How to Create Manual Placeholders

TRIAL INTERACTIVE

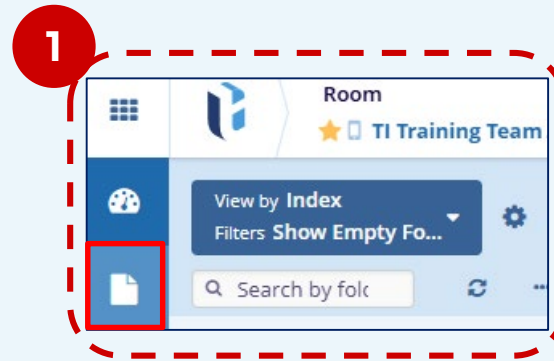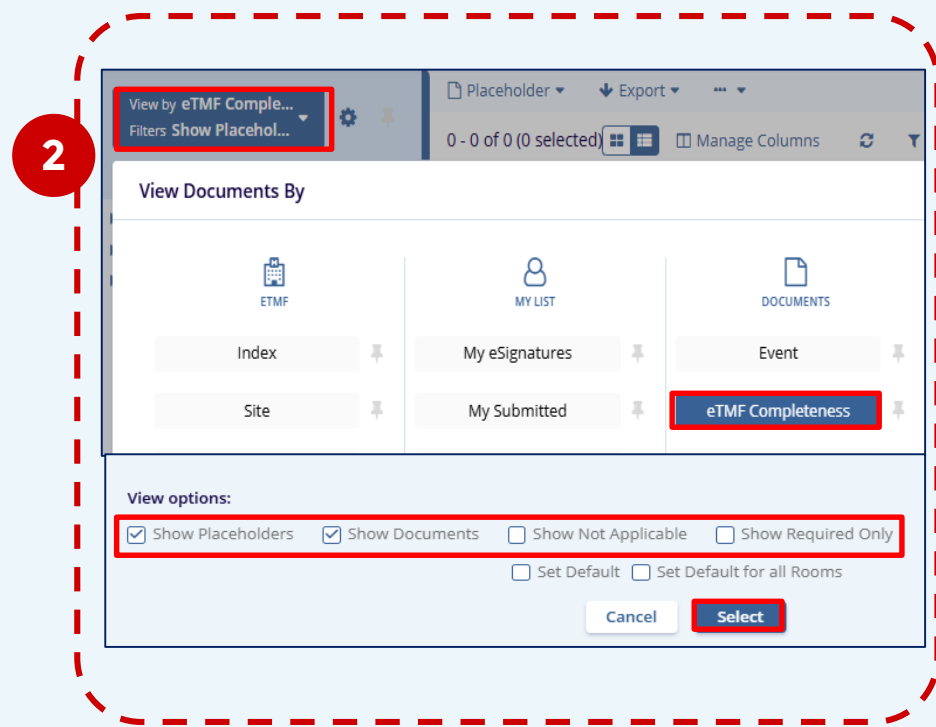**TI version 10.6**

APPLICABLE TO:

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

● eTMF

**1** Log into the room and navigate to the **Documents Module**

2 In the "**View By**" pane, select the **eTMF Completeness** view, and select which items will be shown in the grid by clicking the filters.

3 If additional documents are needed - above and beyond the existing Required Documents- click **Add Placeholder** in the action bar's Placeholder dropdown to add one manually.

4 Complete the required fields for the document placeholder and click **Finish**. A manual placeholder is then created.
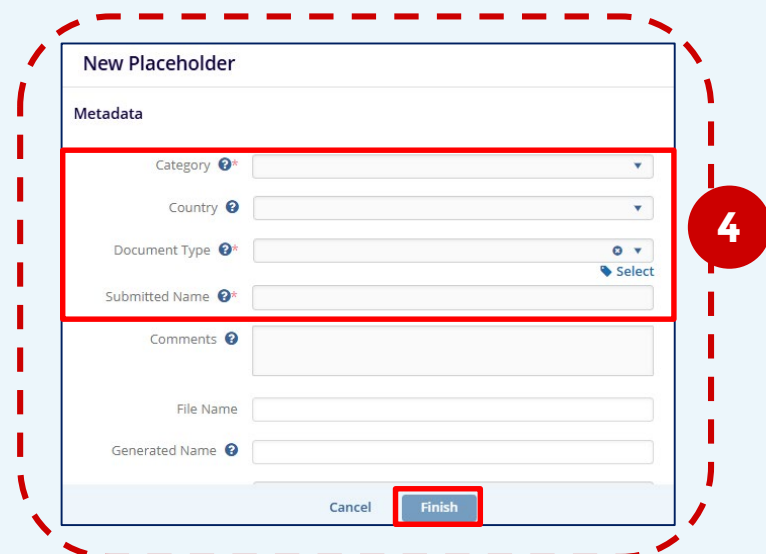
Note: Document Placeholders added in this manner will be marked as "ADDED MANUALLY"

TRANSPERFECT
LIFE SCIENCES