APPLICABLE TO:

- ● Administrators
- ○ Room Managers
- ○ Editors
- ○ Readers

- ● eTMF
- ○ Study Start-Up
- ○ myTI
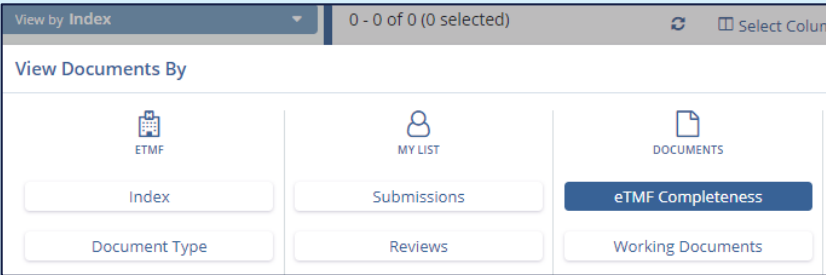
1. Navigate to the Documents module and select the eTMF Completeness view.

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

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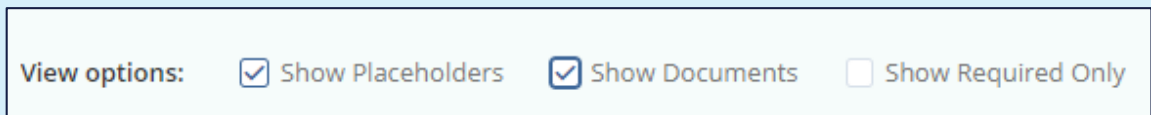
Missing Required Documents are indicated by this icon:

Document Placeholders are indicated by this icon:

If additional documents are needed above and beyond the existing Required Documents, click **Add Placeholder** in the action bar's **Placeholder** dropdown.

Placeholder ▾   ⬇ Exp
- ⊕ Add Placeholder
- ✎ Edit Placeholder
- ⊖ Delete Placeholder

New Placeholder

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

Cancel   Finish
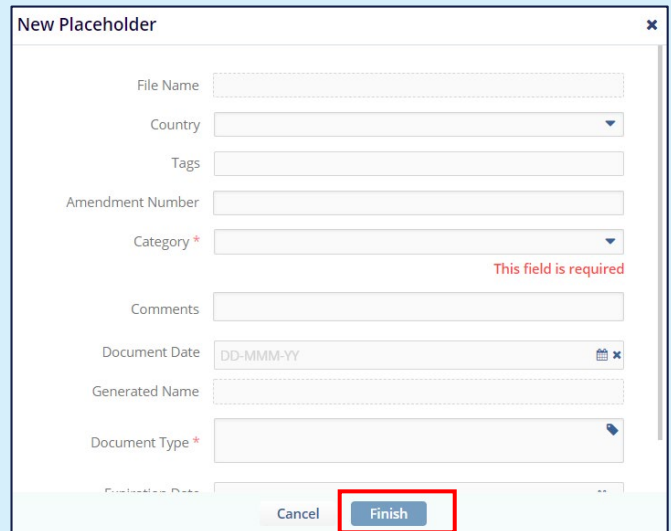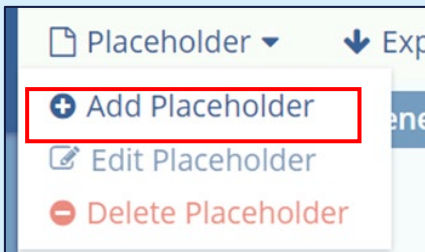
3. Complete the required fields for the document placeholder and click Finish. A placeholder is created.