

Managing Expected Documents

Finding Expected Documents in the Work Area

To see [Expected Documents](#) in your [Work Area](#), go to the Narrow Choices panel and select **Expected** from the Document Status facet.

***Note:** These expected documents are mostly private to you. Most other users can't see your expected documents, however, other users **will** be able to see the fact that you have [Uploaded](#) a document against a specific study item. Users with appropriate permissions will be able to view your Work Area and thus see your expected documents.*

Completing Indexing

If you have created an expected document, you can add more [Indexing](#) information to that expected document before creating the transmittal.

To add indexing information to an expected document:

1. Click the Name of the Expected Document in your [Work Area](#).
2. Add or Edit the values in the Metadata tab.
3. Click Save when the information has been updated.