

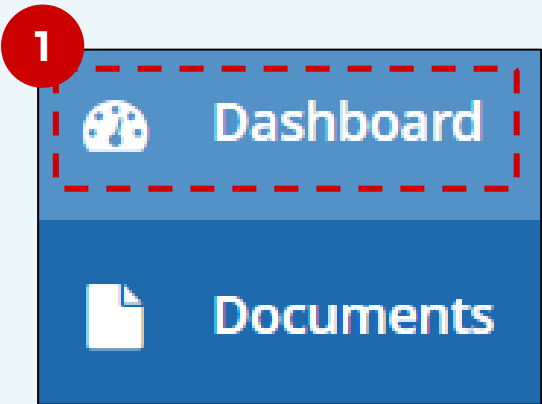
# How to Manage Expired Documents on the Dashboard

TI version 10.6

## APPLICABLE TO:

- ☒ Admin
  - ☒ Manager
  - ☒ Editor
  - ☐ Reader
- ☒ eTMF

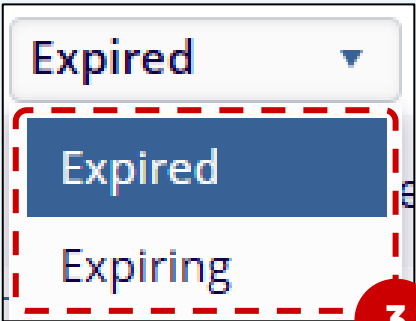
1 Access your eTMF Dashboard . For many, this is the default first page when entering.



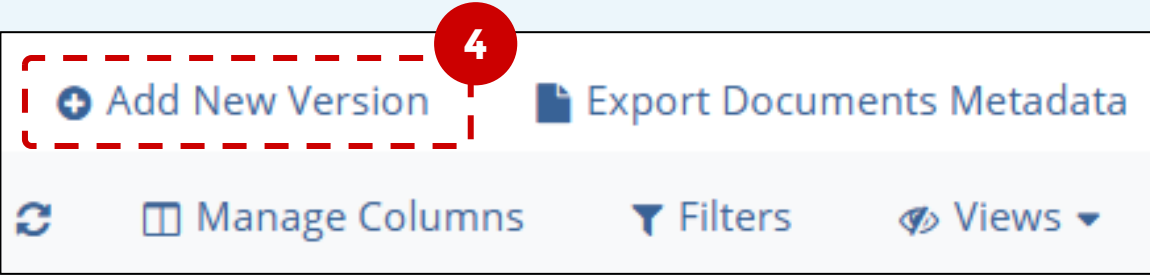
2 Navigate to the **Expired Documents** dashlet. By default, this is located in the eTMF group of dashlets.



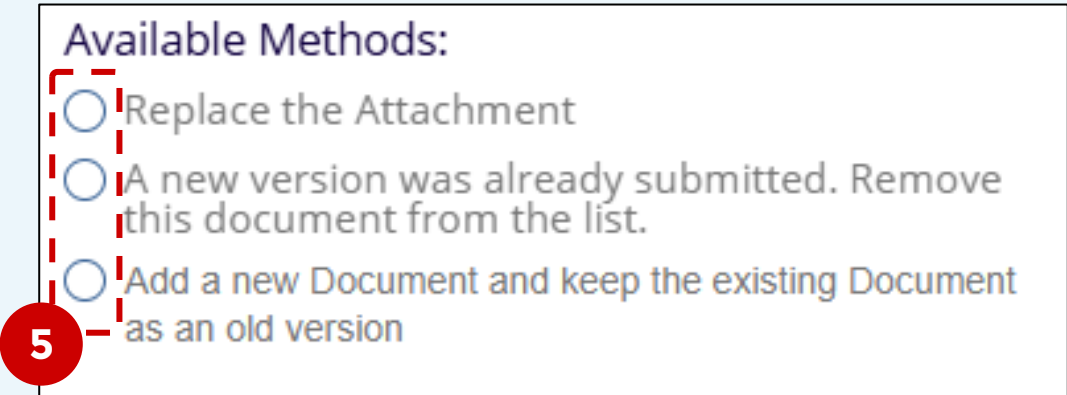
3 Select one of the two list modes: **Expired** or **Expiring**.



4 To manage a document renewal or dismissal, select a document then click **Add New Version**.

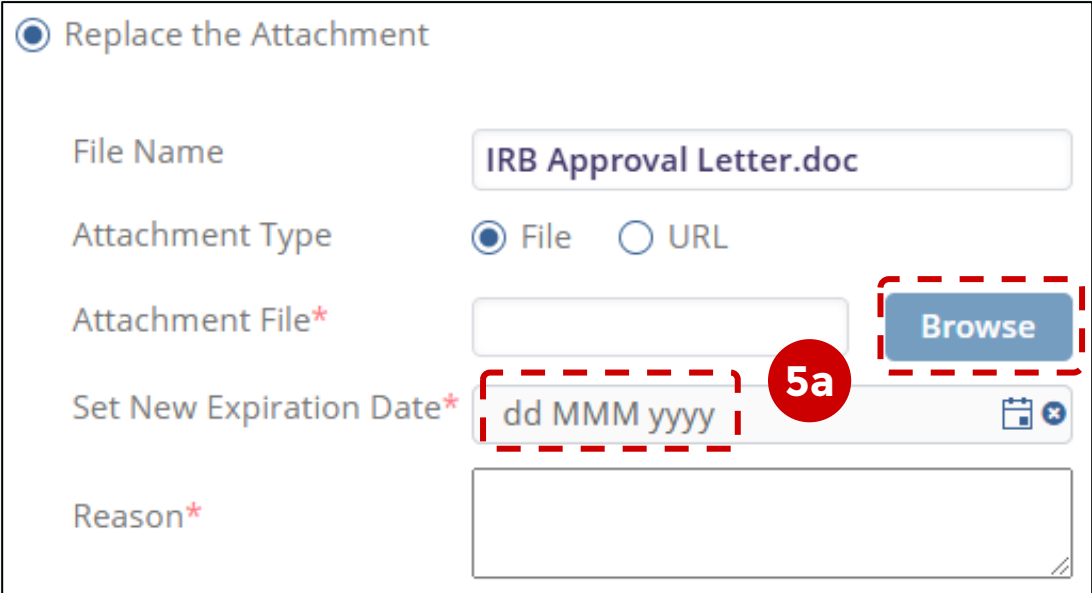


5 Select one of up to three options: **Replace the Attachment**, **A new version was already submitted..**, or **Add a new Document..**



# How to Manage Expired Documents on the Dashboard

**6a** **Replace the Attachment** requires you to upload a document. This will be the new current version of the existing document. It requires a change in expiration date and a reason must be provided.



**6b** Use **A new version was already submitted. Remove this document from the list** if the document does not need renewal, or a replacement already exists. This will only affect the listing of the document in expiration lists, no changes will be made to the document.

**6c** Use **Add a new Document and keep the existing Document as an old version** to upload content that is treated as a separate new document profile. You will have to complete metadata selection. The existing document is not changed but it is removed from expiration lists.