

Provide Users with eUpload Access

Users who need access to eUpload must be added to the **TMF eUpload Users** feature group. TMF Contributors group, System Administrators, and Wingspan Support Personnel are added to this group by default, but you can add additional users at your discretion.

1. From the **More** menu on the User Home Page, select **View eTMF Configurations**.
2. Select **Groups & Roles** from the breadcrumb menu.
3. On the Groups & Roles page, enter “eUpload” in the Search field to search for the **TMF eUpload Users** group.
4. Select the **TMF eUpload Users** hyperlink from the search results to access the Edit Group dialog.
5. To provide one or more individual users with access to eUpload, scroll down to the **Member Users** field and click **Select Users**. On the Select Users dialog, select the checkbox for each user you want to add as a member. Use the Search field on the left to search for a specific user using text or use the filter fields to narrow down the list of users using available criteria. Click **Apply**.
6. To provide one or more groups with access to eUpload, scroll down to the **Member Groups** field and click **Select Groups**.
7. On the Groups & Roles dialog, select the check box for each group you want to add as a member. Use the Search field on the left to search for a specific group using text or the filter fields to narrow down the list of groups using available criteria.
8. Click **Apply**.
9. Select **Save** on the Edit Group dialog.

Members of the TMF eUpload

Users group will have access to the same studies in eUpload as

they have access
to in eTMF.