

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

eTMF					10	
My Queries	eTMF Health Expired Doc	uments Rejected and In	-Clarification Documents			
Expired	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	
0 + 0	LabCertification_Accrediation		Data Managément: 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.

Click the Add New Version button.

TRANSPERFECT





T R I A L INTERACTIVE

How to Manage Expired Documents on the Dashboard TI v 10.5

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 I			

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		
LabCertification_Accrediation	CLIA	
Document date: 4/22/2022 10:5	File size : 51.3 Ki	
Available Methods:		
Replace the Attachment		
File Name	LabCertification_Accredi	ation_CLIA.pdf
Attachment Type	● File ○ URL	
Attachment File*		Browse
Set New Expiration Date*	31 Dec 2023	≅ ×
Reason*	Version replacement	
	٢	A
O A new version was already s	ubmitted. Remove this docum	nent from the list.
	Cancel Save	



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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 submitted.	m 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</u> <u>not</u> removed from the eTMF.

