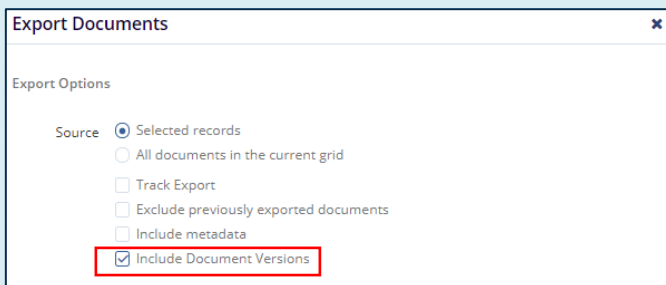**TRIAL INTERACTIVE**

APPLICABLE TO:

- ● Administrators
- ● Editors
- ● Readers
- ● eTMF
- ○ Study Start-Up
- ● TI Collaborate

1. Log into a Collaborative Workspace or eTMF room and navigate to the **Documents** module
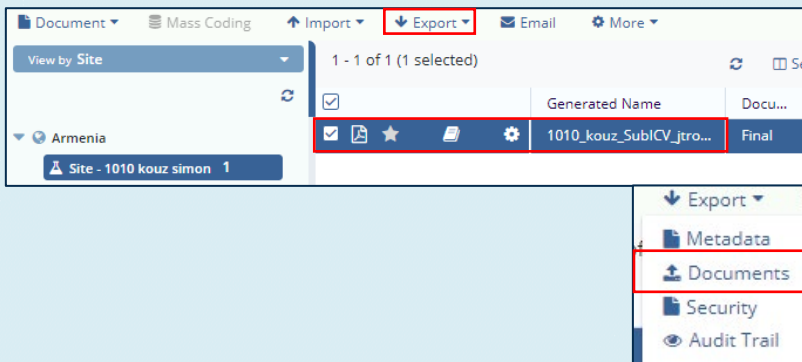
2. Locate and select the document(s) that you wish to export then click on the **Export** button, followed by **Documents** at the top of the document grid.

3. In the **Export Documents** window, be sure to select **Include Document Versions**, then click **Export**

4. Make sure to get the Job Result

TRANSPERFECT