## Request a Study Item to be Marked as Fulfilled without Content or Deleted

## To create a request for fulfillment or deletion:

A Contributor can request the study owner to fulfill or delete empty study items. Fulfilling an empty study item records that a study item will not be fulfilled by a document in the eTMF. Deleting removes non-core items completely from the study.

Before you begin: Ensure your user account has the "TMF Request Fulfill" permission group added.

- 1. In your study item list, go to an unfulfilled study item and select the more actions icon.
- 2. Select Request Mark as Fulfilled or Delete.
- 3. Enter a comment and select **Submit Request**.

A Delete or Mark Study Item as Fulfilled task is assigned to the study owner.

To complete a request for fulfillment or deletion:

- In your inbox, select the Delete or Mark Study Item as Fulfilled task.
- 2. View the contributor's comment and choose one of the following <u>actions</u>:
  - **Delegate** Enter a study owner in the recipient field and select **Delegate**.
  - Mark as Fulfilled Select the reason from the drop-down list and select Mark as fulfilled.
  - Delete Study Item Select a reason from the drop-down list and select Delete. Note: For more information, see Delete a Study Item.
  - Reject Enter a comment and select Action will not be

taken.