



Download Sabai IRB Documents As a Zip File

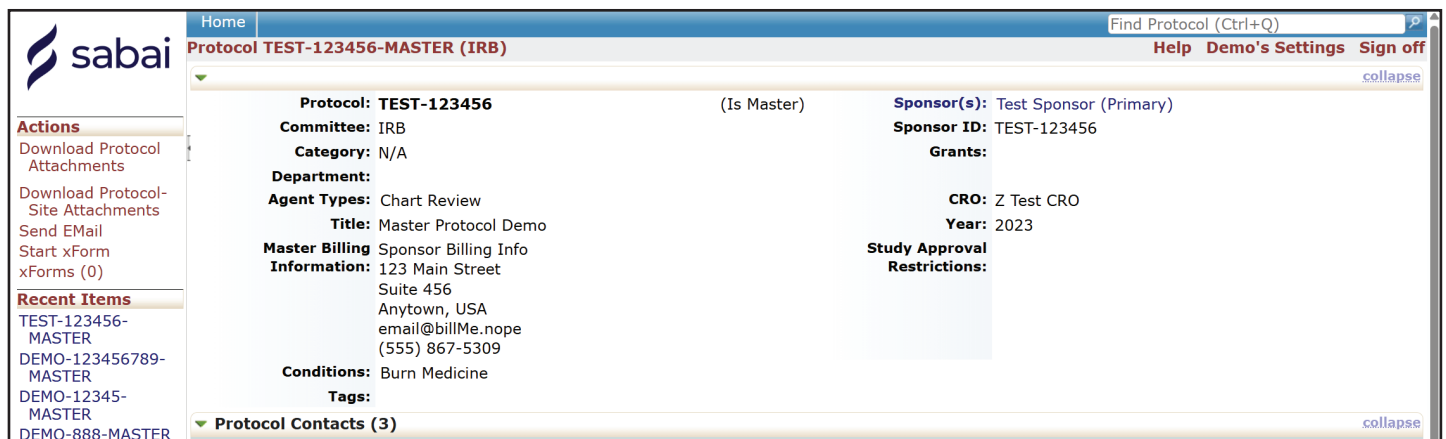
HOW TO DOWNLOAD APPROVAL LETTERS & MULTIPLE STUDY DOCUMENTS AS A ZIP FILE

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”**.

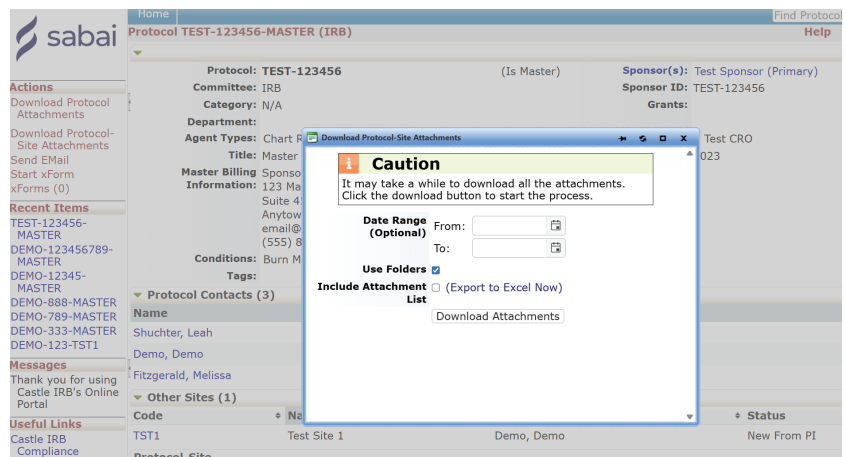
OR

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



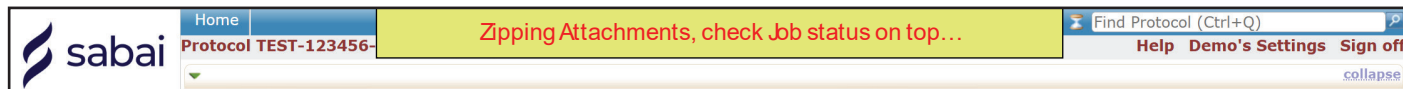
02 Enter the date range from/to and check the box for “Use folders” to help organize the download for IRB approval letters and study documents.

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.



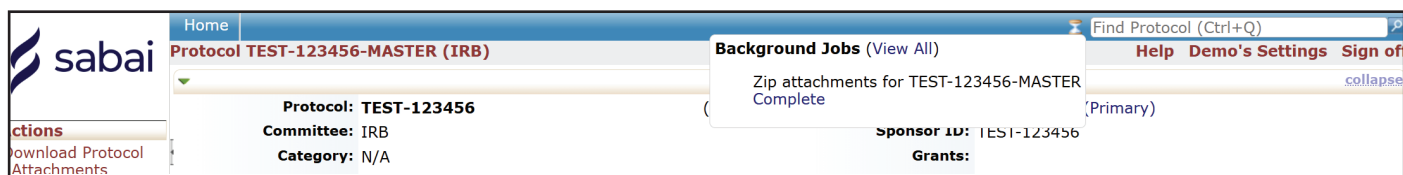
Click **“Download Attachments”**

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.



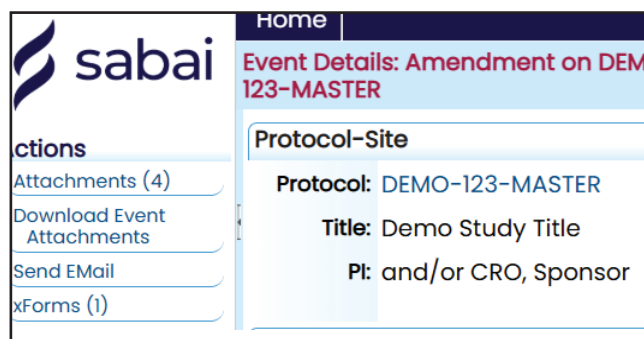
05 Open your downloads folder on your computer. There will be a zip file with all of your documents.

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

OR

Option 3 (Event level study approvals and documents): Go to the Master-level or Site/PI specific page. Under "Events" section, click on the actual event i.e. Initial Submission or Amendment. Under "Actions" select **"Click on Download Event Attachments"**.

Events (6)		
Event	Att	Instance/UDF
Amendment	4	Test 3
Amendment	3	Test 2
Amendment	3	Test Amendment
Continuing Review	0	
Reportable Events	2	Test
Initial Submission	4	



Then follow Steps 2 onwards to download the documents.