Sidney Kimmel Cancer Center at Thomas Jefferson University
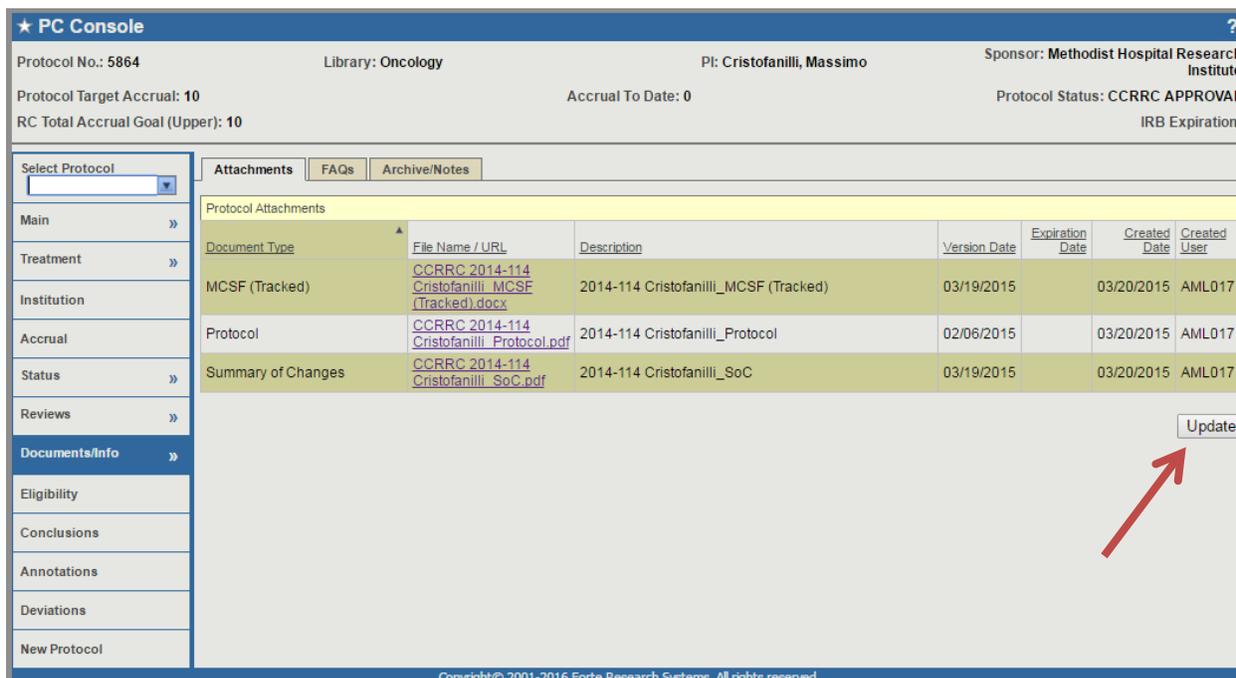NCI-designated

Clinical Research Organization

Title: **JeffTrial Uploading for MDG Coordinators**

What documents to upload?

The protocol that the MDG approved. Nothing else.

Instructions

1. Go to **PC Console** > **Documents/Info** > **Attachments**, and select **Update**

2. Select, **Add**

3. Fill in Document Type, Version Date, and Description.

Document Type: select, Protocol

Version Date: Enter the version date

Description: Write "MDG approved"

Expiration Date: Leave blank

Select, **File**

4.   Attach the file

Select, **Choose File**, and then browse to the protocol that needs to be uploaded, and select **Open**

5.   Select **Add**, then **Close**

You're done!