

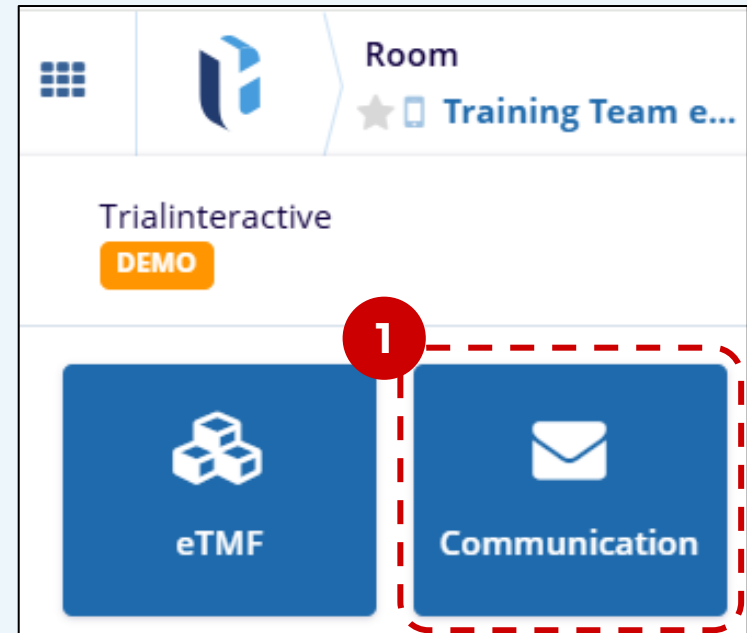
# How to Review Communications for Relevance

TI version 10.7

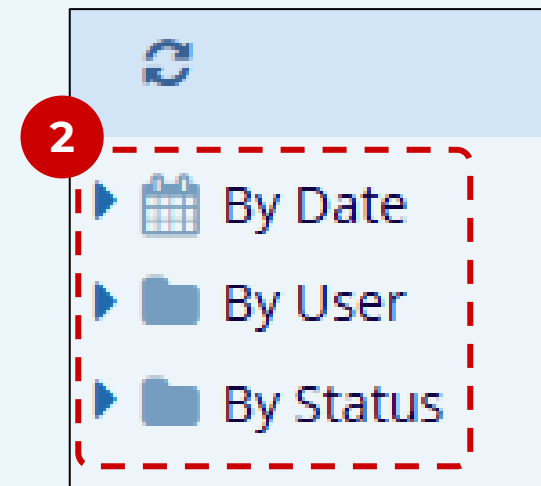
## APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- eTMF
- Collaborate

**1** Enter a room and access the **Communication** area.



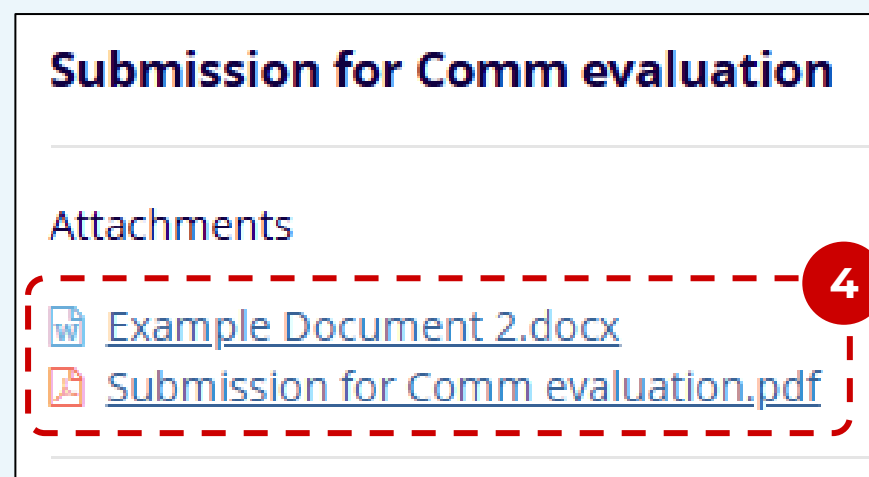
**2** Select your preferred **display mode**: By Date, By User (submitter), or By Status.



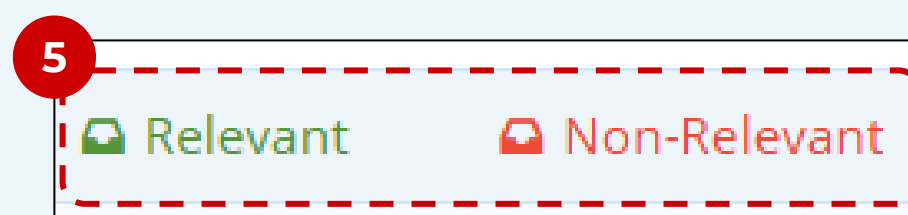
**3** **Select** a received communication that is marked as Pending.


1 - 1 of 1 (0 selected)					
<input type="checkbox"/>	Sent Date	Title	Sender N...	Sender A...	Status
<input checked="" type="checkbox"/>	31 Oct 202...	Submissio...	Ivanzetto...	Ivanzetto...	Pending

- 4 In the side panel (to the right) access the attachments to review the submission. The number of attachments varies.



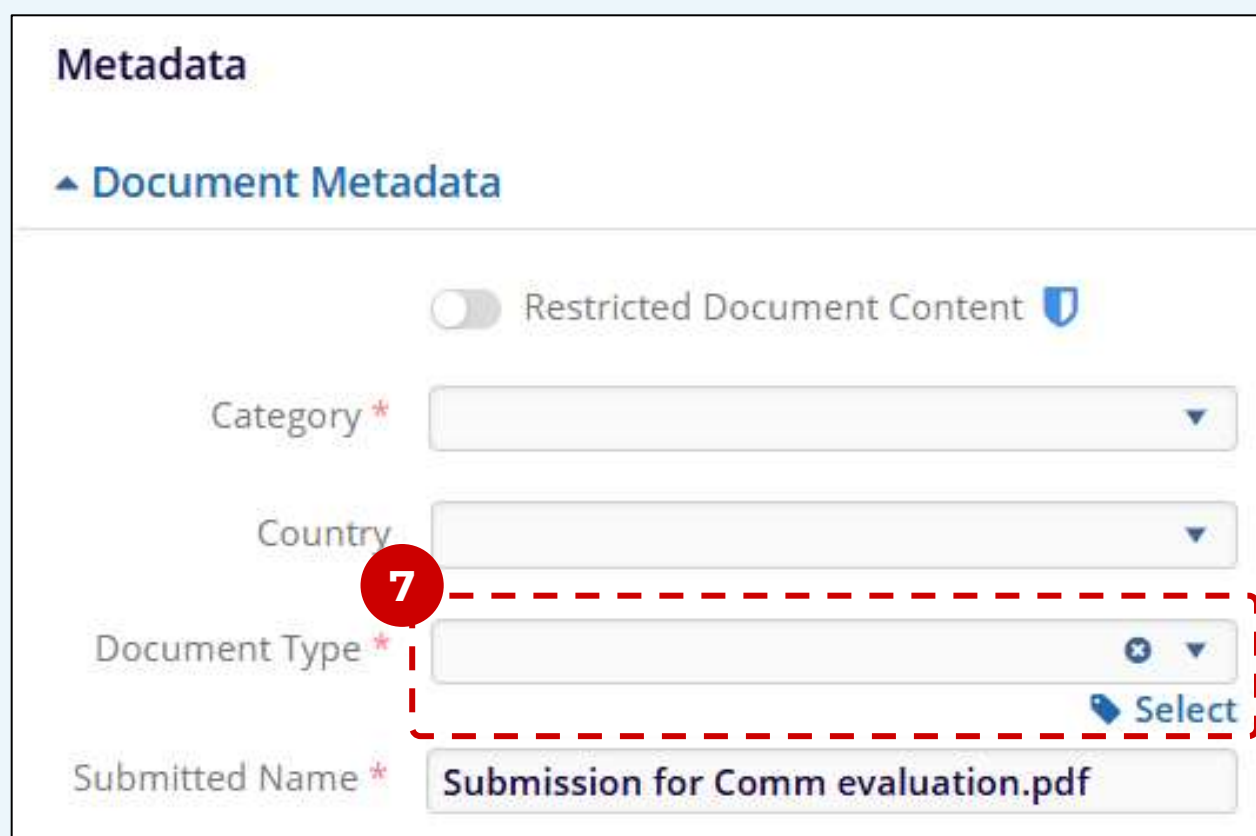
- 5 Once you have reviewed the content, decide if it is **Relevant** or **Non-Relevant**.



 Non-relevant submissions will remain inactive but not deleted.

- 6 By choosing **Relevant**, you are indicating that the system should generate one or more new documents for the study room using the submission file(s). A document creation window appears, where metadata must be added.

- 7 We'd recommend starting the metadata configuration process with the **Document Type** field.

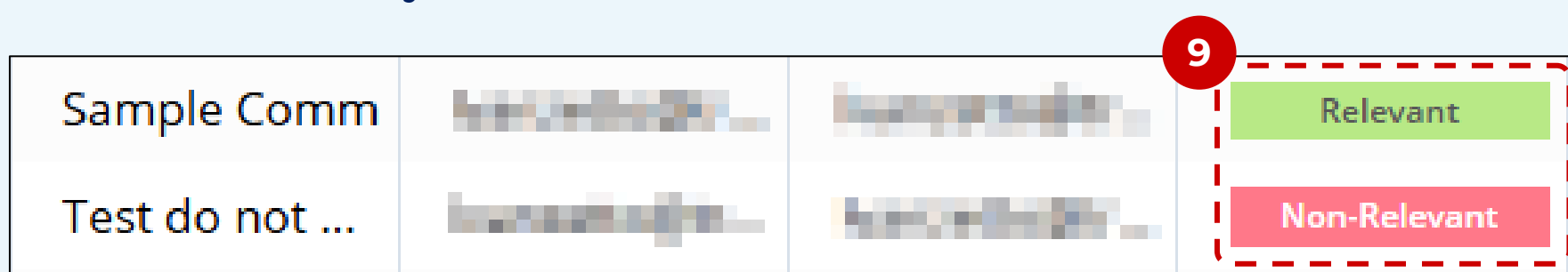


- 8 When a submission consists of multiple files, you may find the controls at the bottom of the window helpful. These allow you to **skip** creation of a document you don't deem necessary for the eTMF, as well as **copy the selected Metadata** to the next document.



- 9 When you have set all the documents, click **Finish**. This generates documents that will undergo the normal QC process in the eTMF.

- 10 Relevance status is clearly marked in the submissions list.



A screenshot of a submissions list table. A red circle with the number '9' is positioned at the top right. A dashed red box highlights the 'Relevant' and 'Non-Relevant' status indicators in the rightmost column. The table has two rows: 'Sample Comm' and 'Test do not ...'. The 'Relevant' indicator is a green box, and the 'Non-Relevant' indicator is a red box.

Sample Comm	[blurred]	[blurred]	Relevant
Test do not ...	[blurred]	[blurred]	Non-Relevant