

Download Sabai IRB Documents As a Zip File

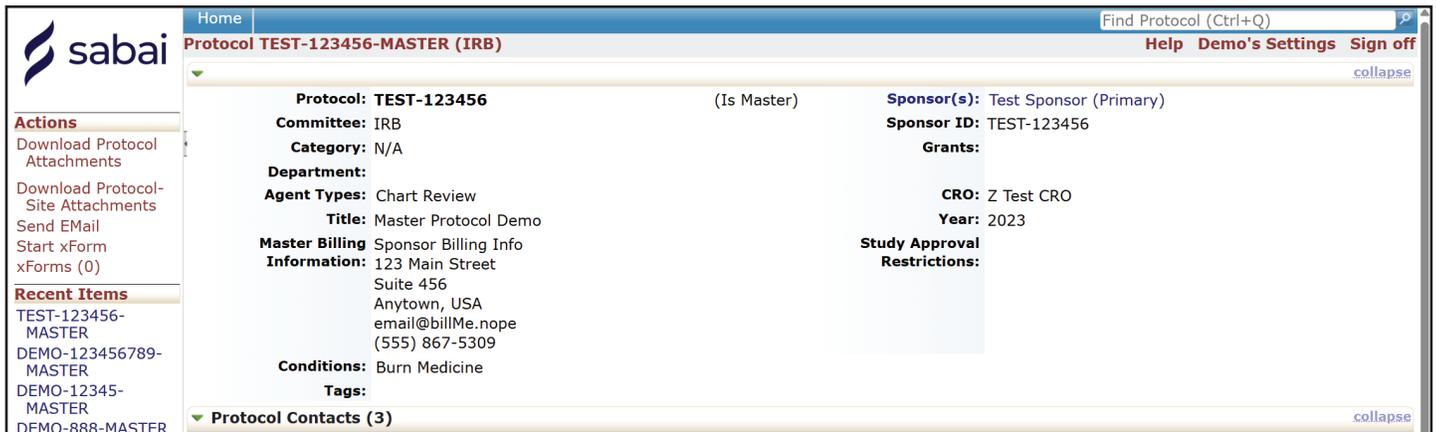
HOW TO DOWNLOAD APPROVAL LETTERS & MULTIPLE STUDY DOCUMENTS AS A ZIP FILE

01 On the homepage, click on the specific protocol number or protocol/site, under the heading 'My Protocols'.

Option 1 (Master-level study approvals and documents): Under 'Actions' on the top left of the Home page, click on "Download Protocol Attachments".

OR

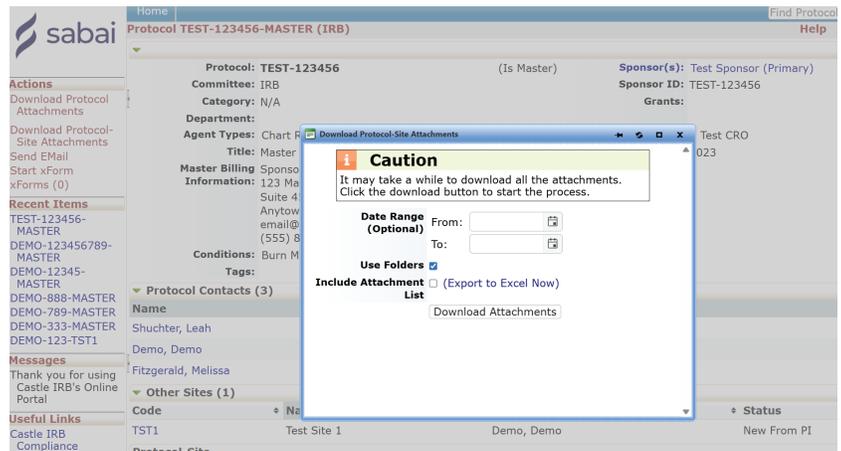
Option 2 (Site level study approvals and documents): Under 'Actions' on the top left of the Home page, click on "Download Protocol-Site Attachments".



The screenshot shows the Sabai IRB system interface. The top navigation bar includes 'Home', 'Find Protocol (Ctrl+Q)', and 'Help Demo's Settings Sign off'. The main content area displays details for Protocol TEST-123456-MASTER (IRB). Key information includes: Protocol: TEST-123456 (Is Master), Sponsor(s): Test Sponsor (Primary), Sponsor ID: TEST-123456, Grants: (empty), CRO: Z Test CRO, Year: 2023, Study Approval Restrictions: (empty), Department: (empty), Agent Types: Chart Review, Title: Master Protocol Demo, Master Billing Information: Sponsor Billing Info, 123 Main Street, Suite 456, Anytown, USA, email@billMe.nope, (555) 867-5309, Conditions: Burn Medicine, Tags: (empty). A sidebar on the left contains 'Actions' (Download Protocol Attachments, Download Protocol-Site Attachments, Send EMail, Start xForm, xForms (0)) and 'Recent Items' (TEST-123456-MASTER, DEMO-123456789-MASTER, DEMO-12345-MASTER, DEMO-888-MASTER). A 'Download Protocol Attachments' button is visible in the sidebar.

02 Enter the date range from/to and check the box for "Use folders" to help organize the download for IRB approval letters and study documents.

There is an option to Include Attachment List. This will place the names of the study documents into an Excel spreadsheet if you need this option.



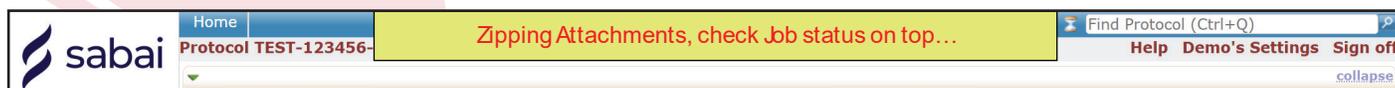
The screenshot shows the Sabai IRB system interface with a 'Download Protocol-Site Attachments' dialog box open. The dialog box contains a 'Caution' message: 'It may take a while to download all the attachments. Click the download button to start the process.' Below the message are 'Date Range (Optional)' fields for 'From:' and 'To:'. There is a 'Use Folders' checkbox which is checked. Below that is an 'Include Attachment List' checkbox with the text '(Export to Excel Now)'. At the bottom of the dialog is a 'Download Attachments' button. The background shows the same protocol details as the previous screenshot.

Click "Download Attachments"

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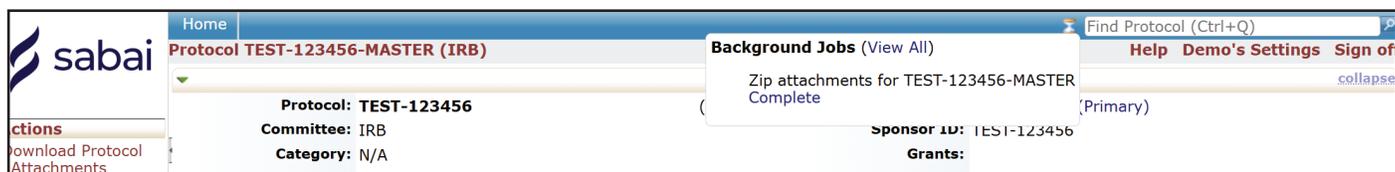
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03 A banner will appear that states "Zipping Attachments, check Job status on top..."



At the top of the page on the right next to the "find protocol" field there will be an icon that resembles an hour-glass, it will be for "Jobs".

04 Click on the **Jobs** icon, and click on "**Complete**" next to the zip attachment.



05 Open your downloads folder on your computer. There will be a zip file with all of your documents.

If you clicked on the "include attachment list" a separate spreadsheet will be available documenting names of files downloaded.