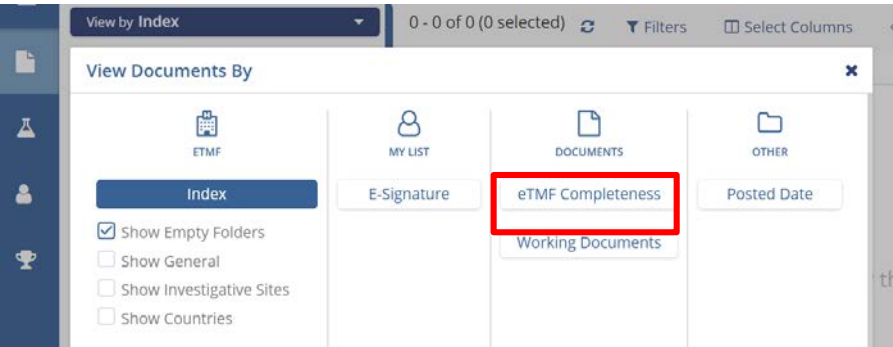


Applicable to: Administrators Editors Readers eTMF

1. Navigate to the **Documents** module. Select the **eTMF Completeness** view.

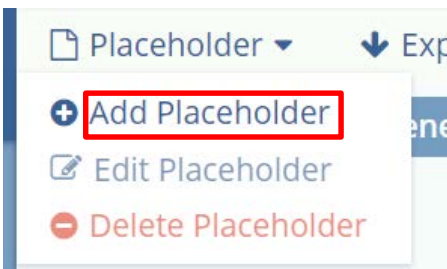
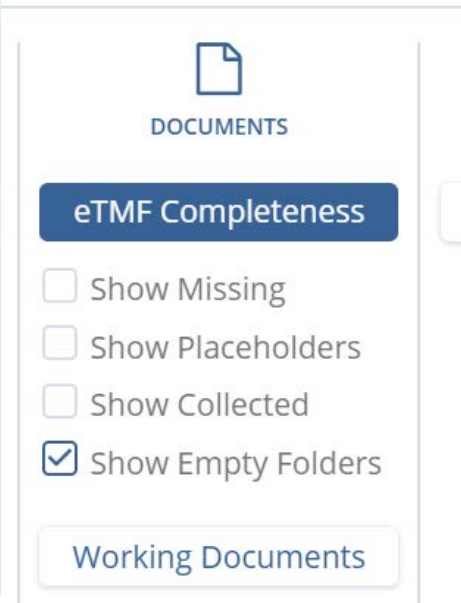
The eTMF Completeness view lists the collected, missing, and document placeholders required for the study.



2. Select what documents will be shown in the grid by clicking the filters.

Required documents are indicated by the icon.

If additional documents are needed above and beyond the Required documents, click **Add Placeholder**.



Create Placeholder

Please enter the document profile data

Step 1 of 1: General information about the document

Required fields are marked with an asterisk (*)

Category: *

Investigative Site: *

Country:

Contact:

Document Type: *

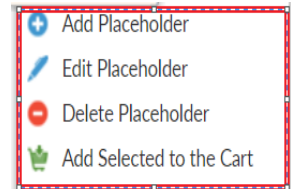
Submitted Name: *

3. Add required fields for the document placeholder

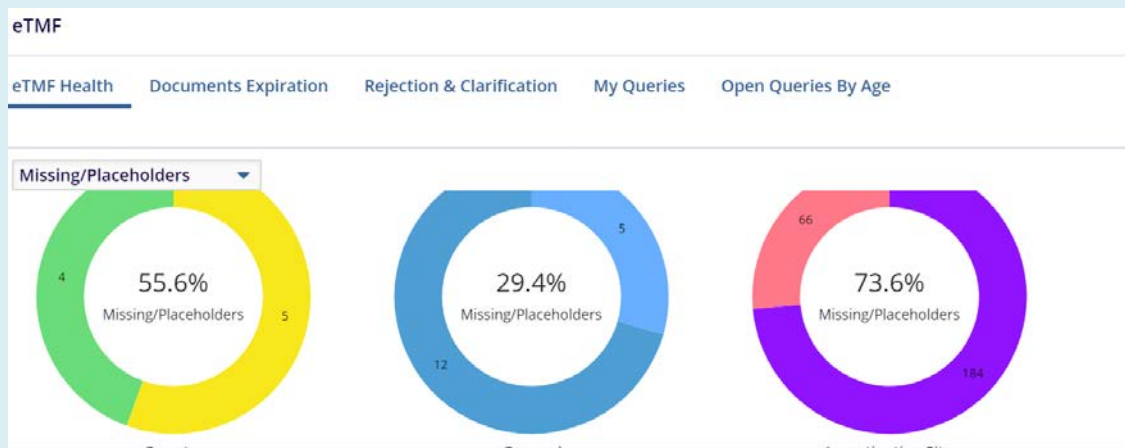
4. Click **Finish**

Document placeholders are indicated by this icon:

Placeholders can be edited or deleted via right-clicking. Metadata can be modified after the document is added to the placeholder.



The **eTMF health** dashlet displays the percentage indicating collected or missing required documents (including placeholders).



Click the circle to drill down within the dashlet.

Users can export the list of missing documents or upload a missing document.

Missing/Placeholders

2 Missing Documents ↻

<input type="checkbox"/>	Document Type	Milestone Name	Date
<input type="checkbox"/>	Tracking Information		
<input type="checkbox"/>	Trial Insurance Certificate		