

How to Mark Placeholders as Not Applicable in SSU

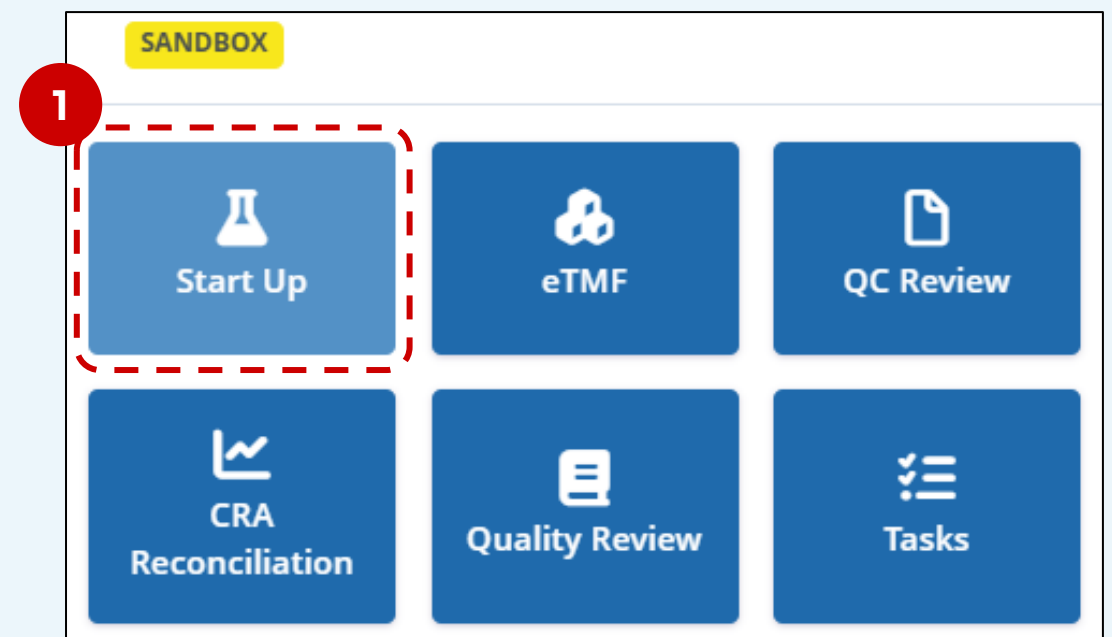
TI version 10.8

APPLICABLE TO:

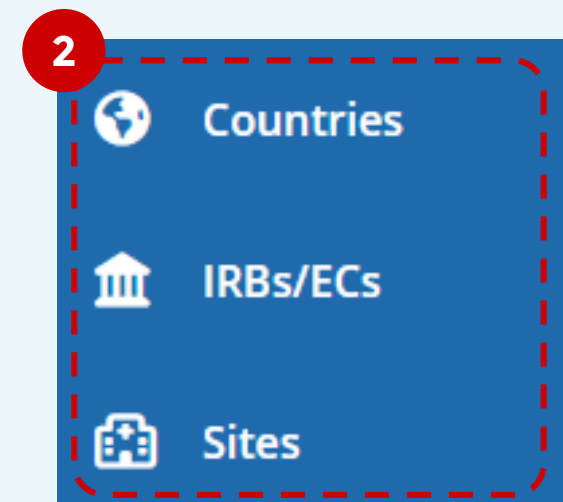
- Admin
- Manager
- Editor
- Reader
- SSU
- eTMF

Occasionally, circumstances may change so that a document that was expected will not in fact be needed. In such cases, it is important to document the change by marking the placeholder N/A so it is delisted from required documents and reports.

1 Enter a room and navigate to the **Start-Up** area.



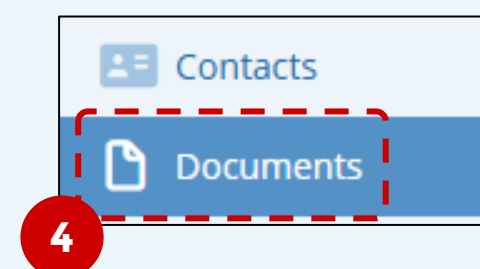
2 Select an entity containing lists of required documents (country, site, IRB).



3 Select the entity by clicking on its name



4 Select **Documents** from the left-hand panel.



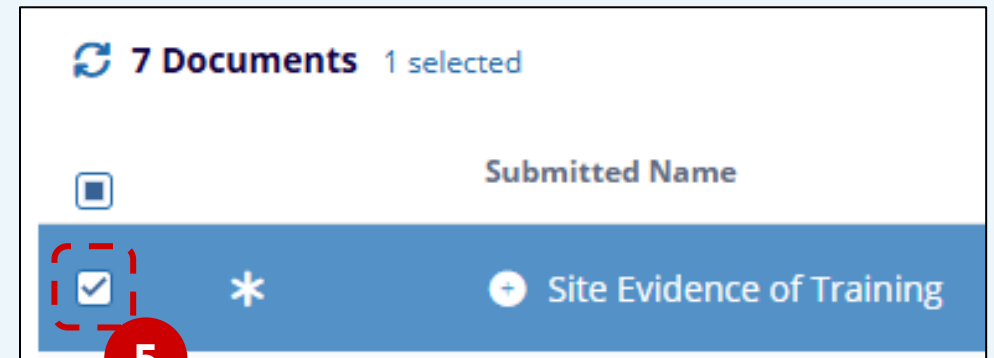
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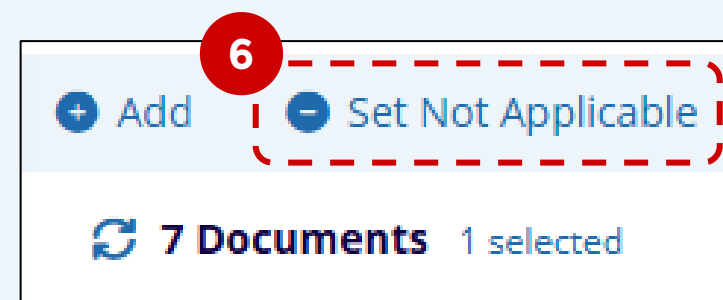
5 Identify and **select** the placeholder for the document that will be no longer required.



Remember to use the Missing or Required filters at the top of the page to display placeholders for the selected entity.



6 Click on the **Set Not Applicable** button in the menu bar.



7 Provide the reason for the change. Click **Set Not Applicable** to finish.

