## T R I A L INTERACTIVE

## How to Restore a Deleted Document

Applicable to: 🗹 Administrators 🗆 Editors 🗆 Readers 🗹 eTMF 🗆 Study Start-up



2. Search for the document to be restored either by viewing all documents or by clicking on a specific user's deleted documents. All
Admin 102
Admin 103
Admin 105
Admin 109

## 3. Select the document from the grid

and click <b>Restore.</b>	් Restore	🛍 Purge	↑ Import -	<b>↓</b> E	xport 👻	🞴 Email	🖶 Print	🖽 Comp	are
	View by Deleted Documents			-	1 - 1 of 1 (1 selected)				
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	all 🖿				Z	* 🛛 🔅	United Sta	ites_201	IEC-IRBRo
	Admin 102								

The following columns are beneficial for viewing deleted documents in the grid: Document ID, Generated Name, Deleted By, Deleted Date, Delete Comments



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4. A notification indicating successful restoration of the document is displayed.



5. Restored Documents return to the index where they were located before the deletion. If the document was not filed as final in the index, it will be restored to the Workflow.



For any additional assistance, click ...

Help

🔎 Guide



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