	I A L RACTIVE		How to Disp ent Rejection	_			
Applicable to: 🗹 Ad	lministrators 🔲 Edit	ors 🗌 Readers	🗌 eTMF 🛛 🗹 St	udy Start-up			
1. Navigate to	Study Start-Up).		<i>6</i> 3			
<u>ک</u>	&			۲			
Start-Up e	eTMF QC Review	v		•			
	8	Se	elect the Sites n	nodule. 🔺			
CRA Reconciliation Quali	ity Review Tasks						
				•			
	site and click Edit			A			
O Add ✓ Edit O Delete ↑ Import ↓ Export ■° Mass Coding ∞ Send Reg. Packet ♥ Manage Security □ Site Principal Investig Institution Name ▲ Status PI First PI Last CRA IRB/EC Name							
☑ ★ 101 David Hamilto	-	Pen David Han	nilton Reader 10 Loca	IRB			
3. Click All Documents.							
Jolie Park Medical	Essential Documents	All Documents	Communication Log	Institutions			

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

Modify Grid Config						×
Grid Config				Θ	Columns List	
Column Title	Column Name	Width	Hidden?		Column Title	
Submitted Name	Title	100			Subject	-
Generated Name	DocumentName	150			Version Number	
Index	\$\$Index\$\$	70			Meeting Date	
QC Review Status	\$\$QCReviewSt	70	23		Vendor Name	
Reg. Review Status	\$\$RegulatoryA	70	10		Issue Date	
Expiration Date	Expiration Date	150	10		Visit Date	
Document Version	Document Ver	150			Shipment Number	
					Start-Up Rejection Reason	
					Coding Time	
					Patient Number	
					Signature Date	11
					Amendment Number	
					Material Type	
					Lab Name	
Default Sorting Column	V O See note				TMF Applicable	

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

🗑 Documents Cart 👻 🔅

T R I A L INTERACTIVE

SSU: How to Display a **Document Rejection Reason**

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

Modify Grid Config						2
Grid Config				Ξ	Columns List	
Column Title	Column Name	Width	Hidden?		Column Title	
Submitted Name	Title	100			Milestone	-
Generated Name	DocumentName	150			Subject	
Index	\$\$Index\$\$	70	V		Version Number	
QC Review Status	\$\$QCReviewSt	70			Meeting Date	
Reg. Review Status	\$\$RegulatoryA	70			Vendor Name	
Expiration Date	Expiration Date	150			Issue Date	
Document Version	Document Ver	150			Visit Date	
Start-Up Rejection Reason	\$\$SSURejectio	100		L	Shipment Number	
	-				Coding Time	
					Patient Number	
					Signature Date	
					Amendment Number	
					Material Type	
					Lab Name	
Default Sorting Column	✓ 🕄 See note				TMF Applicable	

Click Save.

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

University of Pennsylvania Essential Documents All Documents Communication Log Institutions						
Document V Import Import Import Import						
	Submitted Name	Generated Name	QC Review Status	Reg. Review Status 🗸	Start-Up Rejection Reason	
🖻 🖂 \star 🖌	Dr. C-CV	102_Juliano_SubICV_Juliano_J_20170814	Approved	Rejected	No signature date	
▣ 🛛 ★ 🖌	1572	102_Juliano_Juliano_N_20170707	Pending	Rejected	incomplete	
□ 🖂 ★ 🖌	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 ...





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