

Clinical Research Organization

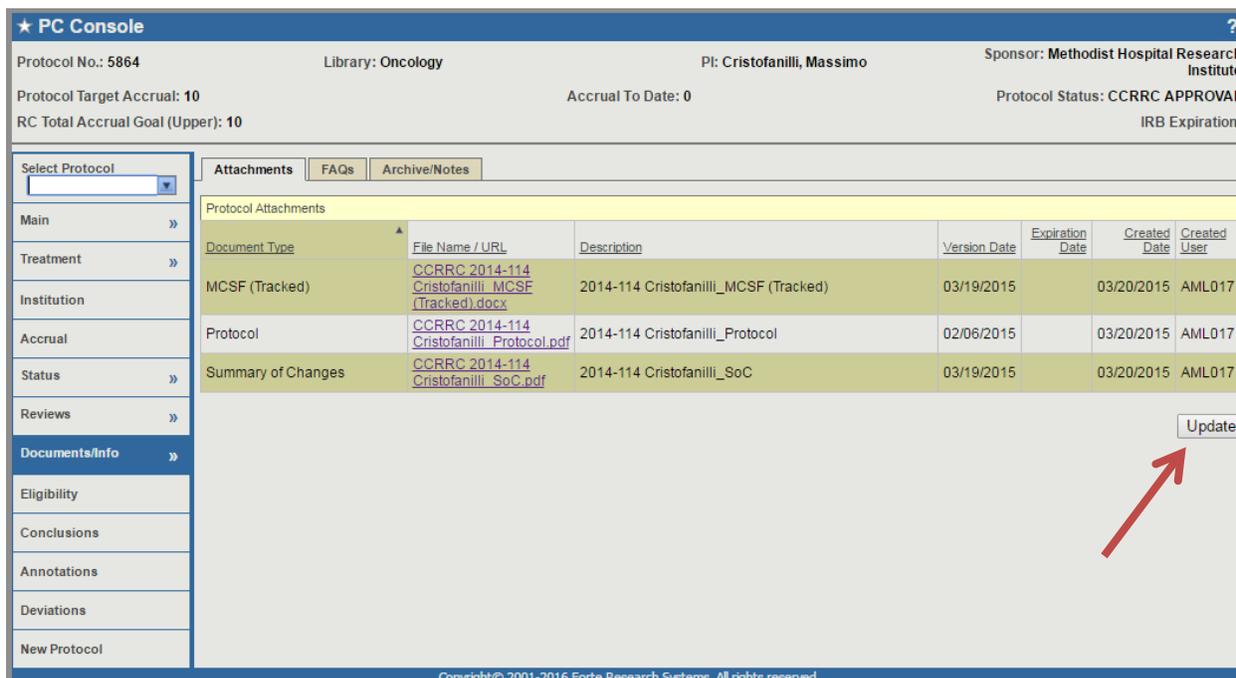
Title: **JeffTrial Uploading for MDG Coordinators**

What documents to upload?

The protocol that the MDG approved. Nothing else.

Instructions

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



★ PC Console ?
 Protocol No.: 5864 Library: Oncology PI: Cristofanilli, Massimo Sponsor: Methodist Hospital Research Institute
 Protocol Target Accrual: 10 Accrual To Date: 0 Protocol Status: CCRRC APPROVAL
 RC Total Accrual Goal (Upper): 10 IRB Expiration:

Select Protocol Attachments FAQs Archive/Notes

Document Type	File Name / URL	Description	Version Date	Expiration Date	Created Date	Created User
MCSF (Tracked)	CCRRC 2014-114 Cristofanilli MCSF (Tracked).docx	2014-114 Cristofanilli_MCSF (Tracked)	03/19/2015		03/20/2015	AML017
Protocol	CCRRC 2014-114 Cristofanilli_Protocol.pdf	2014-114 Cristofanilli_Protocol	02/06/2015		03/20/2015	AML017
Summary of Changes	CCRRC 2014-114 Cristofanilli SoC.pdf	2014-114 Cristofanilli_SoC	03/19/2015		03/20/2015	AML017

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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!