

APPLICABLE TO:

Admin

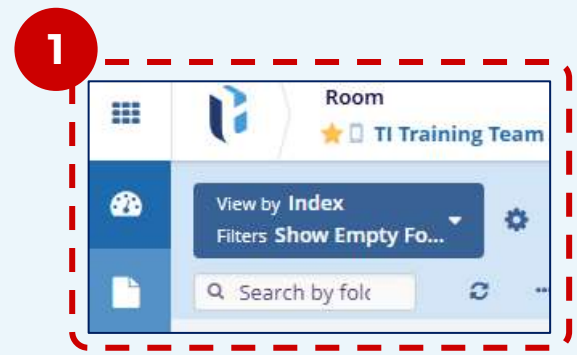
Manager

Editor

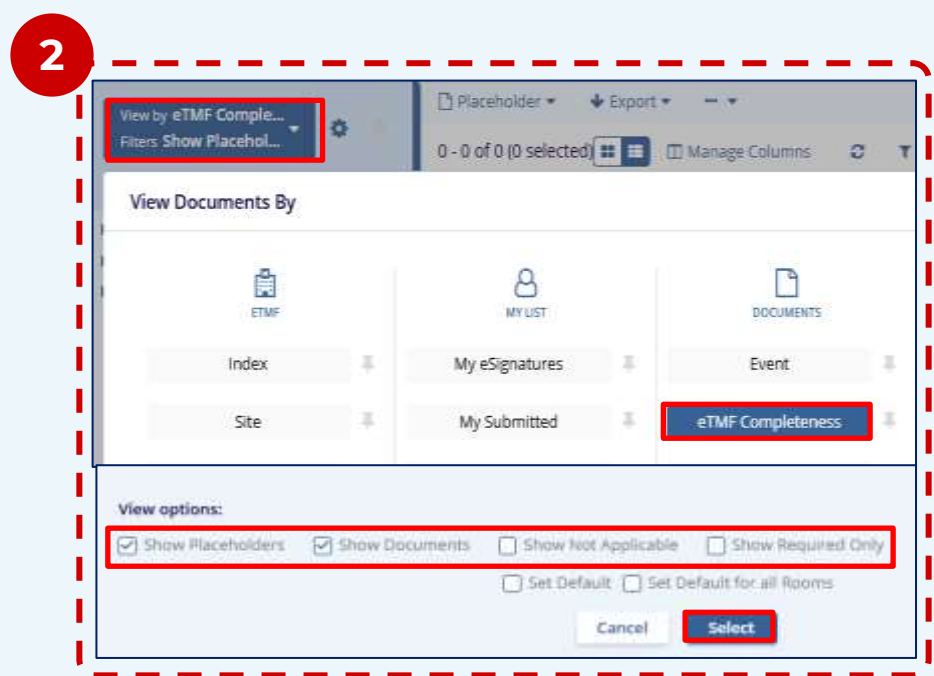
Reader

eTMF

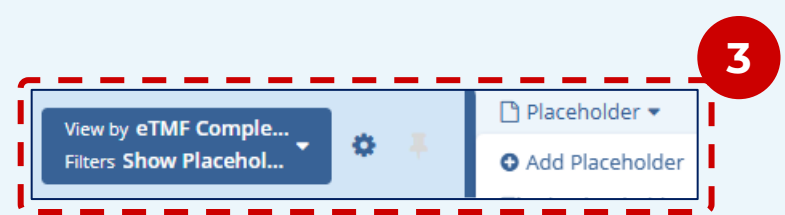
1 Log into the room and navigate to the **Documents Module**.



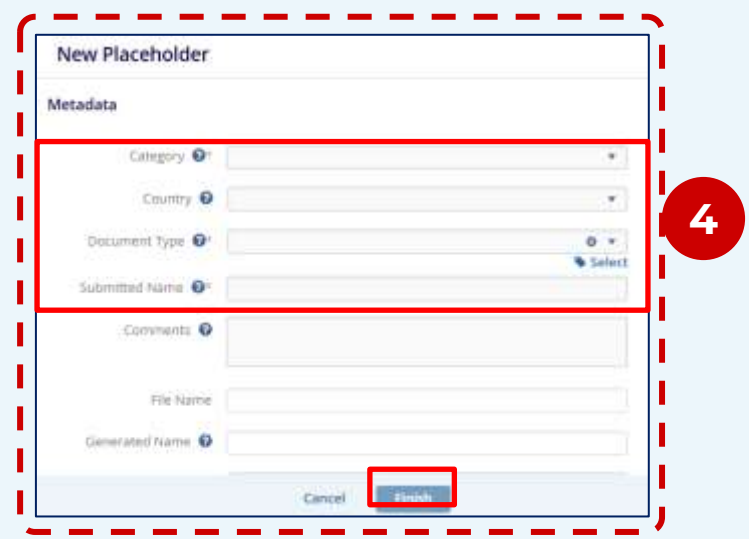
2 In the “**View By**” pane, select the **eTMF Completeness** view, and select which items will be shown in the grid by clicking the filters.




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”.

 Expected Protocol Amendment 2_Site002		Investigativ...	Protocol A...	MISSING
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