

2. Navigate to the **Expired Documents** dashlet in the **eTMF** grouping.

eTMF					Ø 2			
My Queries eTMF Health Expired Documents Rejected and In-Clarification Documents								
Expired	•			Add New Version	Export Documents Metadata			
1 - 8 of 8 (0) selected)	🛙 Select Columns 🛛 🤁	▼ Filters ● Expired/ing ▼					
	Submitted Name	Document Date	Document Type	Expiration Date	Document Id			
🗆 🔶 🖪	Certificate of Liability Insuran	19 Oct 2022	Insurance Certificate	27 Oct 2022	212798			
- 🔸 🖻	IP Destruction Plan			15 Sep 2022	351567			
□ → 🖪	LabCertification_Accrediation		Data Management: Filenote	31 Oct 2022	357294			

3. This dashlet has two display modes. Select the **Expired** mode from the dropdown menu, then select a document you wish to renew or remove.



TRANSPERFECT



T R I A L INTERACTIVE

How to Manage Expired Documents on the Dashboard TI v 10.4

4. Two replacement methods are available, to *Replace the attachment* or *Remove from list*.

5a. If a replacement document is available, click the **"Replace the Attachment**" option.

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	Document from expiration list.

5b. Add the replacement document using **Browse**, then enter the new expiration date and a **Reason** for replacement. Click **Save when done**.

Add N	New Version		×			
LabCer Docum	LabCertification_Accrediation_CLIADocument date: 4/22/2022 10:51:46 AM EDTFile size : 51.3					
Availat	ble Methods: blace the Attachment					
File	Name	LabCertification_Accrediation_CLIA	A.pdf			
Atta	achment Type	● File ○ URL				
Atta	achment File*		Browse			
Set	New Expiration Date*	31 Dec 2023	≅ ×			
Rea	ison*	Version replacement				
○ A new version was already submitted. Remove this document from the list.						
		Cancel Save				



T R I A L INTERACTIVE

How to Manage Expired Documents on the Dashboard TI v 10.4

6a. If a replacement of the chosen document has already been submitted to the eTMF, you can remove an expired document's entry from the dashboard by choosing the **A new version was already submitted** option. Click **Save** for it to take effect.

Add New Version	×					
LabCertification_Accrediation_CLIA Document date: 4/22/2022 10:51:46 AM EDT	File size : 51.3 KB					
Available Methods: O Replace the Attachment						
A new version was already submitted. Remove this document from the list.						
Cancel Save						

6b. When you use this method, the entry for the selected document will be removed from the **Expired Documents** dashlet. The related ('old') document <u>is not</u> removed from the eTMF.



TI v10.4 November 2022 Page 3 of 3