



Setting Up Your Workspace for Uploading Paper

TraceLink provides a shared workspace where you upload your paper transaction histories (THs, also referred to as T3s) so that TraceLink can convert them and add them to the transaction history database. To do this, you:

1. Join the shared workspace.
2. Upload your scanned paper THs.
3. Check that digital THs have been created for your scanned paper THs.
4. Check whether additional information is required and provide the missing information.

The following procedures show how to complete these steps.



Join the "Create TH from Paper" Workspace

TraceLink invites members of your company to join the **Create TH from Paper** shared workspace. If you are the primary contact for your organization, TraceLink sends you an invitation to the shared workspace in an email titled "Invitation to Establish ProcessLink Team Workspace." Any other users who will be uploading paper need to join the **Create TH from Paper** shared workspace, as well. To add users to the workspace, email e2e@tracelink.com and provide their email addresses.

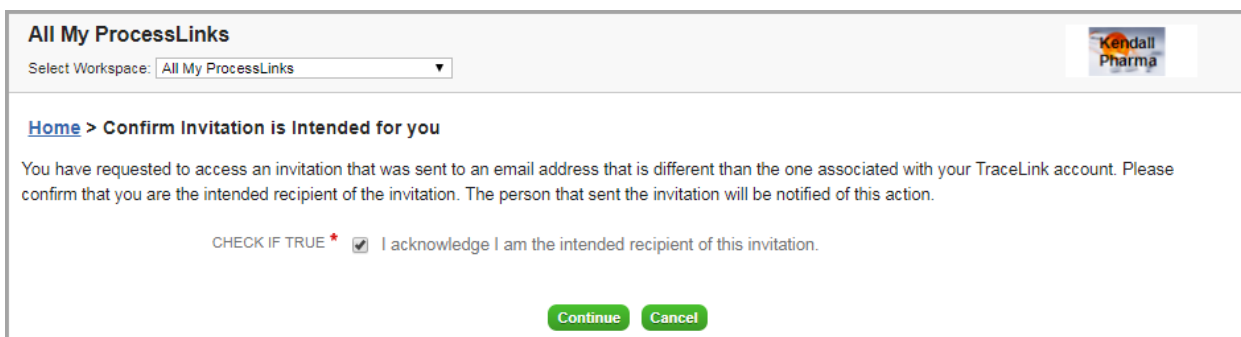
There are two ways to accept the invitation to join the workspace -- from the email or from the ProcessLink page in TraceLink.

To accept the invitation to the ProcessLink workspace from the email invitation:

1. Click the link in the email titled "Invitation to Establish ProcessLink Team Workspace."

Note: If you cannot find the invitation to join the shared workspace, you can accept the invitation in TraceLink. To do so, see *To accept the invitation to the ProcessLink workspace from TraceLink*. You can also check your spam folder for the email. If the email is not there, email e2e@tracelink.com and ask that the invitation be sent.

2. Click to confirm that the invitation is intended for you.



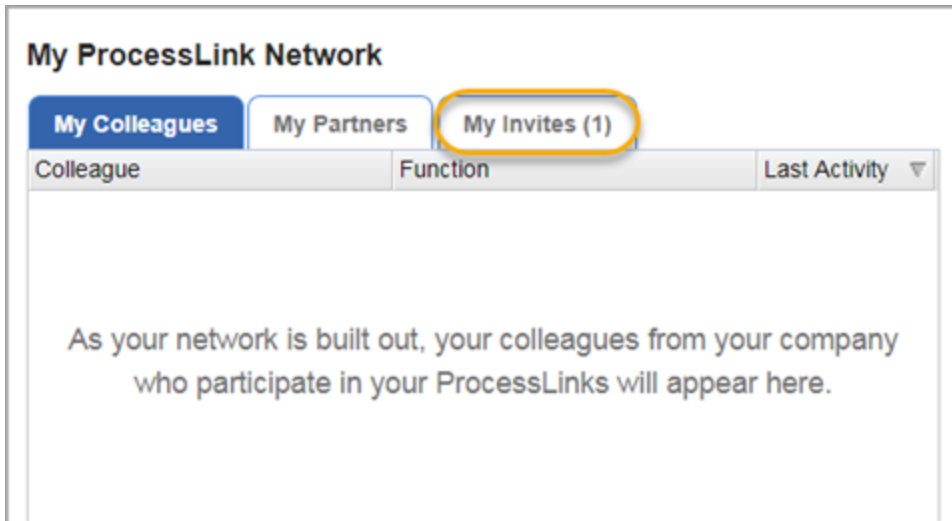
The screenshot shows a web interface titled "All My ProcessLinks". At the top right, there is a logo for "Kendall Pharma". Below the title, there is a dropdown menu labeled "Select Workspace:" with "All My ProcessLinks" selected. The main content area has a breadcrumb trail: "Home > Confirm Invitation is Intended for you". Below this, a message reads: "You have requested to access an invitation that was sent to an email address that is different than the one associated with your TraceLink account. Please confirm that you are the intended recipient of the invitation. The person that sent the invitation will be notified of this action." Below the message, there is a checkbox labeled "CHECK IF TRUE" which is checked, followed by the text "I acknowledge I am the intended recipient of this invitation." At the bottom of the form, there are two buttons: "Continue" and "Cancel".

3. Click **Continue** and click **Accept** on the following screen to join the workspace.

To accept the invitation to the ProcessLink workspace from TraceLink:

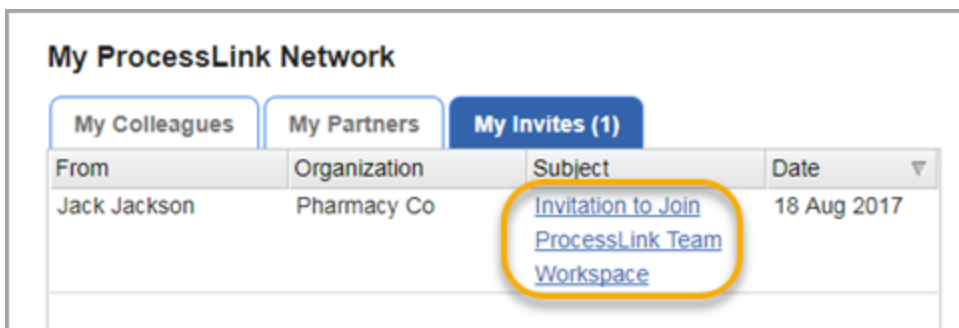
You can accept the ProcessLink invitation in TraceLink if you cannot find the invitation email.

1. Log in to your TraceLink account.
2. Select **ProcessLink Workspaces** in the **Modules** menu.
3. In the My ProcessLink section at the bottom of the ProcessLink Workspaces page, click the **My Invites** tab.



Note: If you have not received an invitation to join the shared workspace, email e2e@tracelink.com and ask that the invitation be sent.

4. Click the invitation link.



5. On the Respond to Invitation to Join ProcessLink page, click **Accept**.

After you join the **Create TH from Paper** workspace, you can upload scanned documents.