

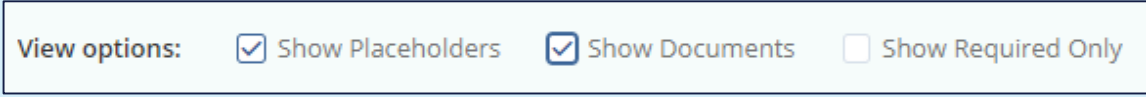
APPLICABLE TO:

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

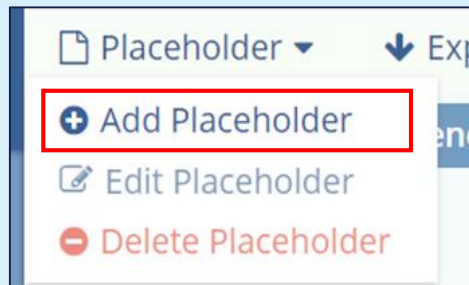


1. Navigate to the **Documents** module and select the **eTMF Completeness** view.

2. Select which items will be shown in the grid by clicking the filters.



3. If additional documents are needed - above and beyond the existing Required Documents- click **Add Placeholder** in the action bar's **Placeholder** dropdown.



4. Complete the required fields for the document placeholder and click **Finish**.

A placeholder is created.

New Placeholder [Close]

File Name

Country

Tags

Amendment Number

Category* This field is required

Comments

Document Date

Generated Name

Document Type*

Expiration Date



Document Placeholders added in this manner will be marked as “added manually” :

