

Mark All Items as Fulfilled

The Mark Item Fulfilled function allows a Study Owner to record that a [Study Item](#) will not be fulfilled by a document in the eTMF. Marking a study item as fulfilled will allow the item to be tracked in the metrics as a fulfilled study item as opposed to having the item show as missing.

How to Mark all Items as Fulfilled

To mark all Study Items as Fulfilled, select the Actions Menu above the items list and select "Mark All As Fulfilled." If there are more than 50 items in the study you will be alerted that you can only Fulfill a maximum of 50 tasks at a time. Clicking Ok on the alert will allow you to proceed with the first 50 items selected.

The Mark All Items as Fulfilled screen will display. If there are items in the study that could not be marked as fulfilled, the screen will display an alert saying that the Study Items that could be marked as fulfilled are shown below.

Choose a reason from the **Reason** drop-down and enter additional **Comments** if necessary.

Review the list of Study Items and deselect any that you do not wish to mark as fulfilled. Once the list has been reviewed, click **Mark Selected Fulfilled**.

The selected Study Items will now appear as Fulfilled without Content (icon), and the change to the Study Items will be recorded in the Audit Trail.