Complete Document Metadata

For each document uploaded in eUpload, the following metadata fields are displayed. Fields that are required are displayed on the Review Files page in eUpload in yellow.

Field	Availability	Value	Editable
Doc Type ID	Always displayed	The doc type ID of the selected document	No
Ref Model Subtype	Only displayed if the document type is configured with Ref Model Subtype as an editable attribute	Blank if you uploaded to an artifact folder Otherwise, the name of the Ref Model Subtype folder you uploaded to	Yes
Subject	Only displayed if document type is configured with Subject as an editable attribute	For .msg files, the subject of the email is used as the subject of the document (with the exception of references to FWD and RE) For other files, the file name is used as the subject of the document	Yes

Field	Availability	Value	Editable
Document Date	Always displayed	For Outlook .msg files, the sent date of the latest email is used as the document date For other files, the document date is blank	For non-.msg files only
Receipt Date	Always displayed	For Outlook .msg files, the receipt date of the latest email is used as the document date For other files, the receipt date is blank	For non-.msg files only
Language	Always displayed	The language is automatically detected when possible If auto-detection is not possible, then the language is blank	Yes
Program/Study	Always displayed	The program and study to which the document was uploaded	No
Country/Site	Displayed only if uploaded to a country or site	The country and site to which the country was uploaded (if applicable)	No

Field	Availability	Value	Editable
Organization	Always displayed	The organization for the document type; if multiple organizations are associated with the document type, only the first organization specified is displayed	No
Additional Information	Always displayed	Blank	Yes
Document Owner	Always displayed	The user who is logged into eUpload	Yes
Unblinded	Displayed only if study allows unblinded documents and the document type can be unblinded	Yes, if you uploaded to the Unblinded drop zone No, if you uploaded to the Blinded drop zone or if you uploaded to a study item and either the study does not allow unblinded documents or the document type cannot be unblinded Blank, if you uploaded to a study item, and the study can contain unblinded documents, and the document type can be unblinded	Yes

Field	Availability	Value	Editable
Restricted	Always displayed	Yes, if the document type is restricted No, if the document type is not restricted	No
Financial Interest Identified	Displayed only if the document type is configured to indicate that the document can contain financial interest information	Blank by default; select Yes or No to complete	Yes
IP Green Light	Displayed only if the document type is configured to indicate that the document can be relevant for a drug shipment	Blank by default; select Yes or No to complete	Yes

Note that your system may permit you to submit documents even if they do not have values in all required fields.

The Document Date,
Receipt Date, and Language fields can be made "sticky" to retain the value you
select and carry forward to other documents in the same review session. To use
the "sticky" feature, select the push pin icon next to the field. In the image
below, the push pin has been selected for the Receipt Date

field.