



eDOCS Overview:

eDOCS, available via Eisai's SSO/OKTA Passport page, is an electronic document management system based on **Veeva's Quality Vault** where users can easily search and locate documents by topic, department, etc.. This digital platform is intended to be the primary repository for all policies and procedures applicable to Eisai within the U.S. and Canada.*

*Some global documents are also stored in eDOCS. The capability to include all Global documents applicable in the U.S. is currently being explored.

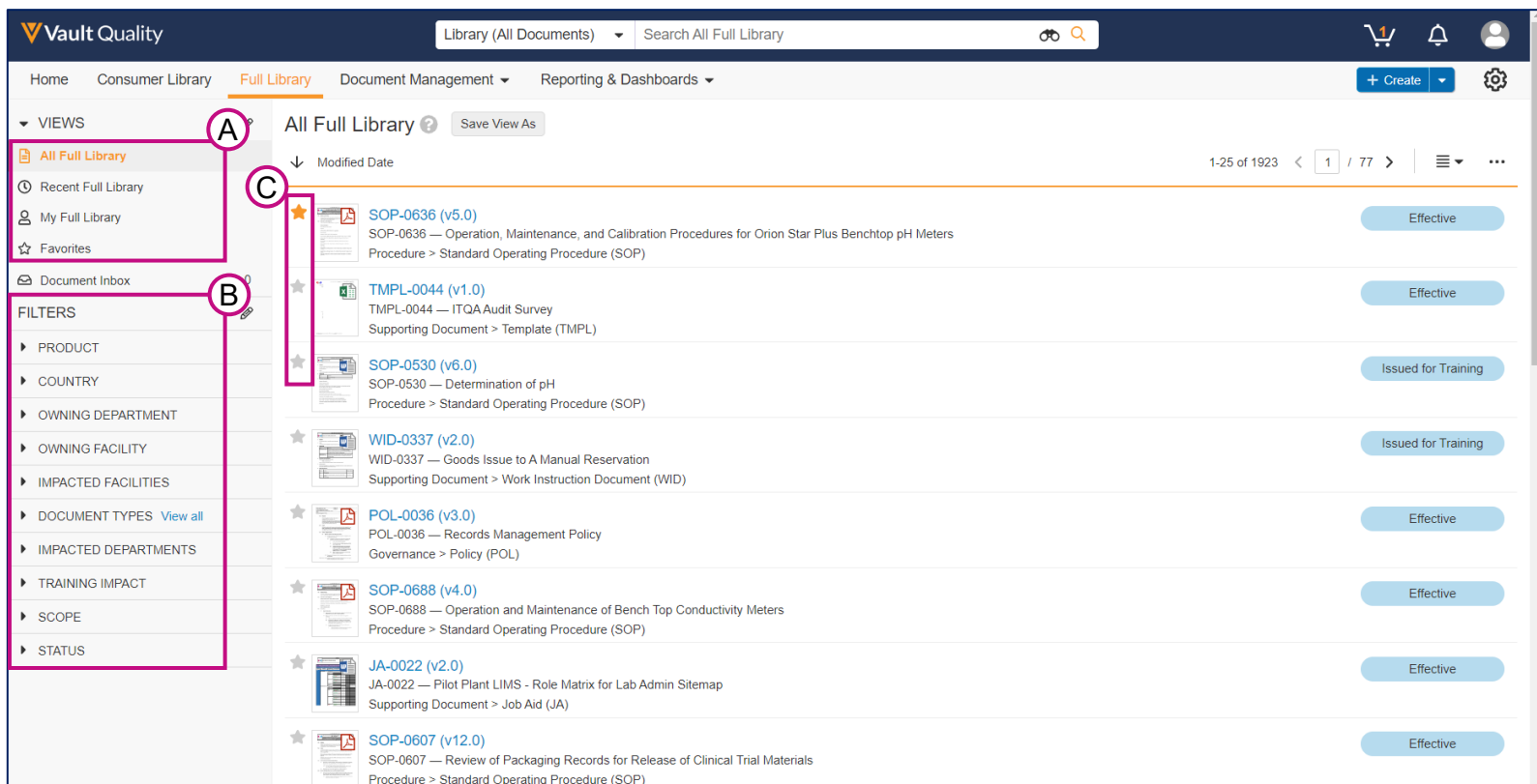
Full Library View, Favorites, & Filter:

A. Library Views:

- **All Full Library** – All eDOCS documents that are accessible to you
- **Recent Full Library** – Documents that you have recently viewed/accessed
- **My Full Library** – Documents that you are the owner of, (*Note: not applicable for read-only users*)
- **Favorites** – Documents that you have marked as "Favorite"

B. Filters – Better enable your search for documents by filtering on topics such as Product, Country, Department, etc.

C. Favorite – Favorite a document by clicking the star next to the document name



Full Library View, Favorites, & Filter cont.:

- D. Library Search** – To search for a document, enter the search criteria in the search bar (e.g., document name, title, etc.) and press enter or click magnifying glass
- E. Advanced Search** – For a more targeted search, utilize this feature to search within specific fields and/or document content
- F. Open Document** – To open and view a document, click the document icon or name
- G. User Profile** - View user profile, access the Help feature, or Log-out

Note: To perform a content search, enter the terms in either the “Any of these words” or “All of these words” fields.

Document View:

- A. Favorite** a document by clicking the star next to the document name
- B. Download Viewable Rendition** by clicking Adobe Icon. *Viewable rendition includes effective dates, page numbers, signatories, etc.*
- C. Document Metadata** – detailed information about a document in eDOCS. Metadata includes information that coincides with filters (i.e., Owning Department, Owning Facility, etc.)