

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.