

- APPLICABLE TO:
- Admin

Manager

Editor

Reader

eTMF

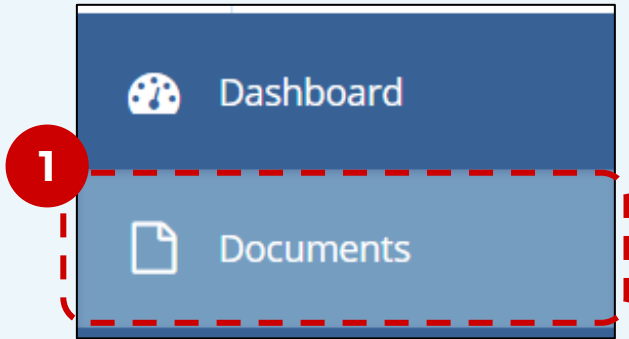
eISF

The Certify Document feature can be enabled in study rooms where there is a need to certify the digital data making up a document is analogous to the paper copy of the same document.

This job aid guides the user in certifying a document after it has been uploaded to Trial Interactive.

In some rooms, a prompt may be enabled that allows the same action to be performed in the document upload window. For that scenario, skip to step #4.

1 Navigate to the **Documents** module.



2 Identify the document to certify and open its Document Actions Menu.



3 Click **Certify Document**.

- 4 Go through the checklist presented to you.

Certify Document

PLEASE CONFIRM THAT YOU'VE VERIFIED ALL OF THE ITEMS

I confirm the image(s) are an exact copy of the original document

Prior to scanning I removed all wallets/staples/binding/paperclips

All pages were scanned and are present in the correct sequence and orientation

No headers, footers, or corners of the pages and document are cut off

Nothing is blocking document content, such as bent corners

The scanned pages are clear and the content, signature(s) and all text is legible

The scanned copies reflect all and any attributes of the paper document that are in color which are critical to the interpretation of the content in the document

No content from the original document was removed such as the fax header information

- 5 Once you're satisfied the checklist has been carried out accurately, at the bottom of the frame, click **Finish**. Cancel if you weren't able to confirm all of the list items.

Cancel

Finish

- 6 A new window opens. Enter your **login credentials** to complete the certification process.

Please Provide Your Credentials

Username*

Password*

Cancel

OK

- 8 **Refresh** the documents list.

- 9 A **green star** marks certified documents.