How to Certify a Document

TI version 10.6

TRIAL INTERACTIVE
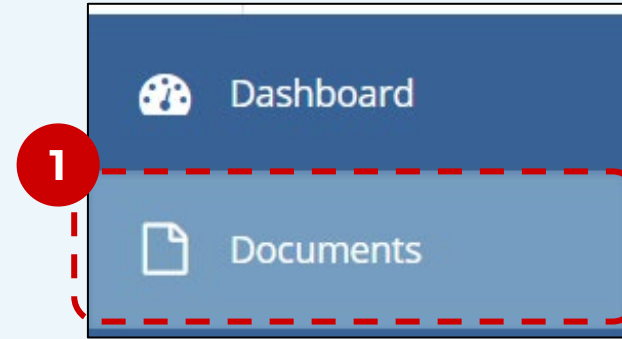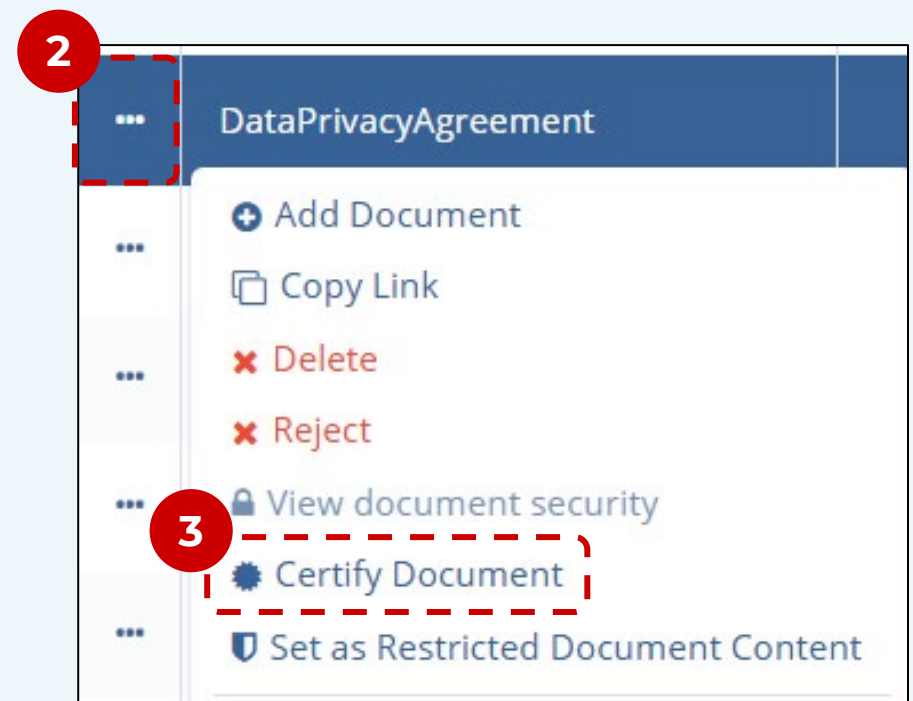
APPLICABLE TO:

- ● Admin
- ● Manager
- ● Editor
- ○ Reader

- ● eTMF
- ● eISF

1 Navigate to the **Documents** module.

2 Identify the document to certify and open its Document Actions Menu.
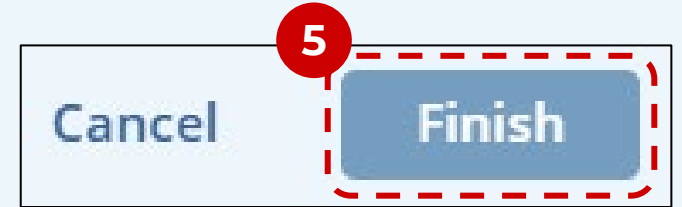
3 Click **Certify Document**.

4 Go through the checklist presented to you.
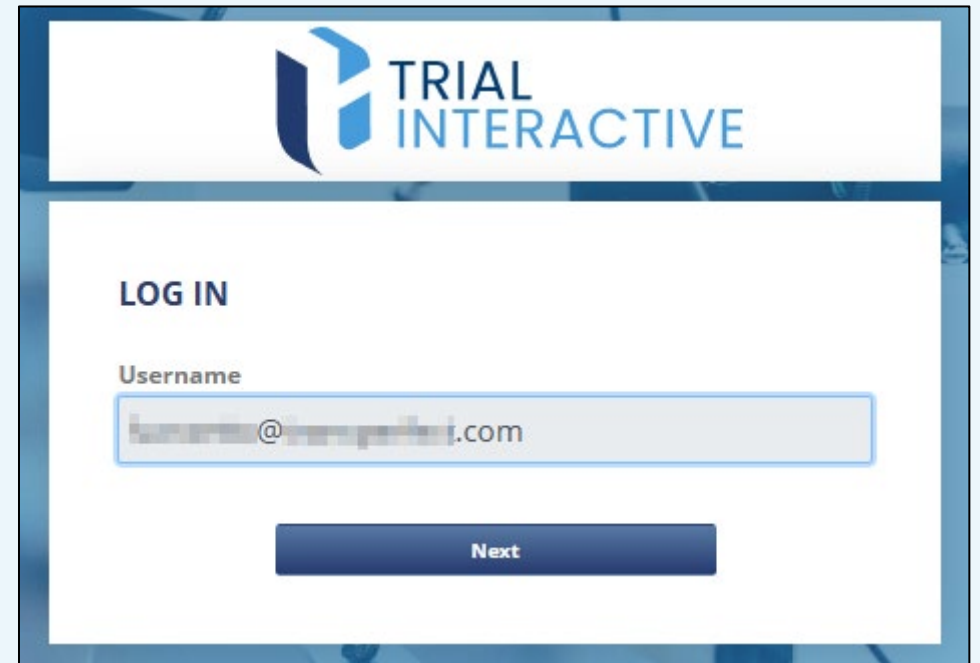
Certify Document

PLEASE CONFIRM THAT YOU'VE VERIFIED ALL OF THE ITEMS

- I confirm the image(s) are an exact copy of the original document
- Prior to scanning I removed all wallets/staples/binding/paperclips
- All pages were scanned and are present in the correct sequence and orientation
- No headers, footers, or corners of the pages and document are cut off
- Nothing is blocking document content, such as bent corners
- The scanned pages are clear and the content, signature(s) and all text is legible
- The scanned copies reflect all and any attributes of the paper document that are in color which are critical to the interpretation of the content in the document
- No content from the original document was removed such as the fax header information

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5 Once you're satisfied the checklist has been carried out accurately, at the bottom of the frame, click **Finish**. Cancel if you weren't able to confirm all of the list items.

5 | Cancel | Finish

6 A new window opens. Enter your **login credentials** to complete the certification process.

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LOG IN

Username

████@████.com

Next

8 **Refresh** the documents list.

8

9 A **green star** marks certified documents.

9