

How to Create Manual Placeholders



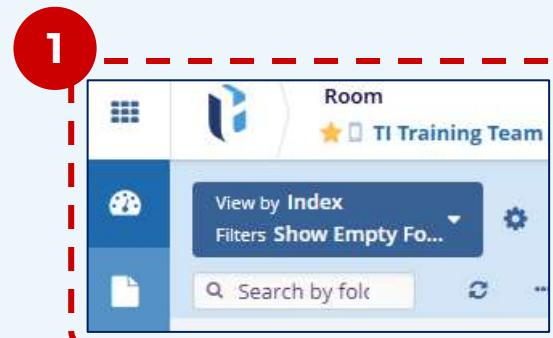
TI version 10.8

APPLICABLE TO:

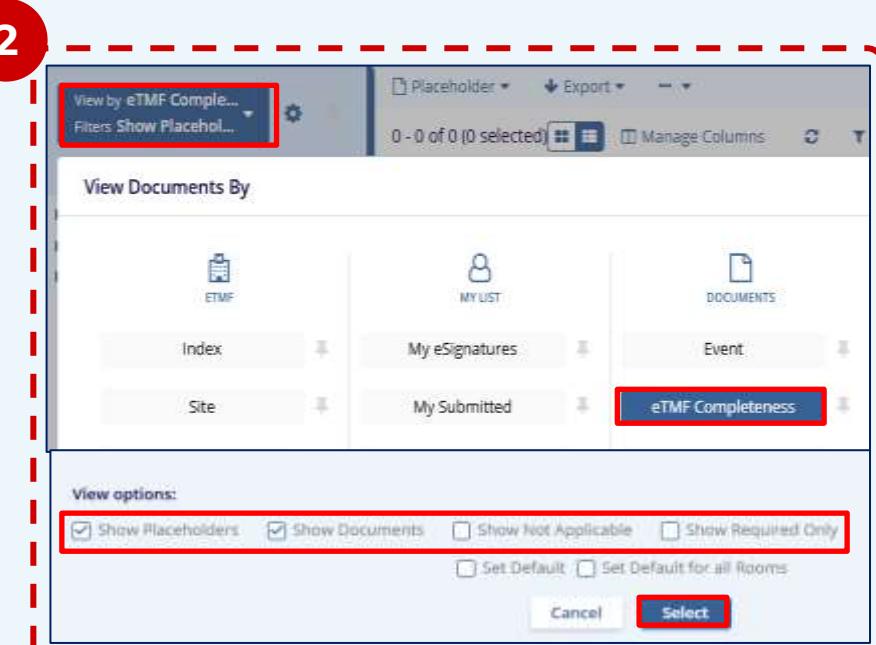
- Admin
- Manager
- Editor
- Reader

eTMF

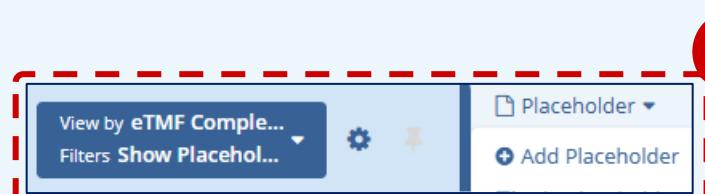
- 1 Log into the room and navigate to the **Documents Module**.



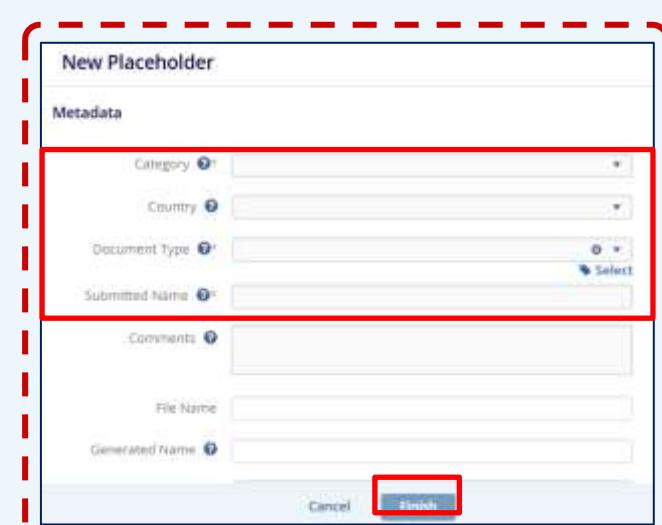
- 2 In the “View By” pane, select the **eTMF Completeness** view, and select which items will be shown in the grid by clicking the filters.



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



- 4 Complete the required fields for the document placeholder and click **Finish**. A manual placeholder is then created.



Note: Document Placeholders added in this manner will be marked as “ADDED MANUALLY”.

