



Regulatory Inspector Quick Reference Guide

Logging in and Navigating to the Study Room

1. Log in with your Username and Password.
 - a. *Warning: After five failed attempts, you will be temporarily locked out.*

2. On the Home Page you will see a list of rooms to which you have access. If no rooms appear, please make sure to select *All* to show all rooms to which you have access.

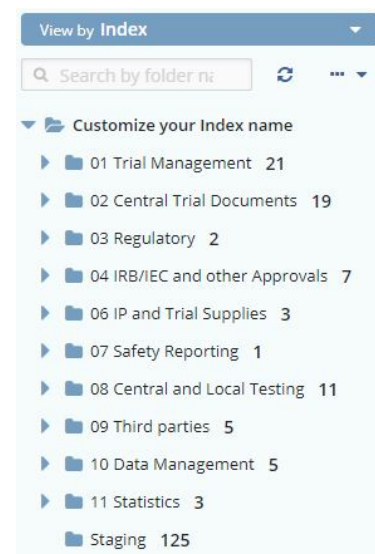
3. Click on the name of a room to enter.



Navigating to Documents

1. Click on the icon for the Documents module in the dark blue menu bar on the left side of the screen.

2. The Documents module will open, showing the room's index structure.



3. Expand any folder to drill down to a final file location.



4. Selecting the final file location will cause the relevant document grid to open, displaying all files in that folder.

<input type="checkbox"/>	Document Type ▲	Docume...	Index	Document Id
<input type="checkbox"/>		Recruitment Plan	01 Trial Management\01.01 Trial...	577944
<input type="checkbox"/>		Recruitment Plan	01 Trial Management\01.01 Trial...	907952
<input type="checkbox"/>		Recruitment Plan	01 Trial Management\01.01 Trial...	917027

5. Select a document by clicking on the line entry and open it by selecting Document View at the bottom of the Grid.



6. Open the Metadata Pane if necessary by expanding the pane from the right hand side of the screen.

