APPLICABLE TO:
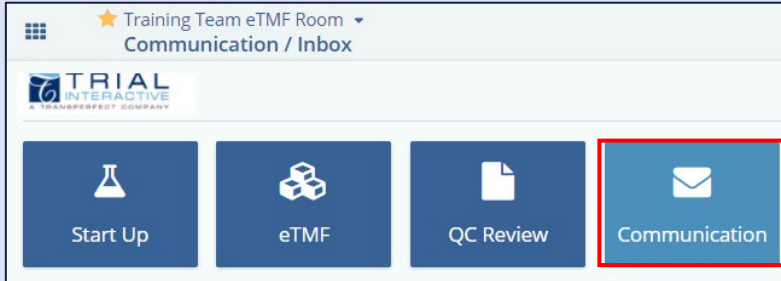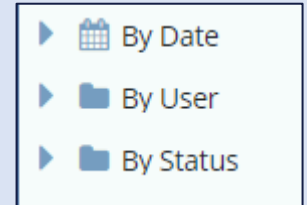
- ● Administrators
- ● Editors
- ○ Readers

- ● eTMF
- ○ Study Start-Up
- ○ myTI

1. Log into a room and select the **Communication** module within the Navigation Grid.

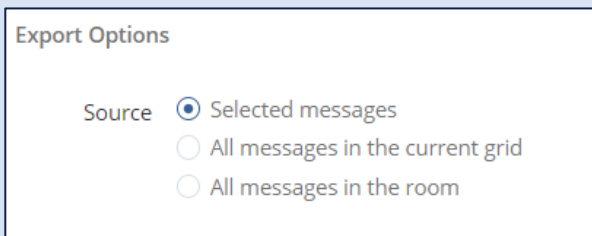2. From the **Inbox**, choose the appropriate folder from which you want to export communications from.

- ▶ 🗓 By Date
- ▶ 📁 By User
- ▶ 📁 By Status

3. Select the communication(s) you wish to export by checking the box, then click **Export** at the top.

↓ Export

1 - 15 of 18 (1 selected)

		Sent Date	Title
☑ %1 ⚙		02 Oct 2020	Test window for...
☐ %1 ⚙		24 Aug 2020	Demo email for ...
☐ %1 ⚙		08 Jun 2020	Automatic Reply

Export Options

Source
- ◉ Selected messages
- ○ All messages in the current grid
- ○ All messages in the room

4. Choose the appropriate source, then click **Export**.

Room: Training Team eTMF Room
Finished
Operation was successfully completed!

Get Job Result

5. When finished, be sure to get the **Job Result**.