

APPLICABLE TO:

- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- myTI

Below are some dashlets that aid in monitoring Workflow progress.

Under the **eTMF** grouping of dashlets:

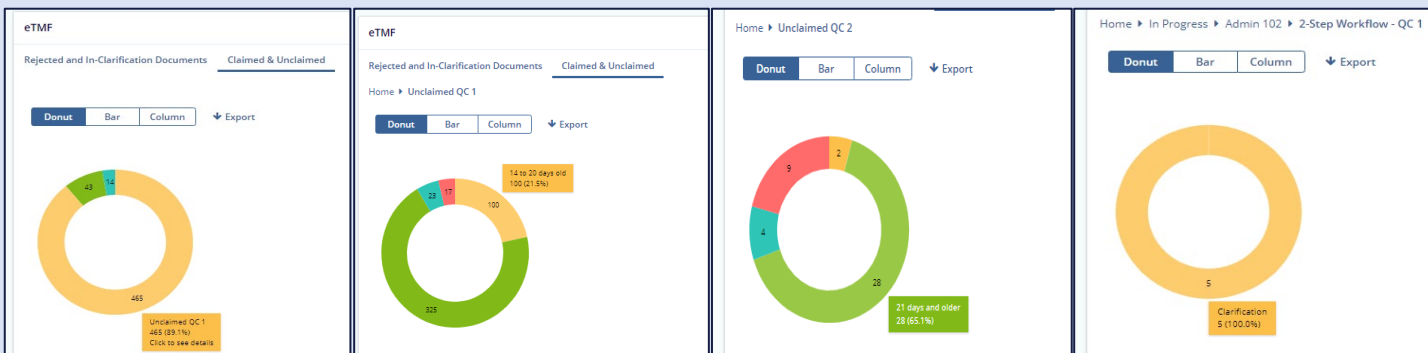
- **Claimed & Unclaimed**
- **Rejected and In-Clarification Documents**

Under the **Documents** grouping of dashlets:

- **My Submissions**

The **Claimed vs. Unclaimed Documents** dashlet provides a count of all documents that are in a workflow and are either **claimed**, **unclaimed**, or **in progress**.

Users can click on each slice of the interactive donut chart to obtain more detailed information as shown in the screenshots below.

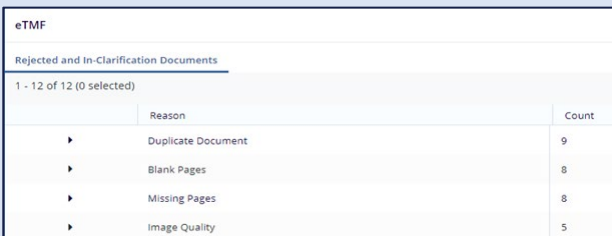


The **Documents Rejection and Clarification** dashlet displays the reason for rejections and also provides a count of each defined rejection reason.

This dashlet therefore can be used to determine the most common reasons for rejection or which lead to the need for clarification.

Users can click on the arrow to view the list of documents associated with a particular rejection or clarification reason.

Refer to the screenshots below:



Reason	Count
Duplicate Document	9
Blank Pages	8
Missing Pages	8
Image Quality	5

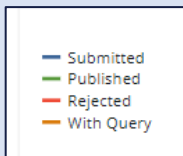


Submitted Name	Created Date	Comments	Rejection Reason
DeathWagreement - Copy	29 Jun 2021		Duplicate Document
DeathWagreement_Copies - Copy	29 Jun 2021		Duplicate Document, Document Type Confirmation
DeathWagreement - Copy	8 Jul 2021		Duplicate Document
DeathWagreement	8 Jul 2021		Duplicate Document
Dr. A-CV	14 Jul 2021		Duplicate Document
Certificate of Liability Insurance.pdf	14 Jul 2021		Duplicate Document, Site Confirmation

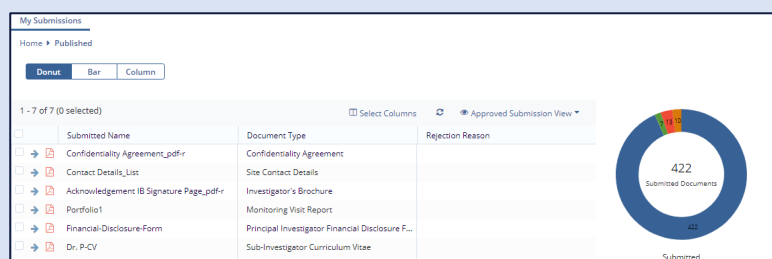
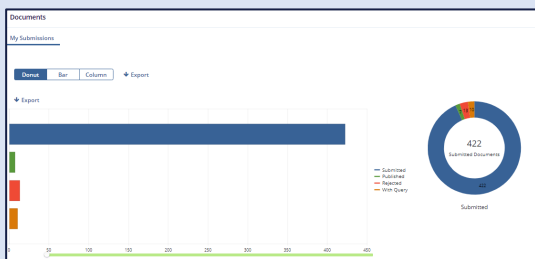
The **My Submission** dashlet will allow users to view the files they have uploaded.

The files are categorized by **Submitted, Published, Rejected, and With Query**

Users can click on each bar of the chart to see the list of documents that fall into each category.



Refer to the screen shots below:



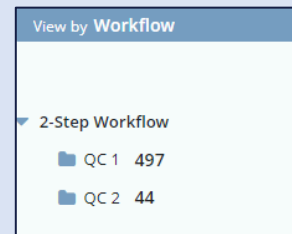
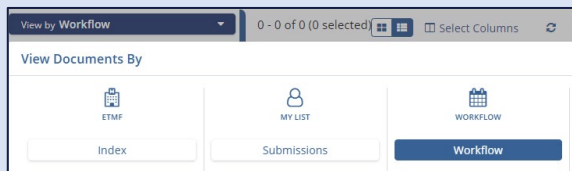
Views within the eTMF Documents module that aid in monitoring Workflow progress:

- View Documents by **Workflow**
- View Documents by **Reviews**

Workflow:

In this view, you can access the documents available to users for review in the various stages of the room's QC workflow.

Refer to the screenshots below:

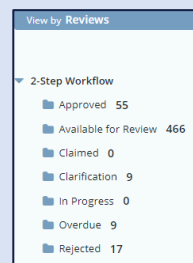
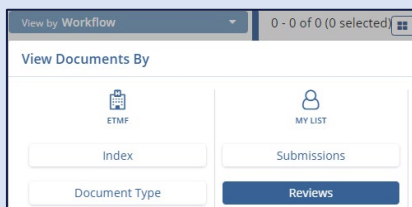


Reviews:

By default, documents added to the room are automatically added to the workflow.

Users can view the documents added to the workflow from the **Reviews** view.

Refer to the screenshots below



Note: *If you are the part of a QC group, the Reviews view in the eTMF Documents module is made visible to you. If you do not see these views, please reach out to your room administrator.*