

Scanning Process Overview

When documents are available in paper only, a [Transmittal](#) is created and included in front of the documents as they are scanned.

The Study Items are marked as [Expected Documents](#) in eTMF.

After scanning, the scanning software releases the scanned documents into eTMF

- If all metadata is present, document goes directly to [QC](#)
- Otherwise, goes to the [Work Area](#) of the person creating the transmittal for final [Indexing](#).

Centralized Scanning Operations Use Only		Program Code: Hydromorphone	Country: UNITED STATES
Scan User ID: _____	Study: CR017437	Site: 5222	
Batch Receipt Date: ____-____-____ (dd - mmn - yyyy)	Language: _____		
	Document Owner: Margaret Murphy		

Document Attributes	
Document Type (Document ID):	Investigator Regulatory Agreement (105.17)
Document Type Specific Attributes:	
Document Date:	
Document Receipt Date:	
Additional Information:	<input type="checkbox"/> Wet Signature/Raised Seal <input type="checkbox"/> Multilingual <input type="checkbox"/> All Required Signatures Present
Document Indexed To Multiple Document Types:	No