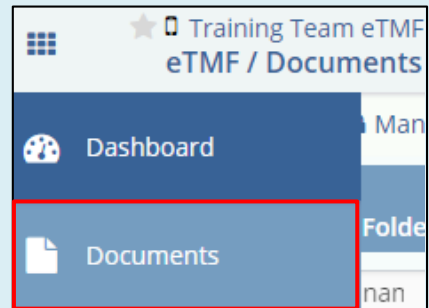


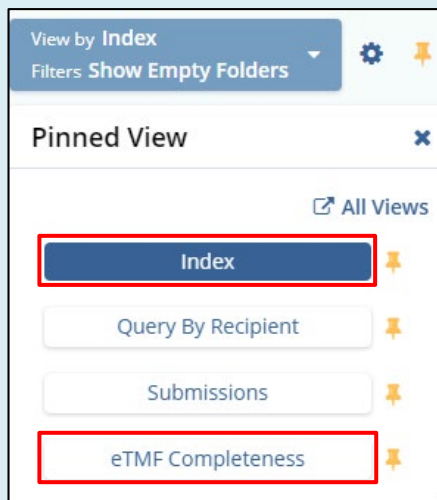
APPLICABLE TO:

- Administrators
- eTMF
- Room Managers
- Study Start-Up
- Editors
- myTI
- Readers

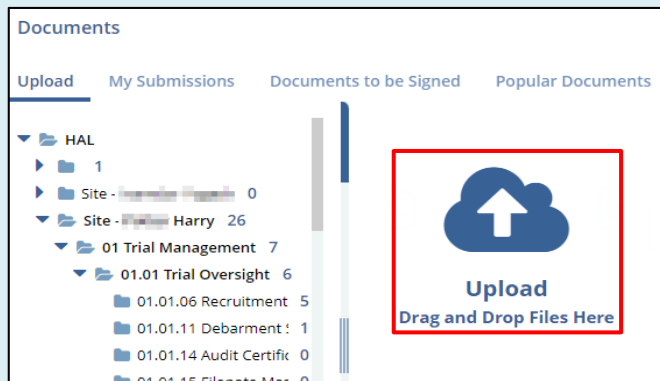
1. Enter a room and navigate to the **Documents** module.



2. Select either the **Index** or **eTMF Completeness** view in the view selector.



Documents can also be dragged for uploading via the **Upload** dashlet on the Dashboard.

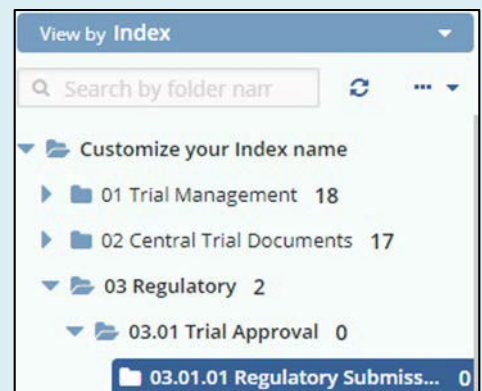


Method 1: Dropping into the Index View

3. Drill down to the desired folder.

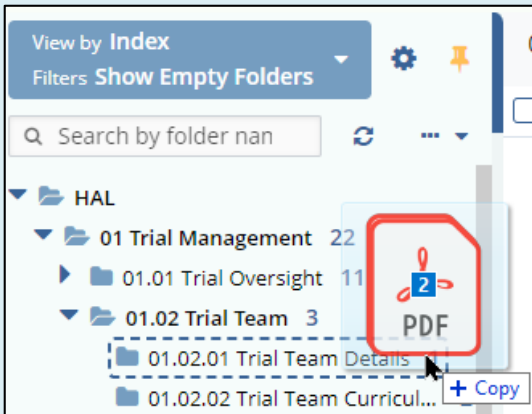
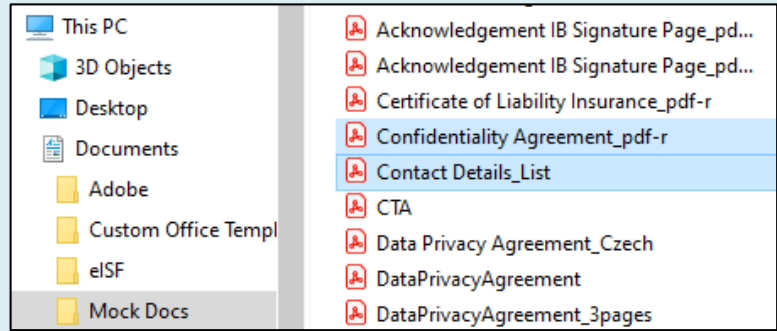


Documents dropped to the Index will appear in their destination folder or the Staging folder, depending upon room settings. They will not be published as final until approved in the Workflow.

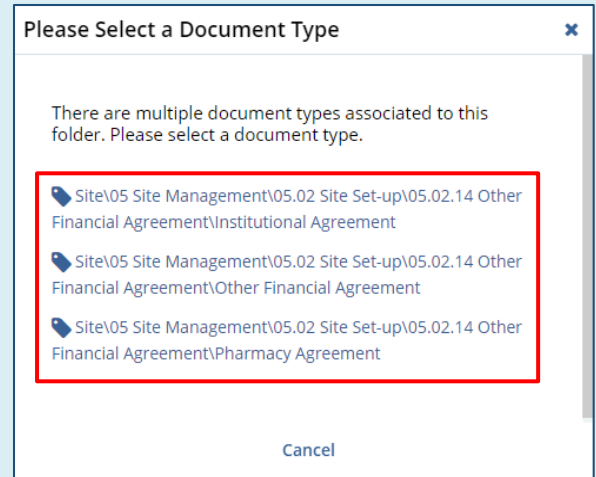


4a. Locate the file(s) to be uploaded on your device and select them

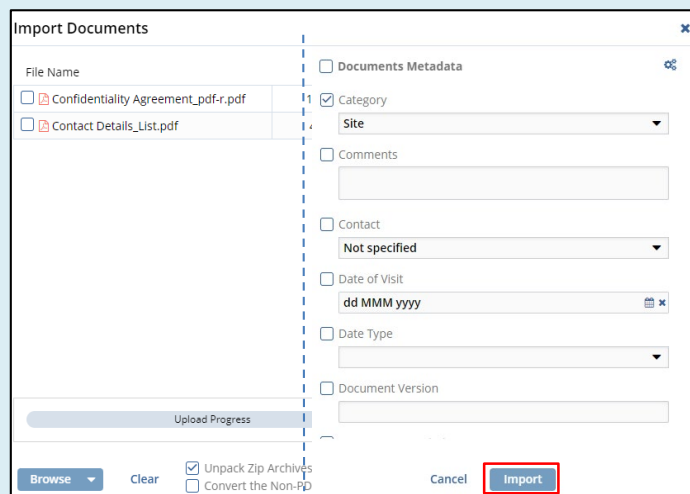
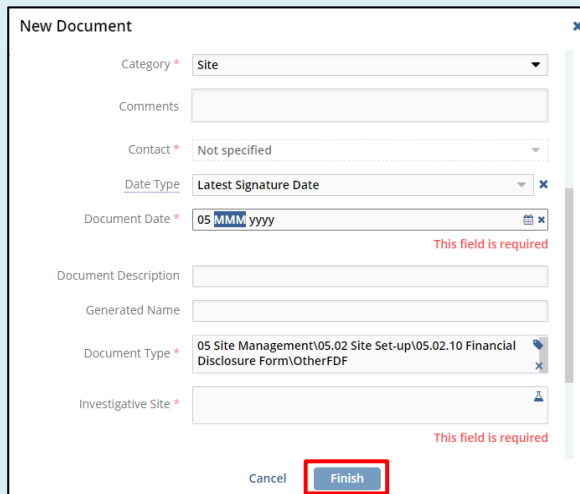
4b. Drag and drop the file(s) to the desired index folder



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.



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



For single document upload
-Click Finish


For multiple document upload
-Click Import

Method 2: Dropping into the eTMF Completeness View

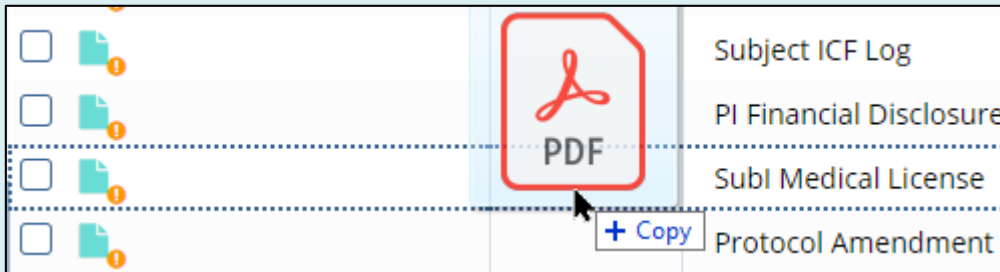
5a. Use the **View By** dropdown to browse folders by eTMF Completeness.



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.