

2. Navigate to the Expired Documents dashlet under eTMF on the dashboard

eTMF							ø 2
eTMF Healt	h Claimed & Unclaimed Expir	ed Documents Rejected and In-Cl	arification Documents				
Expired	-			• Add	d New Versior	n 📄 Export Docum	ents Metadata
1 - 3 of 3 (0	selected)			0	▼ Filters	Select Columns	🌮 Views 🔻
	Submitted Name	Document Date	Document Type	Expiration Date		Comments	
	1777_Ollivander_AcceptIB_Olliva		Acceptance of Investigator Broch	31 Jul 2020			-
- 🔸 🔼	Contact Details_List		Recruitment Plan	07 Aug 2020			
- 🔸 🖪	FDF_19Jan2013_2c7e22550ccd41	16 Sep 2020		16 Sep 2020			

3. Select **Expired** from the dropdown menu, then choose the expired document to be removed.

Click the Add New Version button.

A Home

Expired 💌]
10 Documents	
1 - 10 of 10 (1 selected)	
Document Type	Add New Version
CLIA Certificate	

Add New Version	×
Certification _ Accrediation - COPY	
Document date: 16 January 2018 17:30:54 EDT	File size : 207.2 KB
Available Methods:	
Replace the Attachment	
A new version was already Submitted. Remove this Docume	nt from expiration list.
	23
Cancel Save	

4. Two available options appear. Select the appropriate option.



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T R I A L INTERACTIVE

How to Remove Expired Documents on Dashboard TI v 10.2

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	Contact Details_List		Recruitment Plan	07 Aug 2020	
⊻ → 🖾	FDF_19Jan2013_2c7e22550ccd41	16 Sep 2020		16 Sep 2020	

5b. If a new version of the document(s) has already been submitted, you can remove the expired document(s) from the dashboard by checking the box(es) next to the document, then choosing **Add New Version** and then **A new version was already submitted**.

This will remove the item from the list of expired documents.

Add New Version		×
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Available Methods: Replace the Attachment		
	ed. Remove this Document from expiration li	ist.
Cano	cel Save	

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