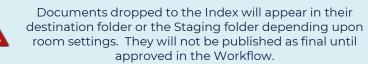
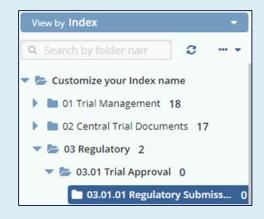
T R I A INTERACTI	How to Drag and Drop ocuments When Uploading TI v 10.1								
APPLICABLE TO:	<ul><li>Administrators</li><li>Editors</li><li>Readers</li></ul>			<ul> <li>eTMF</li> <li>Study Start-Up</li> <li>myTl</li> </ul>					
<ul> <li>I. Enter a room and navigate to the Documents module.</li> </ul>									
		ETMP	ANY LIST	WORKFLOW	DOCUMENTS	OTHER			
2. Use the view filter to change the view if necessary.		Index	Submission	Workflow	eTMF Completeness	Posted Date			
		Show General Show Investigative Sites	Reviews	Query By Sender	Working Documents	Processed Documents			
view in fields	ssury.	Show Countries	Audit Findings	Query By Recipient					
		Document Type Site	E-Signature						
Documents can be dragged for		Country							
uploading to either	the <b>Index</b> or	Tag							
eTMF Completeness view.		Make default rooms Make default for all rooms Cancel Select							
Dragging a document into	ا o the eTMF, does not	bypass any r	oom QC	Workflow	v requirem	ients.			

### **Dropping into the Index View**

3. Drill down to the desired folder.







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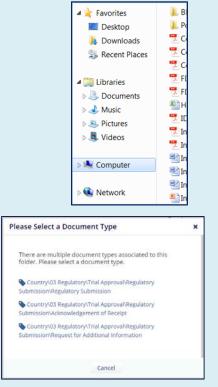


# How to Drag and Drop Documents When Uploading TI v 10.1

4a. Locate the file(s) to be uploaded on your computer and open the folder.

4b. Drag and drop the file(s) to the destination index folder

# Document Move to Study Start-Up Import Import View by Index 0 - 0 of 0 (0 se 0 of 0 (0 se 0 se 0 -



TI will offer to code documents based on document types normally coded to the selected folder. Choose a document type or press Cancel to skip this step.

4c. Complete any required fields based on the chosen document type.

### For single document upload

Document Metadata		-
Attachment	File      URL	
	CTA.pdf	Browse
Category	Country	
Country		*
Document Type	03 Regulatory/Trial Approval/Regulatory Submission/RegSubmission	×
Submitted Name*	RegSubmission_3Mar2020	
Comments O		
Generated Name		
Submission Date *		This field is required
Tags		
Material Type		

### For multiple document upload

File Name	Size	Upload Status	🕑 Documents Metadata
Data Privacy Agreement_Czech.pdf	267.1 KB	not uploaded	Category
DataPrivacyAgreement.pdf	282.4 KB	not uploaded	Country
CTA.pdf	1.0 MB	not uploaded	Country
			Document Type
			03 Regulatory/Trial Approval/Regulatory Submission/RegSubmission ×
			Comments O
			Document Version
			Document version
Upload Progress M	enadana Progress	3 files. 1.6 MB	

Click Import and Apply Metadata



# **TRANSPERFECT**

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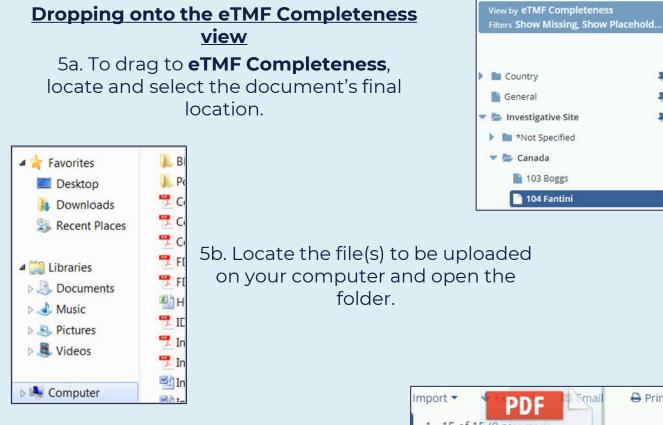
## How to Drag and Drop Documents When Uploading TI v 10.1

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5c. Drag and drop the file to the correct missing required document or placeholder.



Only one file can be added per placeholder/ missing document.

Document Metadata	2	
Attachment	File O URL	
	CTA.pdf Browse	
Category	Investigative Site	
Investigative Site	164 Fantini	
Contact *	Stephen Fantini 👻	
Document Type *	05 Site Management/Site Set-up/Clinical Trial Agreement/CTA	
Submitted Name *	CTA	
Comments O		
Generated Name		
Tagi		
Signature Date *	DO MINIA VYVY	
	This field is required	0

5d. Complete any required fields based on the selected document type and click **Finish** when done.



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