

How to Send the Regulatory Packet in Study Start-Up

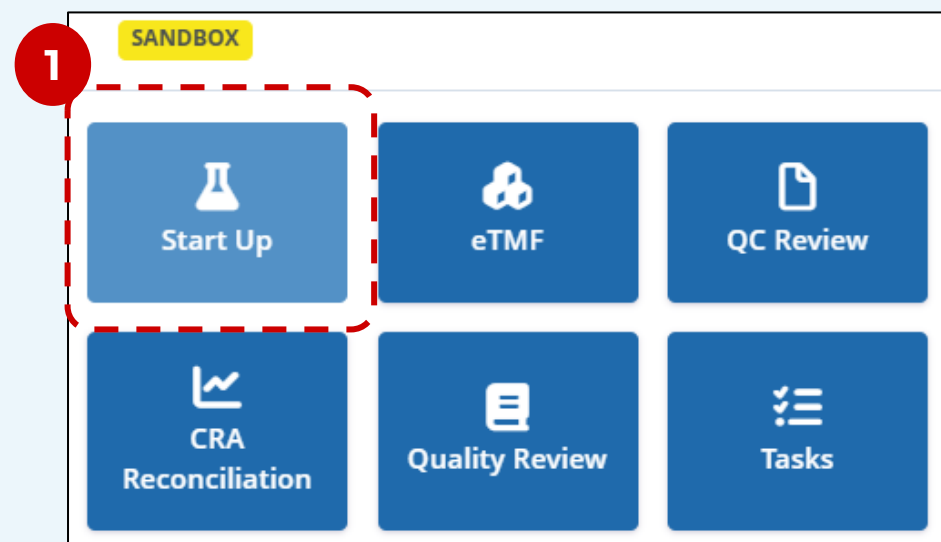
TI version 10.8

APPLICABLE TO:

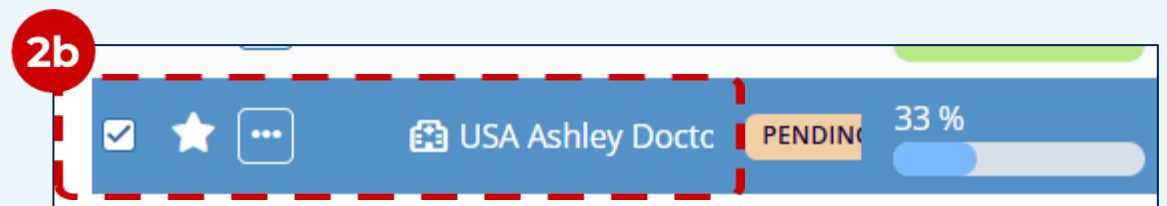
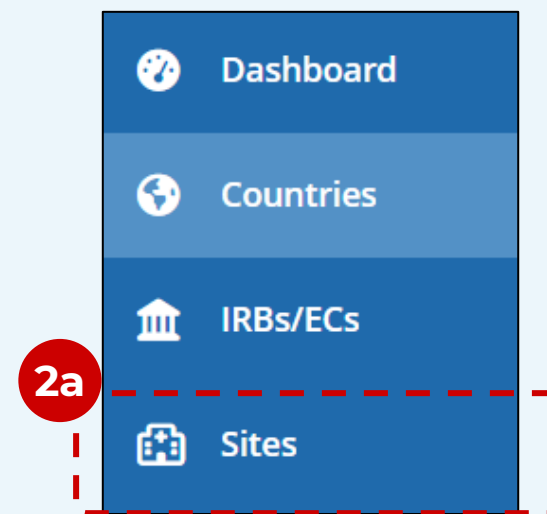
- Admin
- Manager
- Editor
- Reader
- SSU
- eTMF

The Study Start-up Module allows for direct electronic sending of Regulatory Packets to sites. This helps to boost efficiency and allows for real-time compliance tracking within SSU directly. This job aid assumes that the Reg. Packet document templates are already created. See: *How to Create Reg. Packet Document Templates* for additional information.

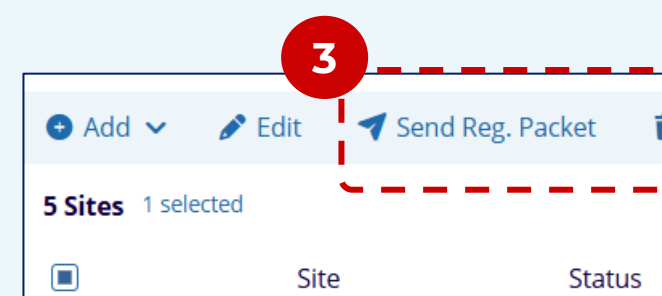
1 Enter a room and navigate to the **Start-Up** area.



2 Click on the **Sites** icon from the left-side navigation panel, then select a specific Site by clicking on the checkbox next to the site name.

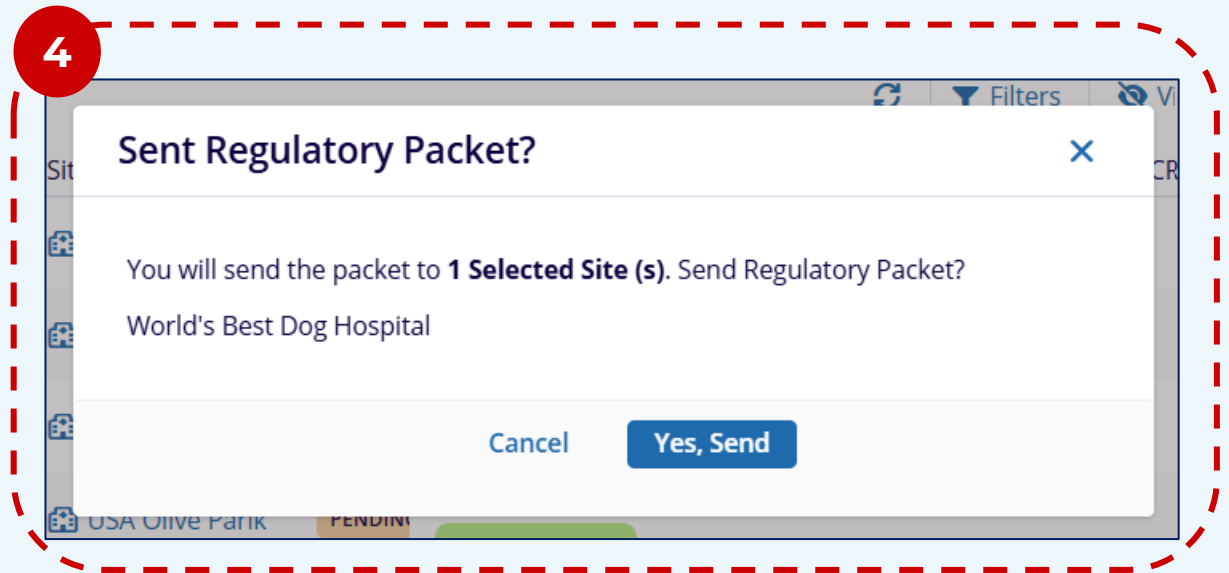


3 Once the Site has been checked, click the **Send Reg. Packet** button from the toolbar at the top



4 Click the **Yes, Send** button to send the regulatory packet.

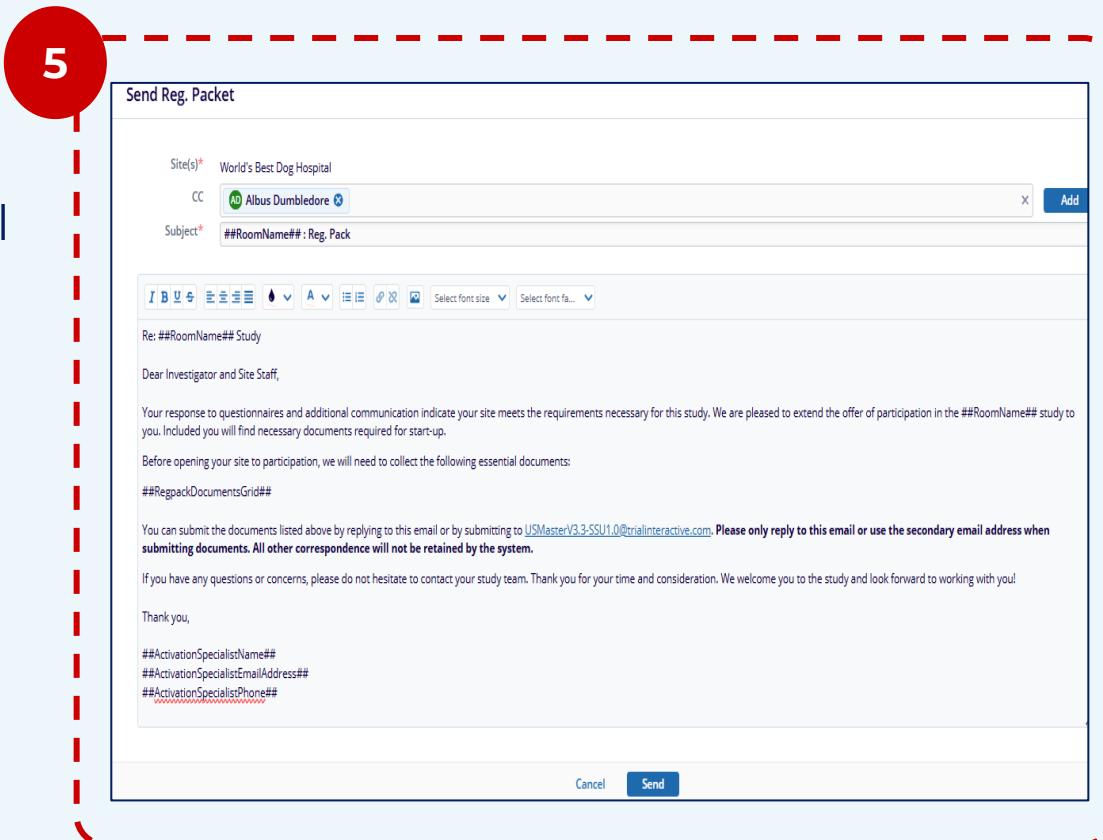
If you wish to discard, click **Cancel**.



5 Once the **Yes, Send** button has been clicked, the Reg. Packet email preview will populate



Note: The default email recipient will be the person chosen as the *Main Contact* at the Site. Users can add additional personnel if necessary by clicking the **ADD** button next to the CC: line.



6 The **Send Regulatory Packet** notification message is displayed on the top right side of the screen confirming the packet was sent successfully.

