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 Document](#)s 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 [Index](#)ing.

	Trial Master File – Document Specific Cover Sheet	Batch ID #: _____

1000D3260000000000392BF   Version 1.0

DO NOT REUSE COVER SHEETS FOR OTHER DOCUMENT SUBMISSIONS

Centralized Scanning Operations Use Only	Program Code: Hydromorphone	Country: UNITED STATES
Scan User ID: _ _ _ _ _ _ _ _ _ _	Study: CR017437	Site: 5222
	Language:	
Batch Receipt Date: __ __ - __ __ __ - __ __ __ __ (dd - mmm - yyyy)	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:

☐ Wet Signature/Raised Seal   ☐ Multilingual   ☐ All Required Signatures Present

Document Indexed To Multiple Document Types: No