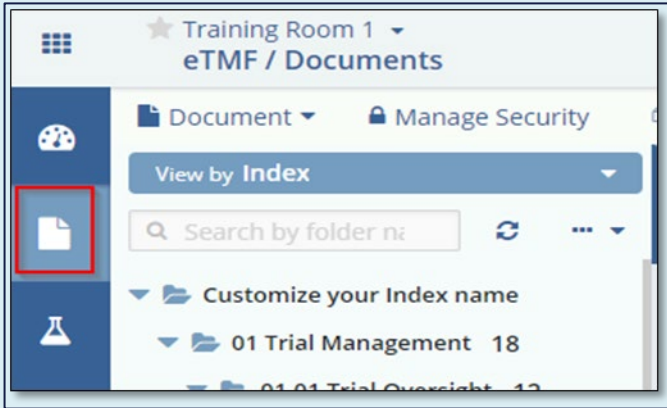


APPLICABLE TO:

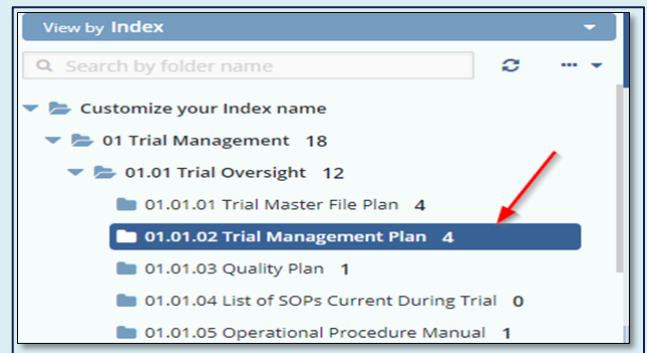
- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- Content Management



1. Enter a room and navigate to the **Documents** module on the left.

2. Find the documents you want to compare by searching through the folders in the documents pane.



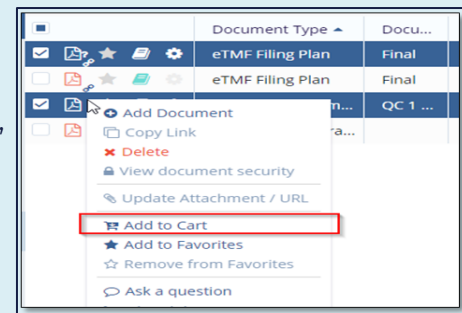
3. Select two documents to compare.

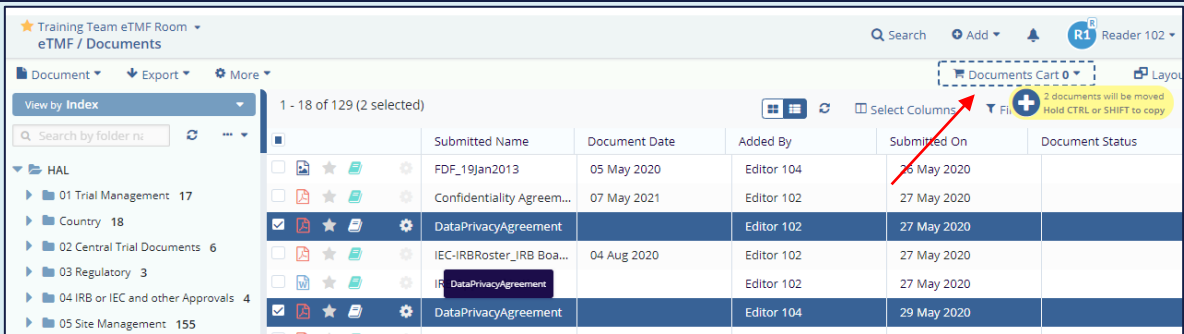
	Document Type	Docu...	Index
<input checked="" type="checkbox"/>	eTMF Filing Plan	Final	01 Trial Managem
<input type="checkbox"/>	eTMF Filing Plan	Final	01 Trial Managem
<input checked="" type="checkbox"/>	Project Managem...	QC 1 ...	01 Trial Managem
<input type="checkbox"/>	Site Selection Stra...		01 Trial Managem

4. Add the documents to the Documents Cart by:
Right-clicking a document and choose the option **"Add to Cart"**

OR

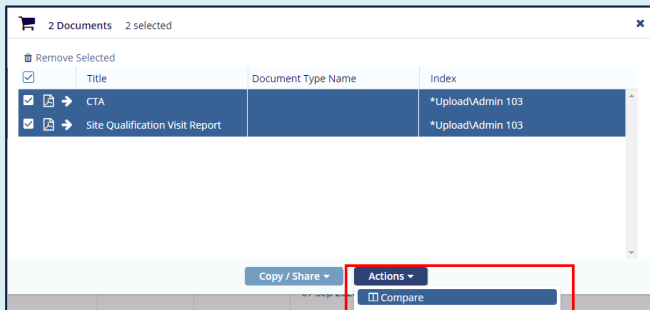
Drag-and-drop the document to the Cart





5. Click on the Documents Cart to view the documents.

6. Click **Actions** and then click **Compare**



7. The Compare Documents window opens. Zoom, scroll, or rotate documents as needed.

