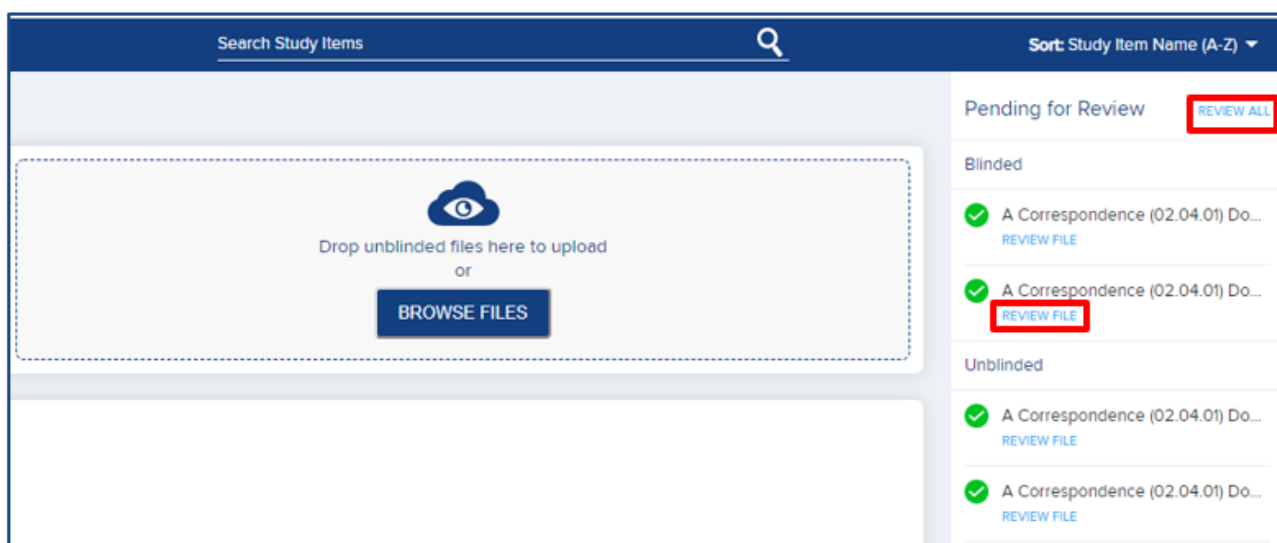# Reviewing and Submitting Documents

You can choose to review a single uploaded document by selecting the Review File link for the document in the right panel or to review multiple documents by selecting the Review All link in the right panel.

Selecting the link takes you to the Review Files page, where you can view a PDF rendition of the first page of the available documents, complete missing metadata (if needed), and submit.
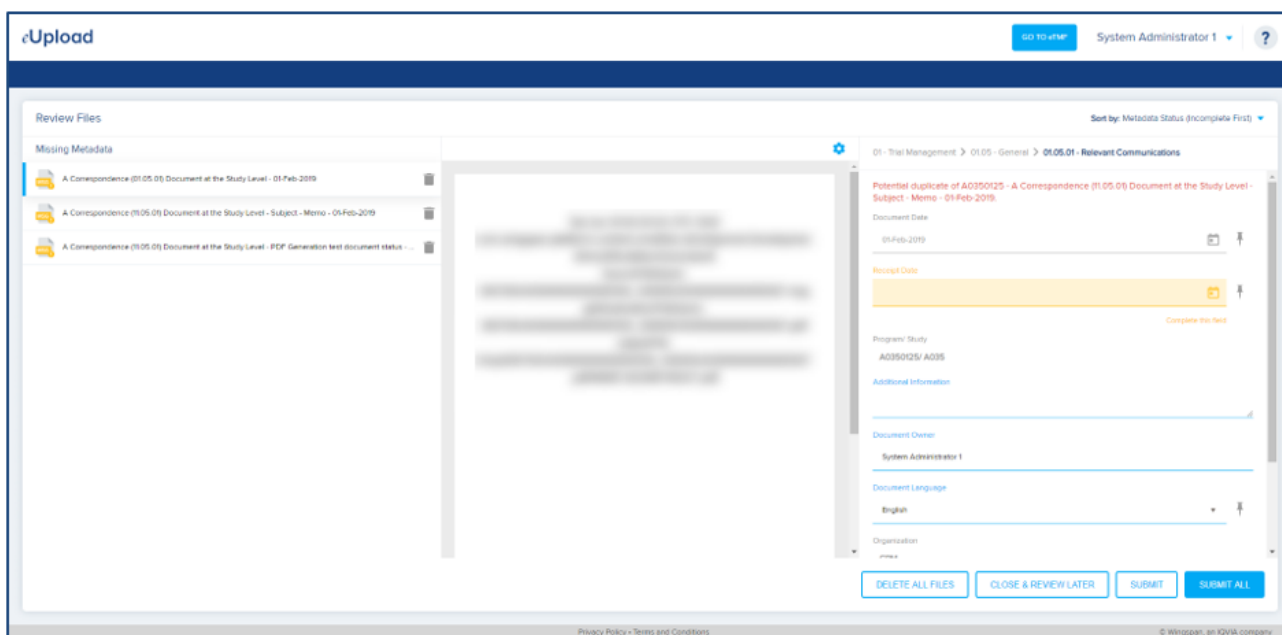
On the left of the
Review Files page, the document(s) available for review are
displayed. If you
selected to review only one document on the previous page,
this list will
contain only that document. If you selected to review all
documents, the list
will contain all documents available for review (i.e.,
documents that have not
been deleted or submitted from eUpload). If the list displays
multiple
documents, you can use the [sort](#)
options to display the documents in a logical order. For
example, you may want
to display all documents with incomplete metadata first.

A shaded indicator
provides additional information about each document:

- Green (check mark) – all required metadata fields have
  values (Note: Only Outlook .msg files uploaded can have
  this indicator, as the system extracts specific metadata
  directly from the file during the upload)

- Yellow (!)- all required metadata fields do not
  have values
- Red (x) – document was not uploaded due to an
  error

When you select a document with a green or yellow indicator,
the first page of the document's content is displayed in the
middle panel, and the document's metadata fields are displayed
in the panel to the right. You can complete empty fields or
change fields values as appropriate. Any values you specify
are not saved unless you submit the document.

When you select a document with a red indicator, the specific
error encountered during upload is displayed in the panel to

the right. Because the upload failed, your only choice is to delete the document.

You can choose to review and submit documents individually, or you can choose to submit all documents at once without reviewing. When a document is submitted, any changes to the metadata you've made in eUpload are saved, and the document is removed from eUpload. In addition, the document's status may update to either *InQC* or *Final*, based on the completeness of the metadata and the system's eUpload Workflow configuration.

Documents with complete metadata can always be submitted. Once submitted, these documents will either be sent to a QC task or automatically finalized, based on the configuration of your system.

Documents with missing metadata can be submitted only if your system is configured to allow the submission of documents with incomplete metadata. If your system is configured in this way, these documents will either be sent to an Indexing task or will remain in your eTMF Work Area for further indexing.