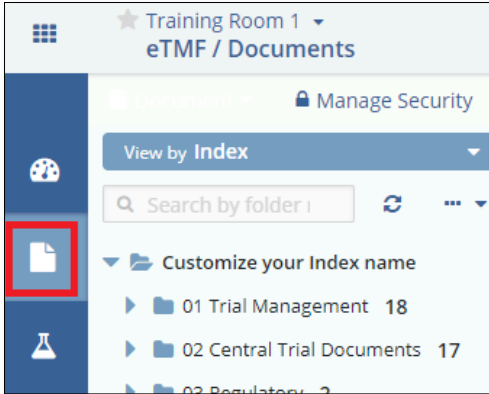


Applicable to: Administrators Editors Readers eTMF Study Start-up



1. Login to a room and navigate to the **eTMF** application from the navigation grid.

2. Navigate to the **Documents** module.

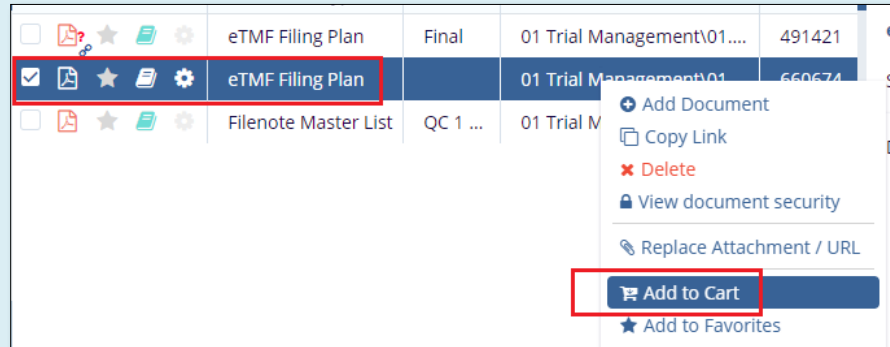


The terms **copy** and **clone** are interchangeable in these steps.

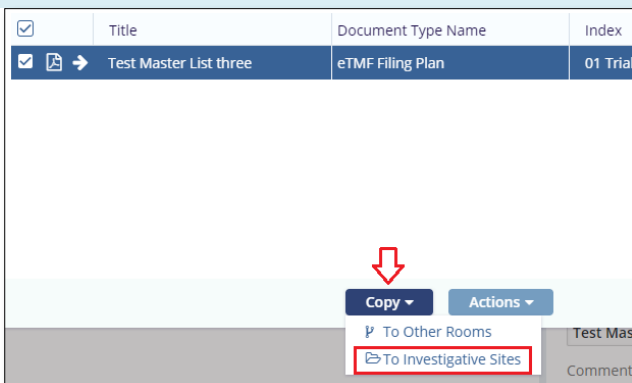
3. Locate the document(s) to be copied.



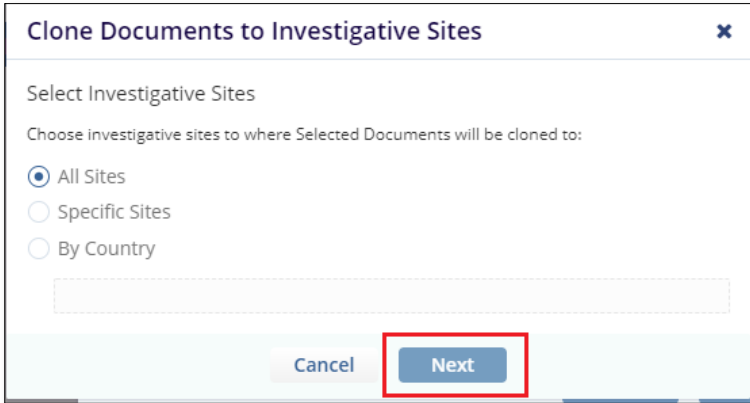
The document does not have to be Final to be copied.



Right-click on the document and select **Add to Cart**.



4. Open the Documents Cart.
 - Click **Copy**
 - Click to **Investigative Sites**



5. Choose between site options for cloning.

Click **Next**

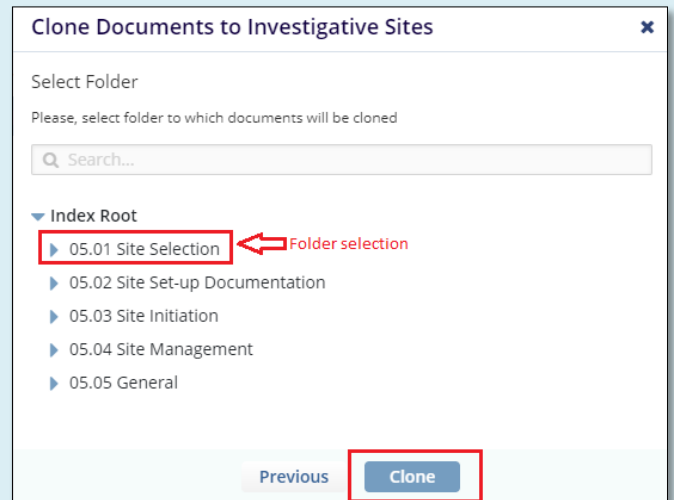
6. Select the Folder where you want to copy the document.



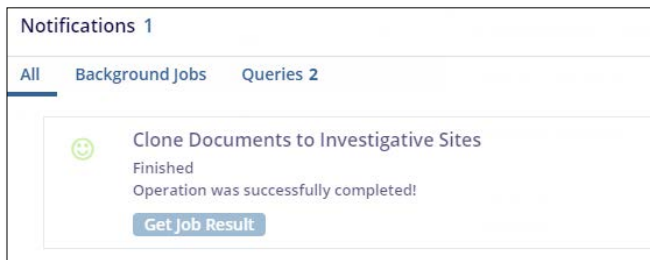
Final documents will be cloned to the Index as a final document.

Non-Final documents will be cloned and included in the Workflow.

Click **Clone**



7. When the job is done, the notification will appear.



For any additional assistance, click ...

