Associate Program Document

A Study Owner is responsible for associating finalized program level documents with the appropriate study items across studies. Once associated, the study item is *Fulfilled*.

To associate a **<u>Program Level Document</u>** to a <u>Study Item</u>:

- 1. Navigate to the study item list for a study.
- Locate the program level study item. You can use the Level facet on the <u>Narrow Choices</u> panel to limit the study item list to those items that are solely program level.
- 3. Select "Associate Program Document" from the study item's Actions menu. NOTE: The "Associate Program Document" option will only appear if a program level study item has been selected.

TMF The User Home	🛐 Inbox 📄 Work Area 🔛 Metrics 👹 More		🗐 0 💿 🕤 Mary Murphy -
🙃 🔎 🖿 SPH5654 🔹 🖉 file Study Items 🔹 🖉	C ALL COUNTRIES - Q ALL SITES -		Search Study Items
FILTERS FOLDERS Image: Content Status O of 1 Final 1	1 ITEMS FOUND &	sc	RT: STUDY ITEM NAME (A-Z) - VIEW DETAILS >
Study Item Status 0 of 1 Fulfilled 1 0 Due Date 0 of 2 Before Today 1 0	Ref Model ID: 02:01:01 Doc Type ID: 101:01 Sevel: Program	Due Date: 07-Jan-2015 Milestone: Study Milestone - FSFV	
Custom Start Date:			Associate Program Document Mark as Fulfilled
Level 1014 Program 1 Site 273 Study 60 Country 30			Report an Issue View Audit Trail
Milestone Organization			
Category IP Green Light			
Finalization Date Document Owner			
Document Submitter Document Date			+ 1 - 1 of 1 items
Finalized By Froiration Date			

4. On the Associate Program Document screen, Final documents that match the document type of the study item are listed. Select the check box for the appropriate document and click Associate.



The study item will appear as final and fulfilled.

Note: If no documents are displayed in the Associate Program Document window, no documents match the document type of the selected study item.