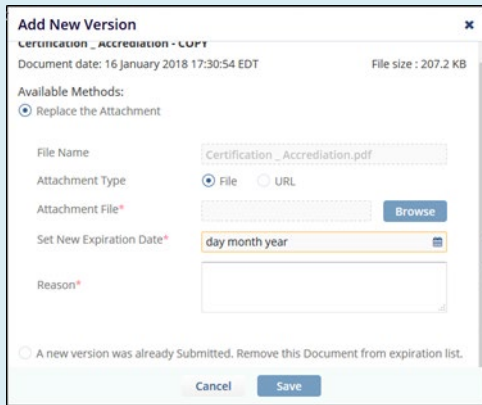
3. Select **Expired** from the dropdown menu, then choose the expired document to be removed.



Click the **Add New Version** button.



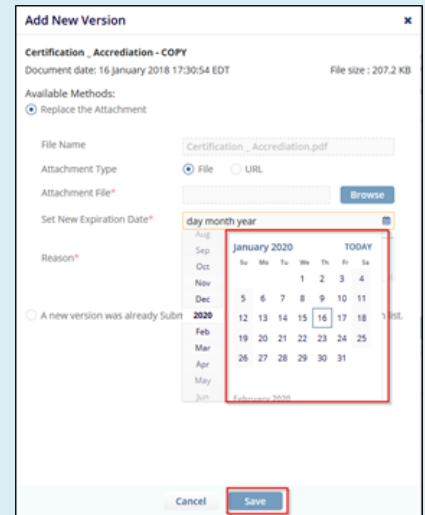
4. Two available options appear. Select the appropriate option.



5a. If a new document is available, click the **“Replace the Attachment”** option.

Add the new document and enter the new expiration date.

Click Save



Expired Add New Version

1 - 3 of 3 (2 selected)

	Submitted Name	Document Date	Document Type	Expiration Date
<input type="checkbox"/>	1777_Ollivander_AcceptIB_Olliva...		Acceptance of Investigator Broch...	31 Jul 2020
<input checked="" type="checkbox"/>	Contact_Details_List		Recruitment Plan	07 Aug 2020
<input checked="" type="checkbox"/>	FDF_19Jan2013_2c7e22550ccd41...	16 Sep 2020		16 Sep 2020

5b. If a new version of the document(s) has already been submitted, you can remove the expired document(s) from the dashboard by checking the box(es) next to the document, then choosing **Add New Version** and then **A new version was already submitted**.

This will remove the item from the list of expired documents.

