

Essentials for eTMF Specialists

eLearning Course Outline

Course Description: Medidata Rave eTMF is a content management system that stores, organizes, and secures documents, images, and other digital content for pharmaceutical clinical trials that can be required for compliance with government regulatory agencies. In this course, you will learn about the eTMF specialist role, along with the tasks eTMF Specialists perform.

Approximate Duration: 12 minutes

Module	Topic
Welcome (1 min)	Introduction and Objectives
What is an eTMF Specialist (1 min)	<ul style="list-style-type: none"> ● Responsibilities of an eTMF specialist ● eTMF specialist access rights
Access Rave eTMF (1 min)	<ul style="list-style-type: none"> ● Sign in to Rave eTMF ● Overview page elements
Rave eTMF Navigation (2 min)	<ul style="list-style-type: none"> ● Navigate document tabs ● Navigate task tabs ● Navigate workflow tabs
Add a Document to Rave eTMF (3 min)	<ul style="list-style-type: none"> ● Add a new document to Rave eTMF ● Select document type ● Add a document to a placeholder
File Documents to eTMF (2 min)	<ul style="list-style-type: none"> ● File a document to eTMF ● Types of documents that can be filed ● File a document to replace a placeholder
eTMF Study Overview Dashboard (2 min)	<ul style="list-style-type: none"> ● Filter by chart data ● Export a study overview report
Reports (1 min)	<ul style="list-style-type: none"> ● Customize and export reports ● Share reports
Settings (1 min)	<ul style="list-style-type: none"> ● Configure email and in-app report settings ● Select date and time formats
Complete Course (1 min)	Summary