

Create Expected Documents

You can create expected [Study Items](#) by clicking the **Create Expected Documents** button in the [Work Area](#) or from the Actions menu of a study item. The Create Expected Documents button will display the Create Expected Documents screen.

You can use the Create Expected Documents screen to plan for the scanning of [Ad-hoc](#) documents and other documents without matching Study Items. Select the appropriate study, country, and site and indicate the number of expected documents to create. You can create a maximum of 100 [Expected Documents](#) at once. The expected documents will be created in your Work Area where you can match to study items, provide metadata, and generate [Transmittals](#).

If study items already exist for these documents, it is more efficient to locate the study items and create expected documents for them as the manual step of matching to a study item will not be needed.