

**DUKE****DOCUMENT NUMBER:** COMM-QA-073**DOCUMENT TITLE:**

Accessing Documents in MasterControl through the EXPLORER

DOCUMENT NOTES:**Document Information****Revision:** 04**Vault:** COMM-QA-rel**Status:** Release**Document Type:** COMM-QA**Date Information****Creation Date:** 20 Oct 2021**Release Date:** 01 Nov 2021**Effective Date:** 01 Nov 2021**Expiration Date:****Control Information****Author:** BJ42**Owner:** BJ42**Previous Number:** COMM-QA-073 Rev 03**Change Number:** COMM-CCR-194

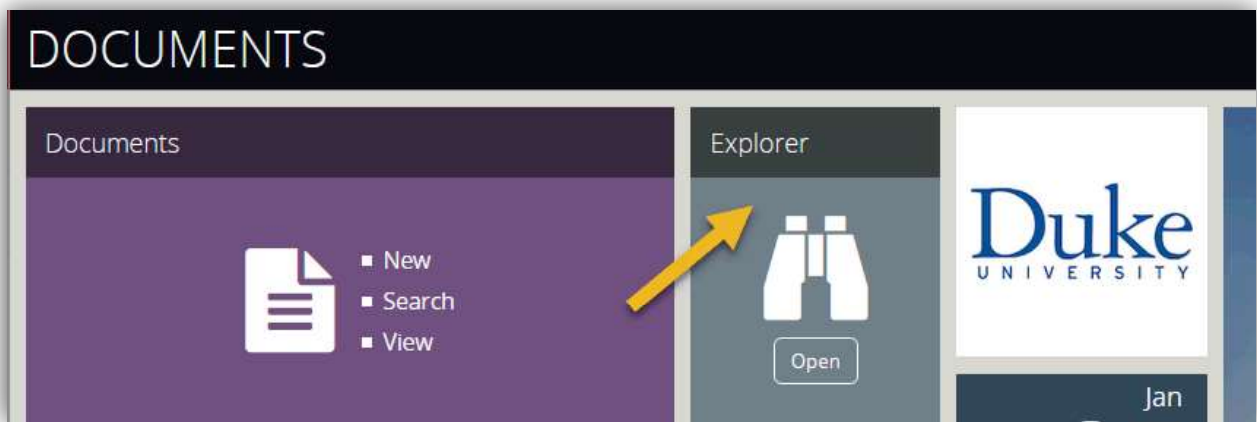
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ACCESSING DOCUMENTS IN MASTERCONTROL THROUGH THE EXPLORER

Use **EXPLORER** to view your Organizers as a list or in a title view, or sort and filter your Organizers for an improved search experience. **EXPLORER** tiles are located on **My MasterControl** and on the **Documents hub**.

What is an Organizer? An Organizer is a tool used to catalogue documents in a logical, user-defined system; and is a collection of folders containing Document InfoCards. The Organizers allow for quick document access with less searching.

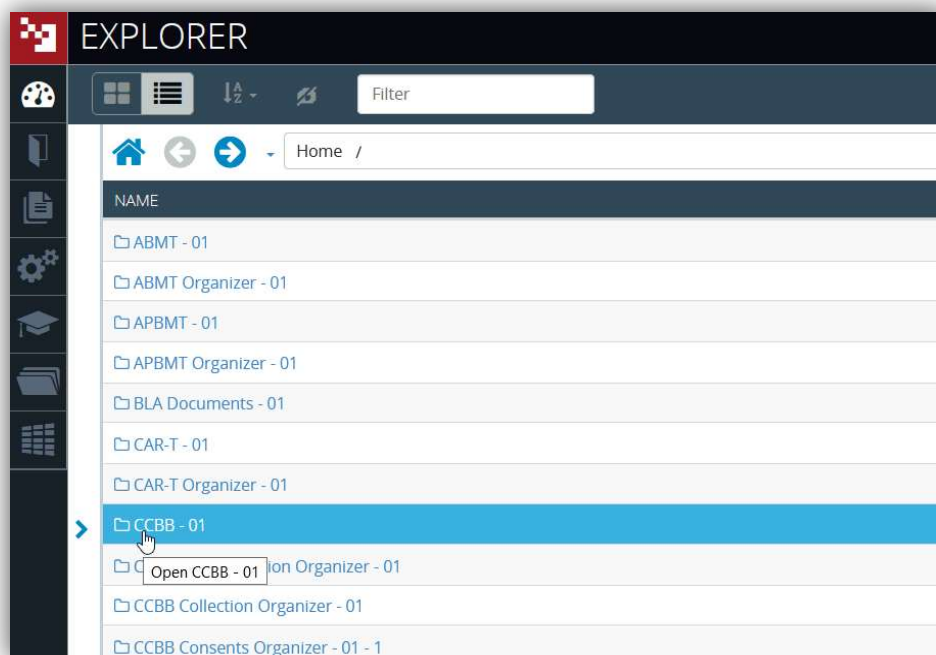
Click **Open** on the Explorer tile.



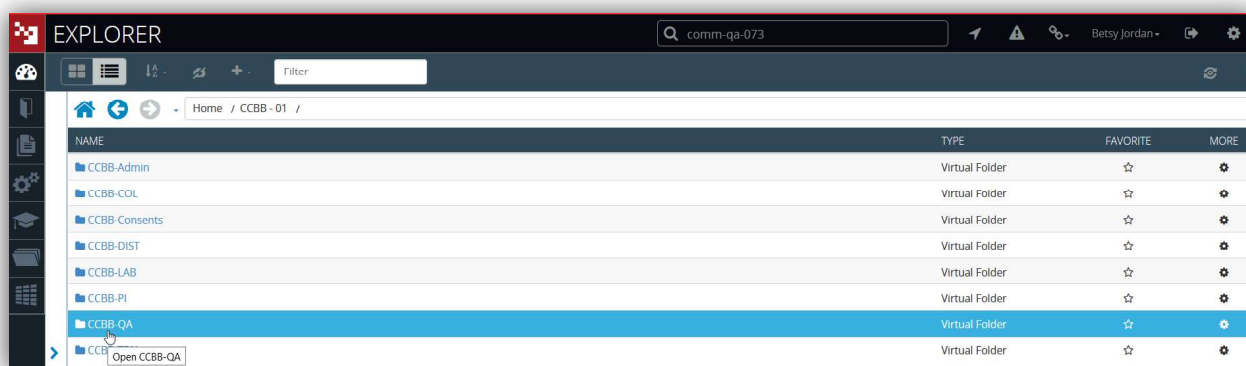
The Organizers display.

EXPLORER				
comm-qa-073 Filter				
NAME	TYPE	FAVORITE	MORE	
ABMT - 01	Folder	☆	⚙	
ABMT Organizer - 01	Folder	☆	⚙	
APBMT - 01	Folder	☆	⚙	
APBMT Organizer - 01	Folder	☆	⚙	
BLA Documents - 01	Folder	☆	⚙	
CAR-T - 01	Folder	☆	⚙	
CAR-T Organizer - 01	Folder	☆	⚙	
CCR - 01	Folder	☆	⚙	
CCBB Administration Organizer - 01	Folder	☆	⚙	
CCBB Collection Organizer - 01	Folder	☆	⚙	

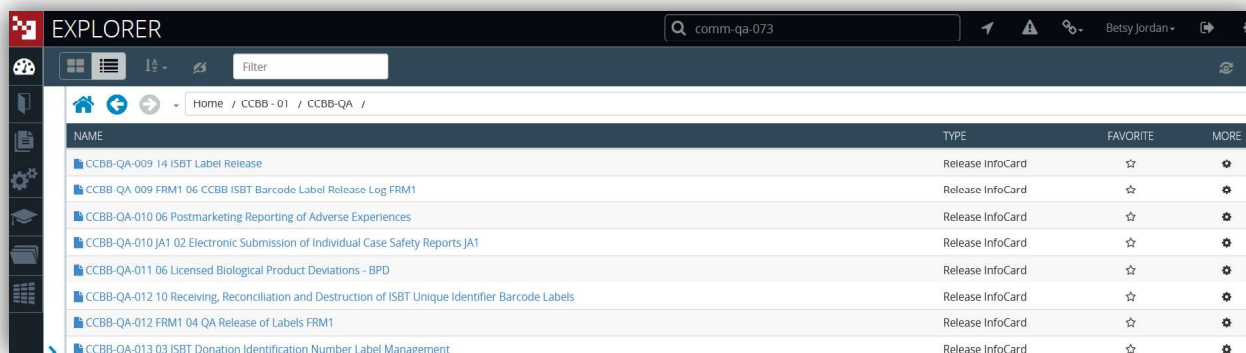
Click the desired **Organizer** to reveal the Organizer contents.



Organizer Contents



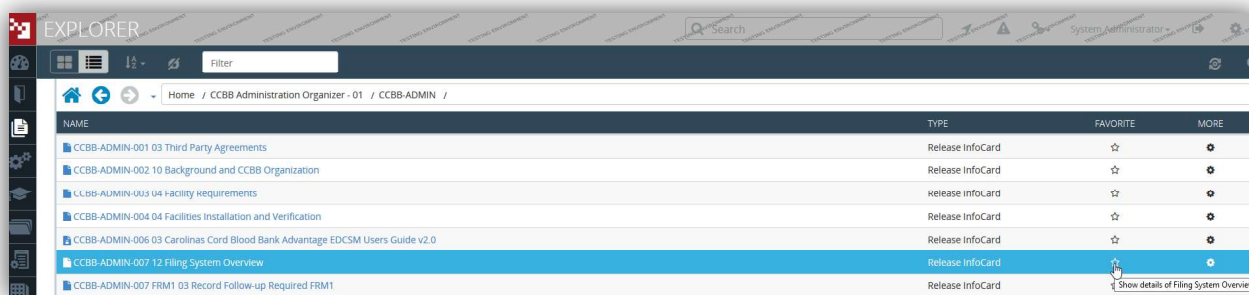
Click the selected folder to display procedures.



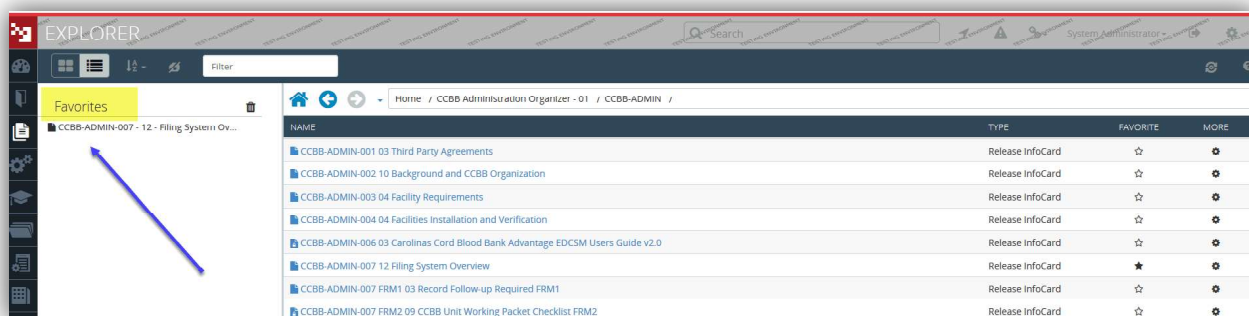
There are two column headings on the right:

- FAVORITE
- MORE

Click the star (★) for the document you want to identify as a favorite



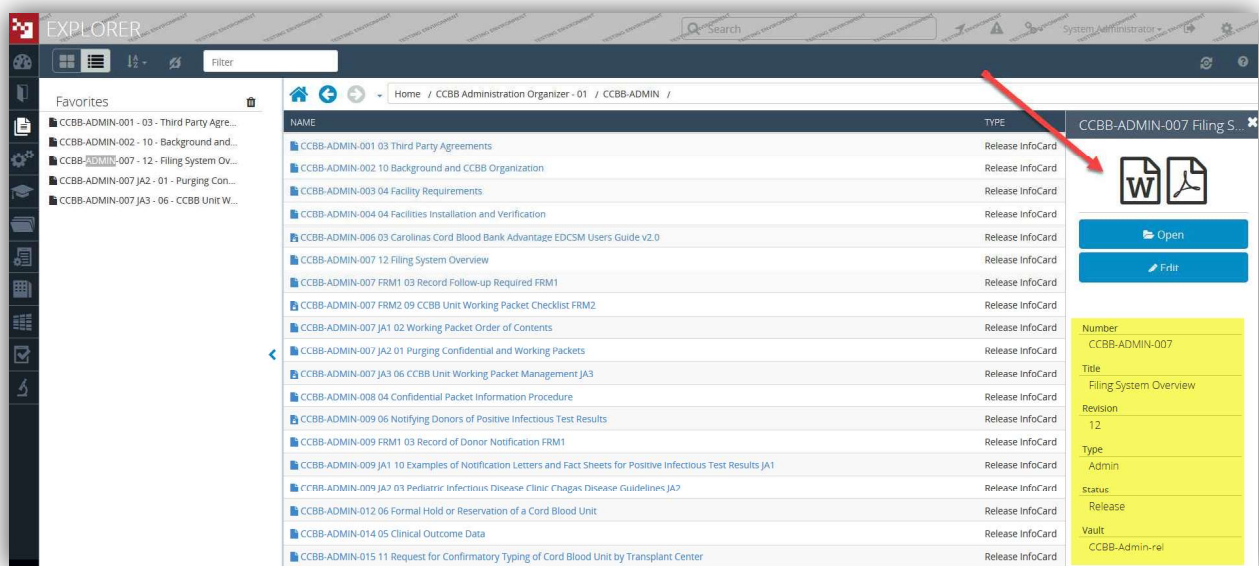
The FAVORITE is added to your FAVORITES list (left side)



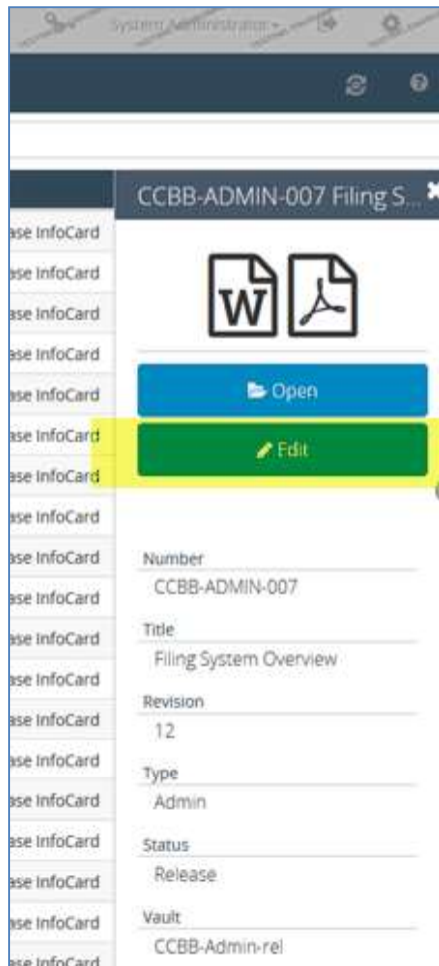
Clicking **Favorite** opens a list of your favorites, and you can maximize or minimize this list by clicking the vertical bar.

NOTE: Your **FAVORITE** documents dynamically update to the current released version.

You can view a document from your FAVORITES list by clicking on the desired link in FAVORITES. When the link is clicked, the document information opens on the right side of the screen.



Select to open the file in Word or PDF.



CAUTION!!
**IF YOU CLICK THE EDIT BUTTON, YOU
 WILL BE REQUIRED TO CREATE A
 CHANGE CONTROL REQUEST FORM
 FOR THAT DOCUMENT.**

The document opens in a separate window.

Clicking the “trash can” will place a **RED X** next to each Favorite. To remove a Favorite, click the **Red X** associated with that document. When you have completed all deletions, re-click the “trash can.” This action will remove the remaining **Red X's**.



REVISION HISTORY

Revision No.	Author	Description of Change(s)
04	B. Jordan	- Updates made to reflect system upgrade to v2021.3 cloud-hosted MasterControl. - Some images updated to match those for v2021.3.

Signature Manifest**Document Number:** COMM-QA-073**Revision:** 04**Title:** Accessing Documents in MasterControl through the EXPLORER**Effective Date:** 01 Nov 2021

All dates and times are in Eastern Time.

COMM-QA-073 Accessing Documents in MasterControl through the EXPLORER**Author**

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Medical Director

Name/Signature	Title	Date	Meaning/Reason
Joanne Kurtzberg (KURTZ001)		20 Oct 2021, 07:36:38 PM	Approved

Quality

Name/Signature	Title	Date	Meaning/Reason
Linda Shaw (LAS151)		21 Oct 2021, 10:21:03 AM	Approved

Document Release

Name/Signature	Title	Date	Meaning/Reason
Sandra Mulligan (MULLI026)		22 Oct 2021, 04:35:38 PM	Approved