

Medidata Rave RCM: System Admin – Document Management

eLearning Course Outline

Course Description: In this course, you will learn how documents are organized and maintained in Rave RCM. This course covers how to use various tools related to documents along with how to file documents

Approximate Duration: 10 minutes

Module	Topic
Welcome and Objectives (1 min)	After completing this course, you will be able to: <ul style="list-style-type: none"> ● Use Document Actions and Tools ● View Document States ● Create Document Types ● File eTMF Documents
Introduction (1 min)	<ul style="list-style-type: none"> ● Navigating the Documents menu ● All folders/documents sub menu ● Properties Search, Favorites, and System Documents
Document Actions and tools (2 min)	<ul style="list-style-type: none"> ● Document actions ● Document Tools ● Locating the document tool to add tags ● Edit, reject, and remove documents
Document States (2 min)	<ul style="list-style-type: none"> ● How to view a document state ● The difference between document states
Document Types (2 min)	<ul style="list-style-type: none"> ● What are document types ● How to setup a document type
File Documents to eTMF (1 min)	<ul style="list-style-type: none"> ● When documents can and cannot be filed ● Locating the file document tool ● Selecting filing attributes and document level properties
Complete Course (1 min)	Summary