

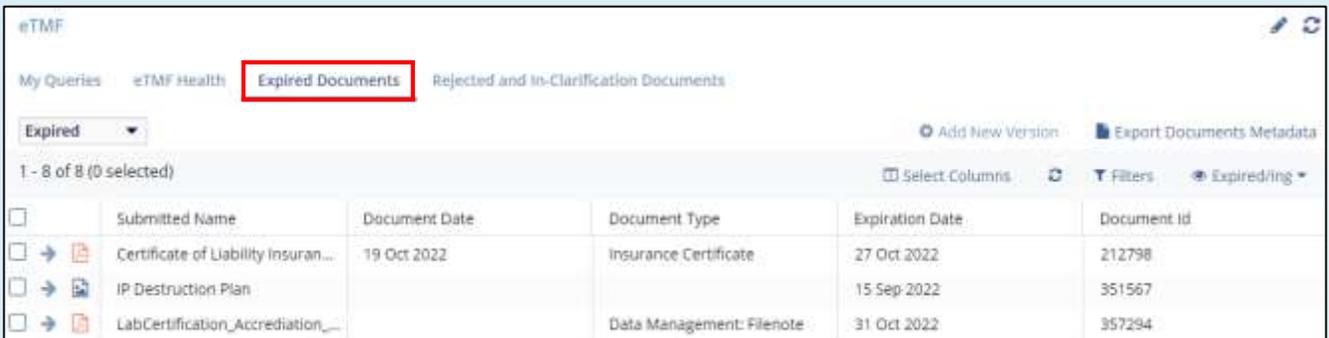
APPLICABLE TO:

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

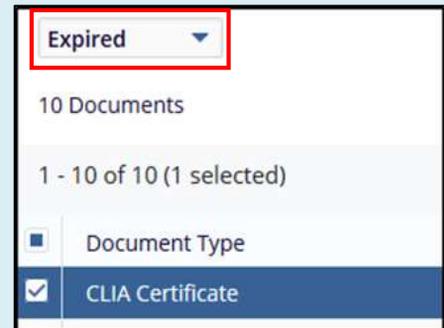


1. Log into a room and navigate to **Start-up** or **eTMF**.

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



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.

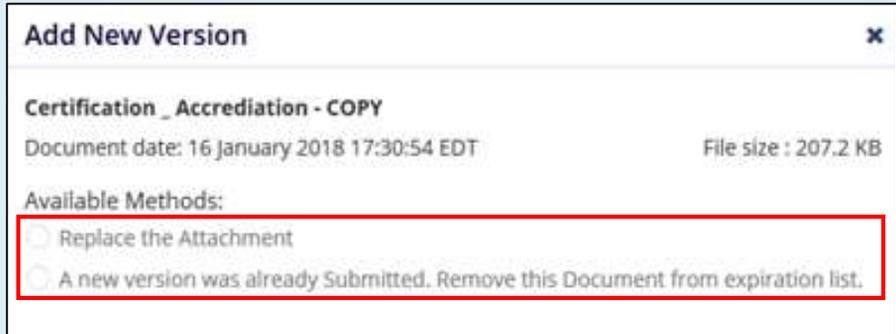


Click the **Add New Version** button.



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** [X]

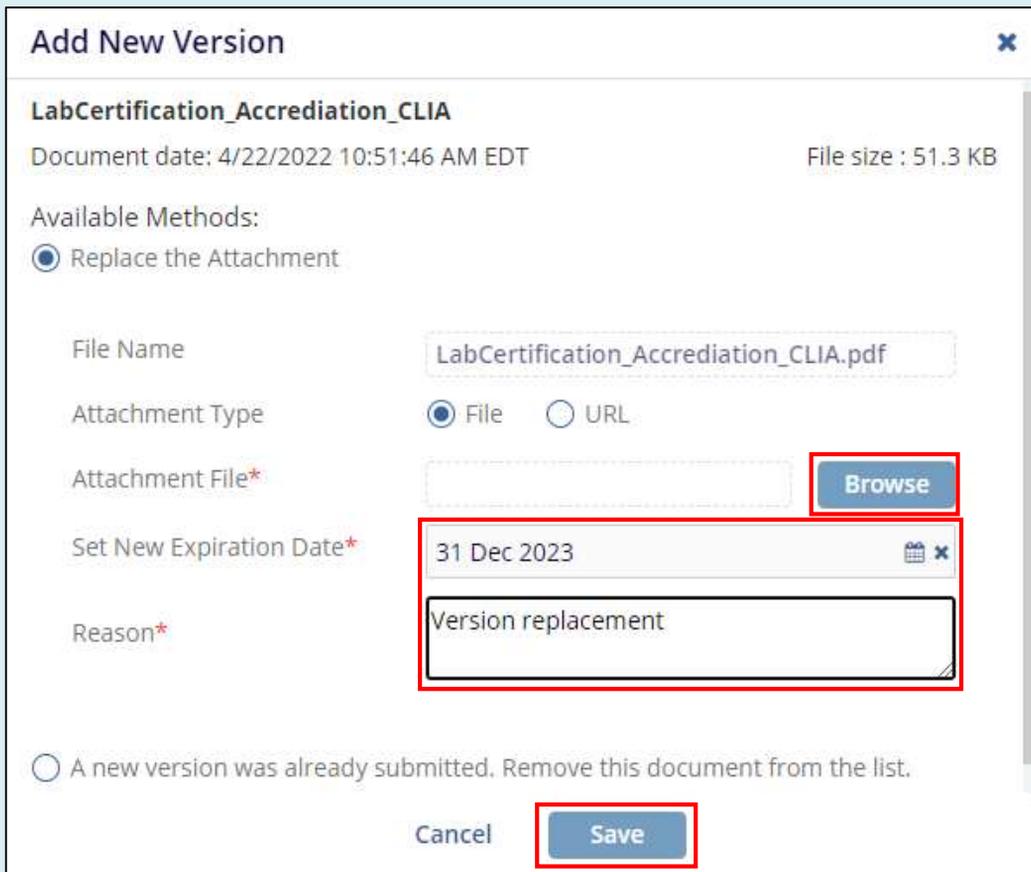
**Certification\_Accrediation - COPY**

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 New Version** [X]

**LabCertification\_Accrediation\_CLIA**

Document date: 4/22/2022 10:51:46 AM EDT File size : 51.3 KB

Available Methods:

- Replace the Attachment
- A new version was already submitted. Remove this document from the list.

File Name: LabCertification\_Accrediation\_CLIA.pdf

Attachment Type:  File  URL

Attachment File\*: [Empty] **Browse**

Set New Expiration Date\*: 31 Dec 2023 [Calendar icon]

Reason\*: Version replacement

Cancel **Save**

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** ✕

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**LabCertification\_Accrediation\_CLIA**

Document date: 4/22/2022 10:51:46 AM EDT File size : 51.3 KB

Available Methods:

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 is not removed from the eTMF.