

# How to Publish Start-Up Docs to the eTMF Module

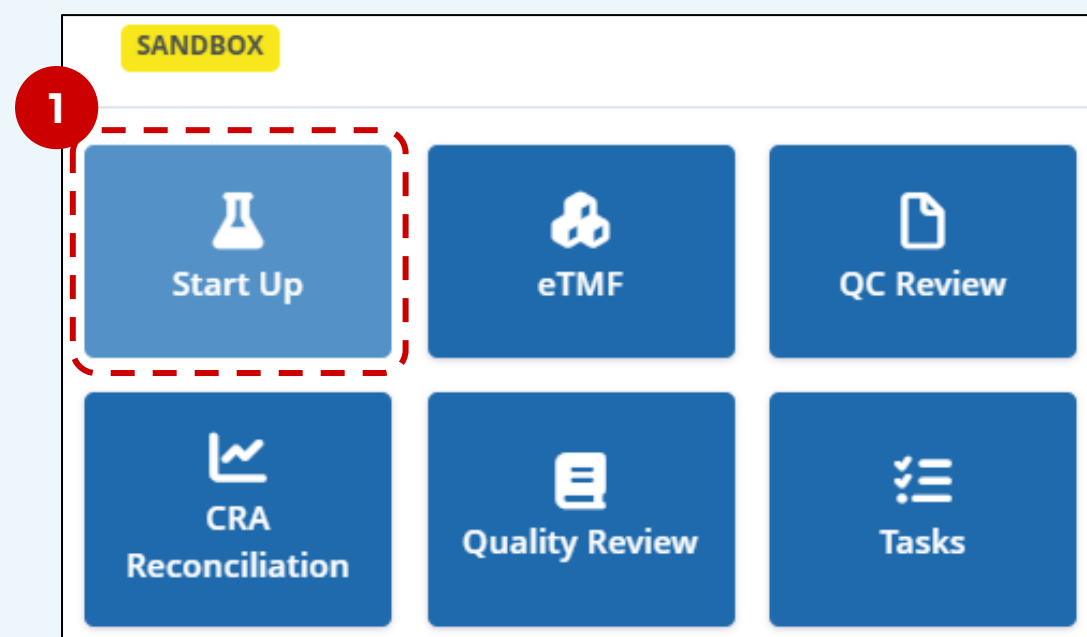
TI version 10.8

## APPLICABLE TO:

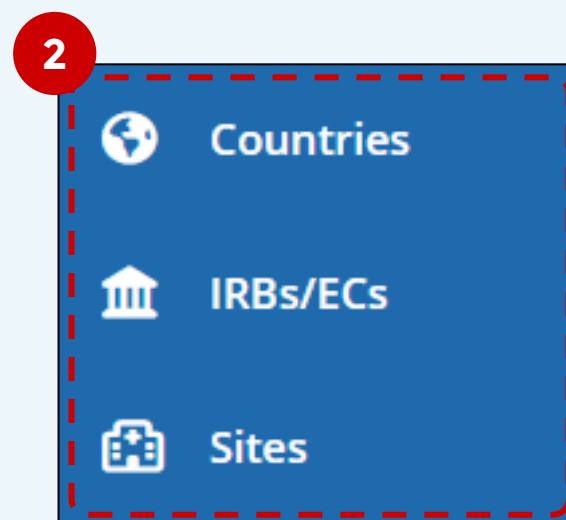
- Admin
- Manager
- Editor
- Reader
- SSU
- eTMF

Documents that have exhausted their cycle in the SSU module (typically, documents that have passed all review steps) can be moved to the eTMF for permanent archival. This function can be executed by SSU Specialists or Admins. Note that documents can automatically be moved to the eTMF during Site activation as well.

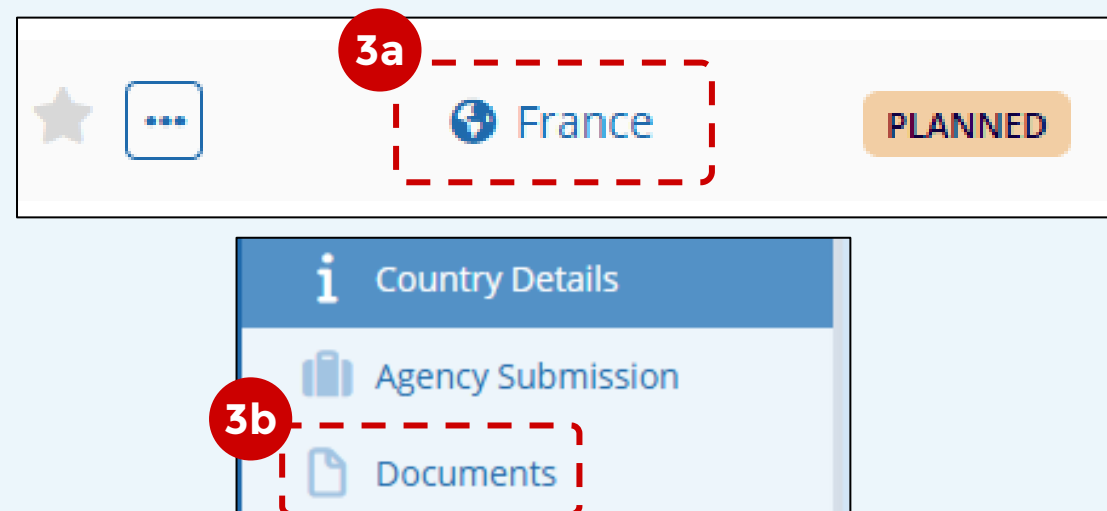
**1** Enter a room and navigate to the **Start-Up** area.



**2** Select any entity type containing required documents (Country, Site, IRB).



**3** Click on the **name** of a specific entity to open its details. Afterwards, select the **Documents** option in the left-side panel.



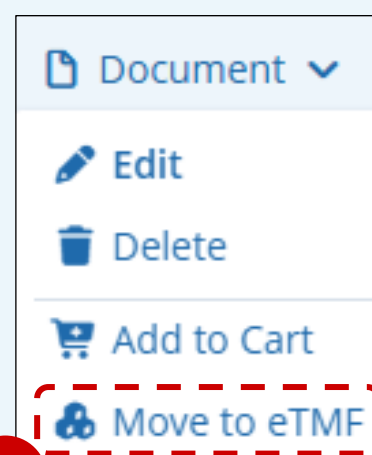
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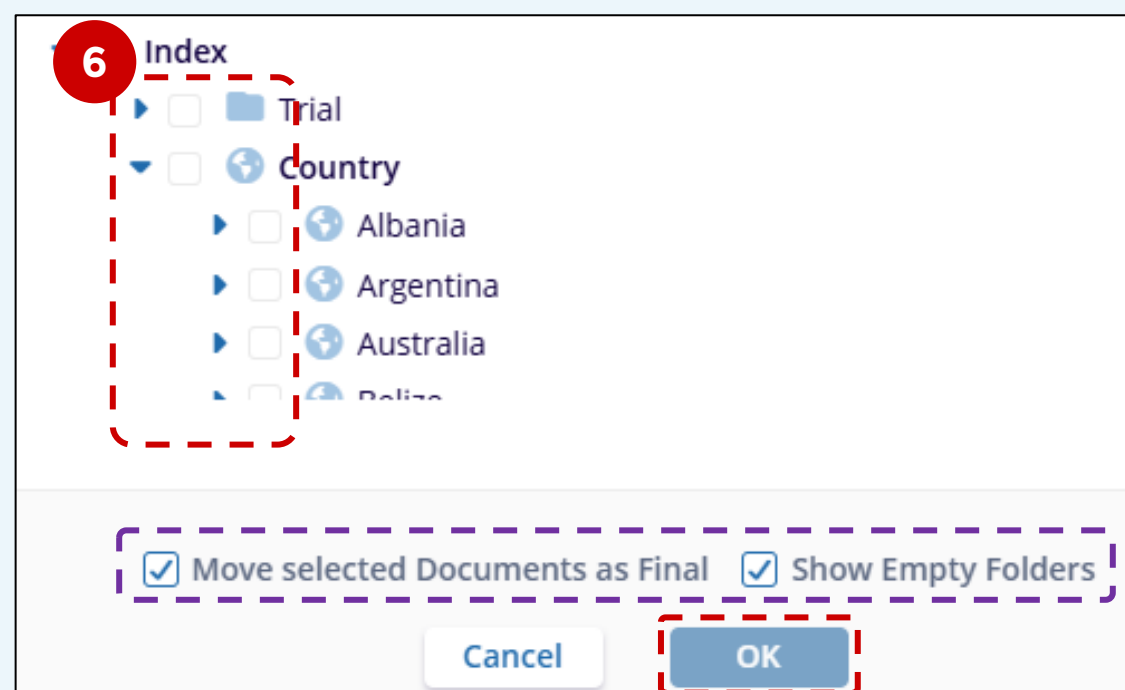
**4** Identify documents that are approved or that otherwise need to be copied to eTMF. Select them using the checkboxes provided.

<input type="checkbox"/>	Submitted Name	Essential Document Stat...	Regulatory Approval Stat...
<input type="checkbox"/>	Training Test Document	APPROVED 23 Mar 2022	APPROVED 02 Jun 2023
<input type="checkbox"/>	Training-Evidence_V02-27-20...	PENDING	

**5** Click on the Document dropdown in the menu bar and select **Move to eTMF**.



**6** Use the folder tree, or Search for a match, to **select the folder** where the document(s) will be published. You may have **additional options** available as checkboxes, Click **OK** to finalize.



**7** Documents moved to eTMF carry a specific icon.

