

Applicable to:  Administrators  Editors  Readers  eTMF  Study Start-up

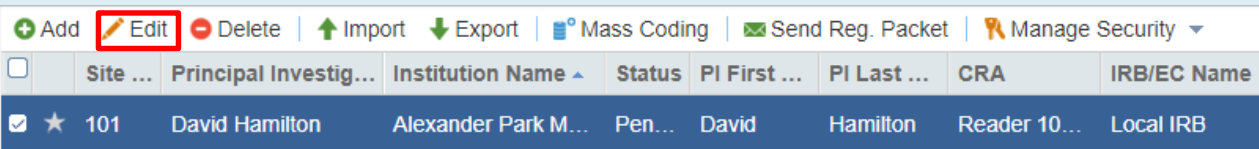
## 1. Navigate to **Study Start-Up**.



Select the **Sites** module.



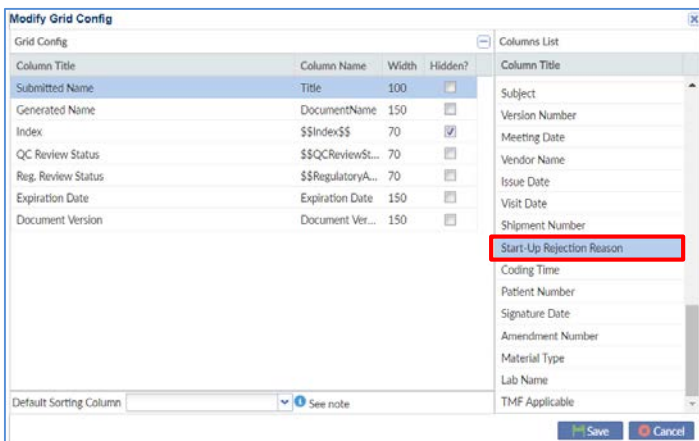
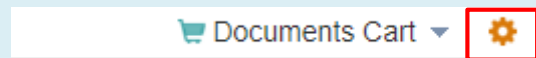
## 2. Select any site and click **Edit**.



## 3. Click **All Documents**.



## 4. Click the **Configure Grid** button (gear icon).



## 5. Double-click **Start-Up Rejection Reason** in Columns List.

6. If desired, adjust **Width**, mark as **Hidden** by default, drag-and-drop Column Title up or down to arrange, choose a **Default Sorting Column**.

Column Title	Column Name	Width	Hidden?
Submitted Name	Title	100	<input type="checkbox"/>
Generated Name	DocumentName	150	<input type="checkbox"/>
Index	\$\$Index\$\$	70	<input checked="" type="checkbox"/>
QC Review Status	\$\$QCReviewSt...	70	<input type="checkbox"/>
Reg. Review Status	\$\$RegulatoryA...	70	<input type="checkbox"/>
Expiration Date	Expiration Date	150	<input type="checkbox"/>
Document Version	Document Ver...	150	<input type="checkbox"/>
Start-Up Rejection Reason	\$\$SSURejectio...	100	<input type="checkbox"/>

Click **Save**.

7. Column is now available for all users to see.

University of Pennsylvania | Essential Documents | All Documents | Communication Log | Institutions

Document | Import | Move to the eTMF

	Submitted Name	Generated Name	QC Review Status	Reg. Review Status	Start-Up Rejection Reason
<input type="checkbox"/>	Dr. C-CV	102_Juliano_SubICV_Juliano_J_20170814	Approved	Rejected	No signature date
<input type="checkbox"/>	1572	102_Juliano_Juliano_N_20170707	Pending	Rejected	incomplete
<input type="checkbox"/>	Dr. B-CV		Approved	Pending	



If needed, see job aid for **How to Upload an Essential Document to the Start-Up application.**

For any additional assistance, click ...

[Help](#) [Guide](#)