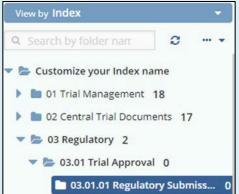


3. Drill down to the desired folder.

Documents dropped to the Index will appear in their destination folder or the Staging folder, depending upon room settings. They will not be published as final until approved in the Workflow.





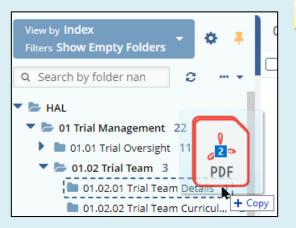
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## T R I A L INTERACTIVE

## How to Drag and Drop Documents When Uploading TI v 10.4

4a. Locate the file(s) to be uploaded on your device and select them

# 4b. Drag and drop the file(s) to the desired index folder

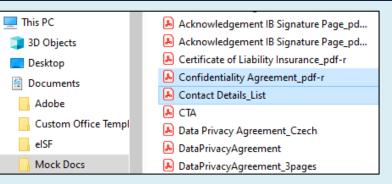


# 4c. In the next window, complete all required fields (requirements change based on chosen document type).

•	Site	Category *
		Comments
~	Not specified	Contact *
~ X	Latest Signature Date	Date Type
∰ ×	05 МММ уууу	Document Date *
is field is required	Th	
		Document Description
		Generated Name
10 Financial	05 Site Management\05.02 Site Set-up\05.02 Disclosure Form\OtherFDF	Document Type *
		Investigative Site *
×	т	Investigative Site *

For single document upload -Click Finish

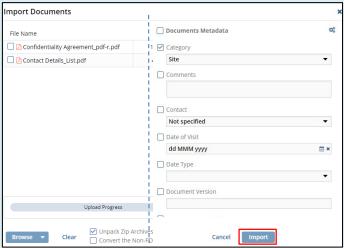
RANSPERFECT



TI will code documents based on document types associated with the selected folder. If multiple types are a possibility, you will be prompted to choose a document type. Select one, or press Cancel to skip this step.

Please Select a Document Type		×
	There are multiple document types associated to this folder. Please select a document type.	
	Site\05 Site Management\05.02 Site Set-up\05.02.14 Other Financial Agreement\Institutional Agreement	
	Site\05 Site Management\05.02 Site Set-up\05.02.14 Other Financial Agreement\Other Financial Agreement	
	Site\05 Site Management\05.02 Site Set-up\05.02.14 Other Financial Agreement\Pharmacy Agreement	

Cancel



#### For multiple document upload -Click Import

TI v10.4 November 2022 Page 2 of 3 T R I A L Docum

### How to Drag and Drop Documents When Uploading TI v 10.4

### Method 2: Dropping into the eTMF Completeness View

5a. Use the **View By** dropdown to browse folders by **eTMF Completeness**.

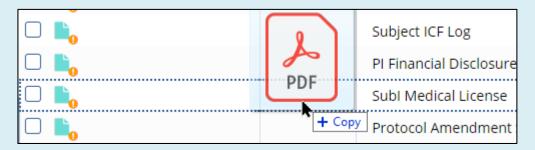
5b. Locate and select the file(s) to be uploaded on your device.



Only one file can be added per placeholder/ missing required document.



5c. Drag and drop the file to the correct missing required document or placeholder.



5d. Complete all required fields per the selected document type and click **Finish** when done.

Attach Document		
Document Metadata		-
	File O URL	
Attachment	SubIML_01Dec2021.pdf Brows	se
	Set as Restricted Document Content	
Index Position *		6
	This field is requ	ired
Applicable Status Change Reason		
File Name		
Not Applicable Reason		
Category *	Site	-
	Cancel Finish	



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