

APPLICABLE TO:

Admin

Manager

Editor

Reader

eTMF

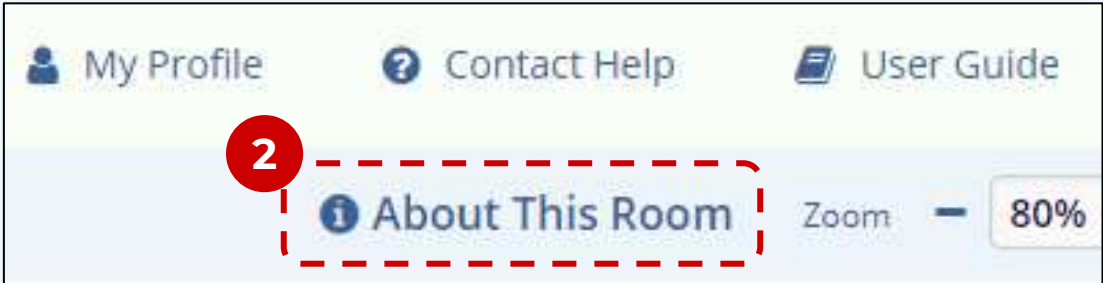
TI eTMF rooms can be configured to accept document submissions by email, adding flexibility to the submission process and enabling non-user actors to contribute to the eTMF (depending on configuration).  
This document details the process of email submission of documents.

## Locating the inbox address

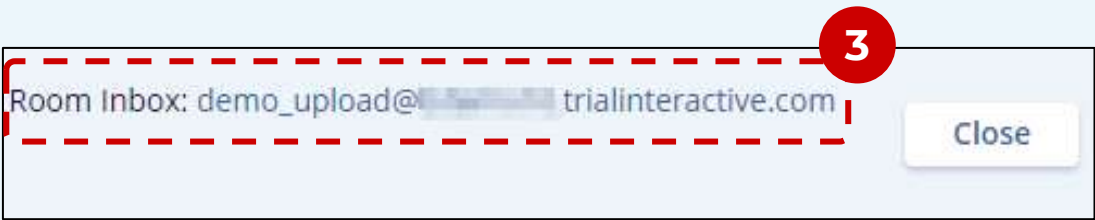
- 1
- Log into the required eTMF room.  
Access the *User Name* menu.



- 2
- Click on **About This Room**.



- 3
- The inbox address will be displayed in the bottom ribbon, next to the *close window* button.



If you are not a registered user, you may contact the eTMF Owner or equivalent to get the email address information.

## Submitting content to eTMF

- 4
- Users can employ their preferred email service to send content. Start drafting a new email.  
This image, taken from MS Outlook, serves only as an example.



**5** Use the **room inbox address** as the recipient of your email (make sure no alteration is present).

**6** You may copy other parties using the **carbon copy** function.

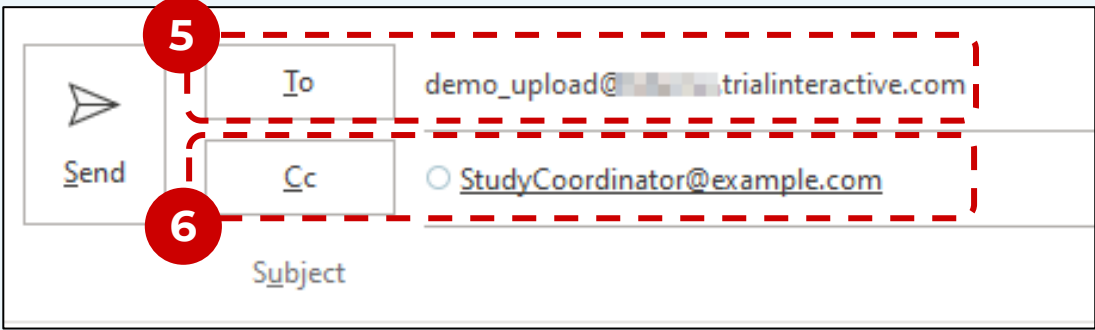
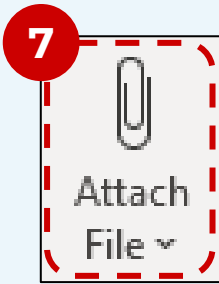


Diagram illustrating the email composition form with annotations:

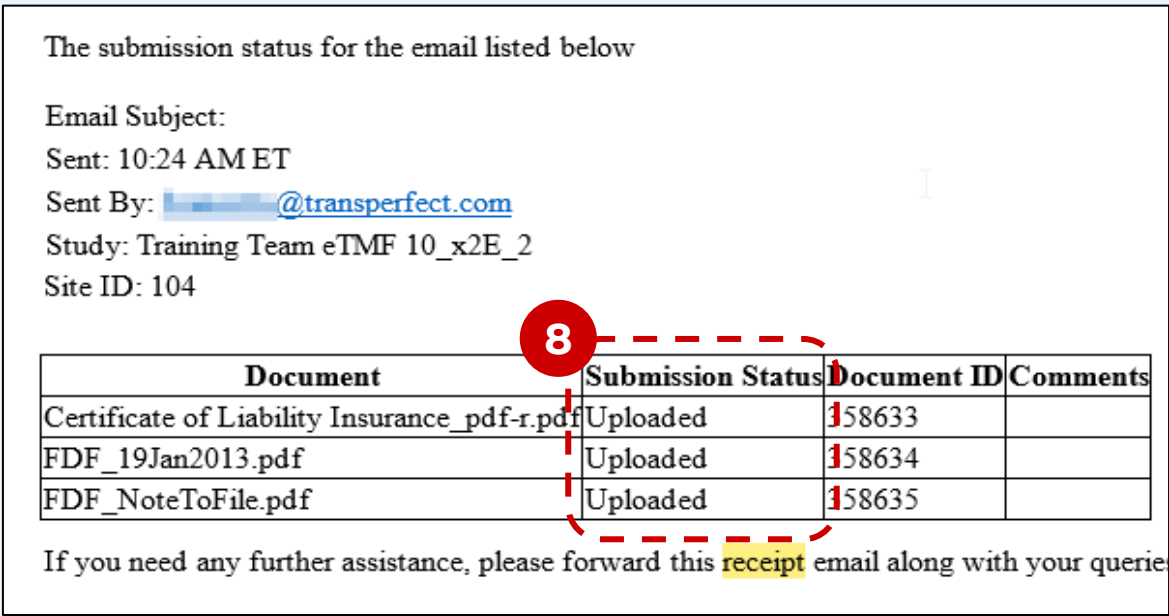
- 5** Points to the **To** field containing `demo_upload@trialinteractive.com`.
- 6** Points to the **Cc** field containing `StudyCoordinator@example.com`.

**7** Attach the content you wish to send. Most document- and media-type files are accepted.



Check with your eTMF team if compressed files are accepted. File size limits are also in place (currently max 1GB per upload).

**8** Send your email. A receipt will be emailed to you, detailing the processed attachments.



The submission status for the email listed below

Email Subject:  
Sent: 10:24 AM ET  
Sent By: `@transperfect.com`  
Study: Training Team eTMF 10\_x2E\_2  
Site ID: 104

Document	Submission Status	Document ID	Comments
Certificate of Liability Insurance_pdf-r.pdf	Uploaded	158633	
FDF_19Jan2013.pdf	Uploaded	158634	
FDF_NoteToFile.pdf	Uploaded	158635	

If you need any further assistance, please forward this receipt email along with your queries.

Annotation **8** points to the **Submission Status** column in the table.