	A L TIVE	ag and Drop Documents from Outlook TI v 10.2
APPLICABLE TO:	Administrators	• eTMF
	Editors	○ Study Start-Up
	O Readers	O myTl

Users can drag and drop documents and email messages directly from MS Outlook into the eTMF.

## 1. Log into the eTMF and enter the Documents Module.

	Training Team eTMF eTMF / Documents	Room	•
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	View by <b>Index</b>		-
	<b>Q</b> Search by folder na	C	

2. Select the folder in which the documents should be stored.

	★ ■ Training Team eTMF Room → eTMF / Documents									Q	Search	O Add 🗸	¥	E1 Editor 103	•
<b>a</b>	Document - 🖉 Move to Study Start-U	Up 🛧 Import 🗸	<b>↓</b> Ex	port 👻 🔤 E	mail 😝 Print 🛛	] Compare						🏋 Docume	nts Cart <b>(</b>	) 👻 🗗 Lay	/out 👻
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	01.05.02 Tracking Information														

Note: Some browsers may require a plug-in to fully support this feature.



## T R I A L INTERACTIVE

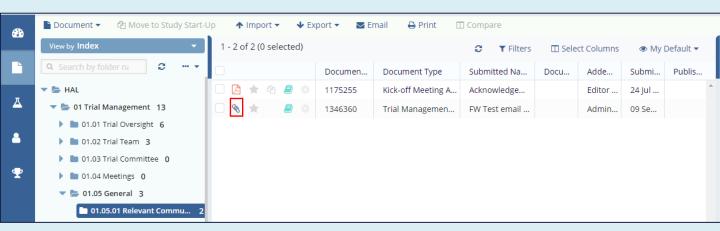
## How to Drag and Drop Documents via Outlook TI v 10.2

3. Click and drag the email or document attachment from Outlook into the Document Grid.

4. Complete the required Metadata Fields marked with an \* then click **Finish**.

New Document				
Document Metadata		-		
Attachment	• File URL			
Attachment	Training Test Document.msg	Browse		
Index Position *	Staging	E ×		
Responsible Party		•		
File Name				
Country		•		
Tags				
Amendment Number				
Category *		•		
	Cancel Finish	s field is required		

The email or document attachment will be indicated by the paperclip icon.



\*Note: We recommend dragging attached documents to the folder separately and linking them to the .msg file for easier reference.



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