Submit Documents

You can submit a
document only if the document is eligible to be submitted. A document is
eligible to be submitted if:

- An error was not encountered upon upload
- If the document has missing metadata, the
  system is configured to allow documents with incomplete metadata to be
  submitted
- The document is not multi-indexed

Note: If multi-indexed, you must work on the document from your eTMF Work Area.

To submit a single
document, click the **Submit** button.
If the document has missing metadata, a confirmation message displays,
indicating that the document has incomplete metadata. Select
Ok on the confirmation message.

To submit all documents, click the **Submit
All** button. If any document has missing metadata, and the system is
configured to allow you to submit documents with missing metadata, a
confirmation message displays, indicating that one or more documents have incomplete
metadata. Select **Ok** on the
confirmation message.