

APPLICABLE TO:

All Users

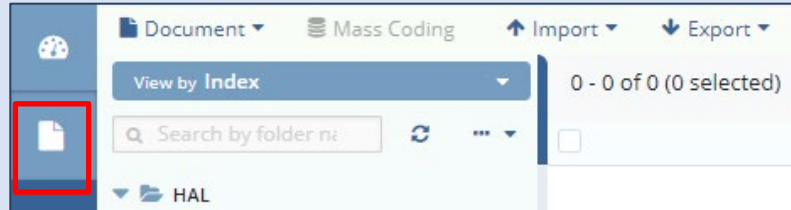
eTMF

Study Start-Up

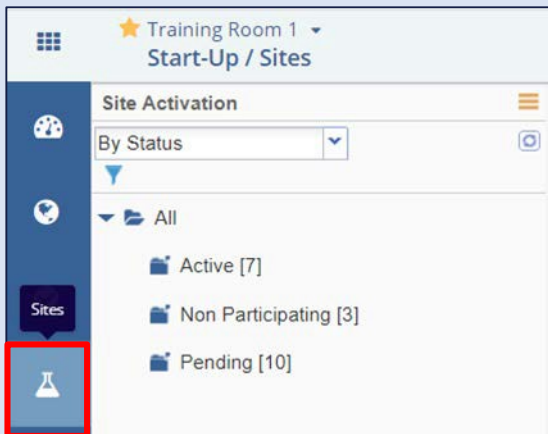


1. Login to a room and navigate to the **eTMF** or **Study Start-Up (SSU)** module from the Navigation Grid on the left.

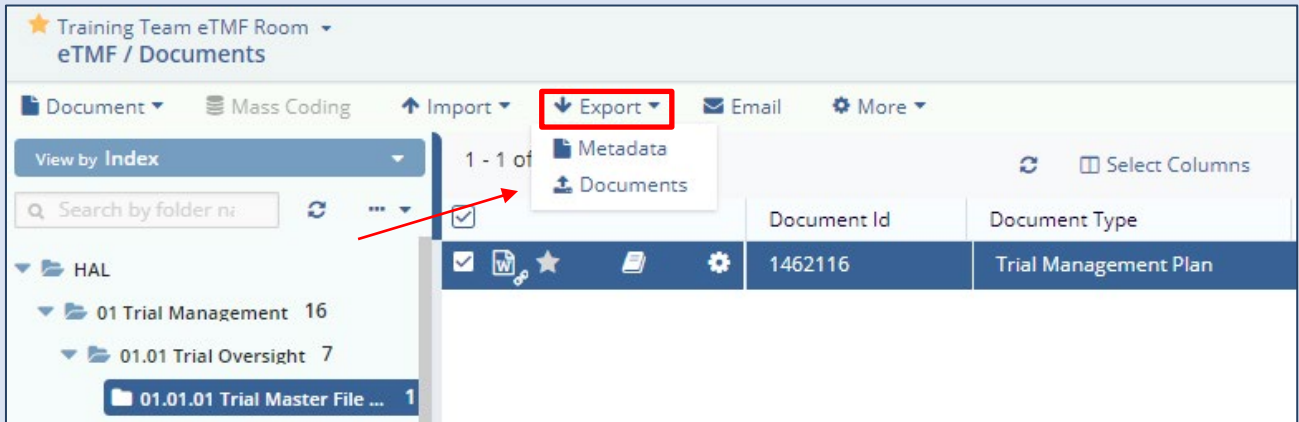
2a. In the **eTMF**, navigate to the **Documents** module.



2b. In **SSU**, navigate to the **Sites** module to access the documents.



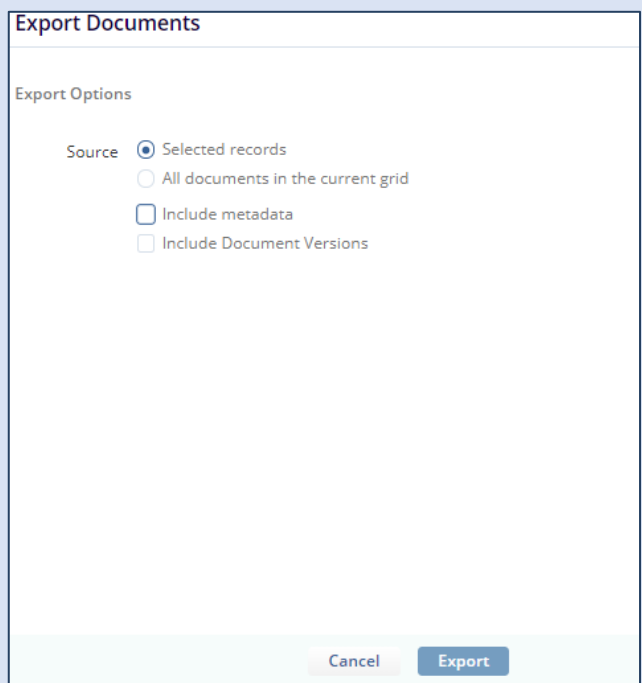
In the eTMF



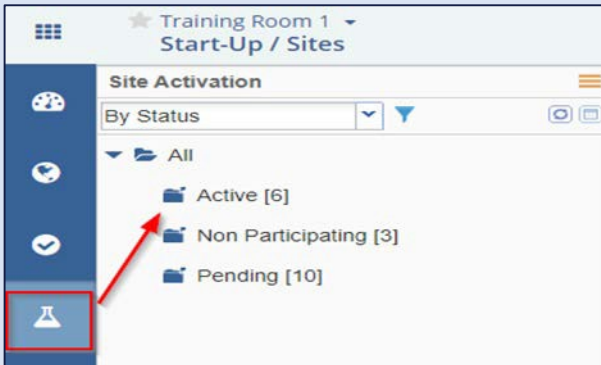
Select the document and then click the **Export** button, followed by the **Documents** option.

The Documents Export window appears. Select from **Source** and **Metadata** options.

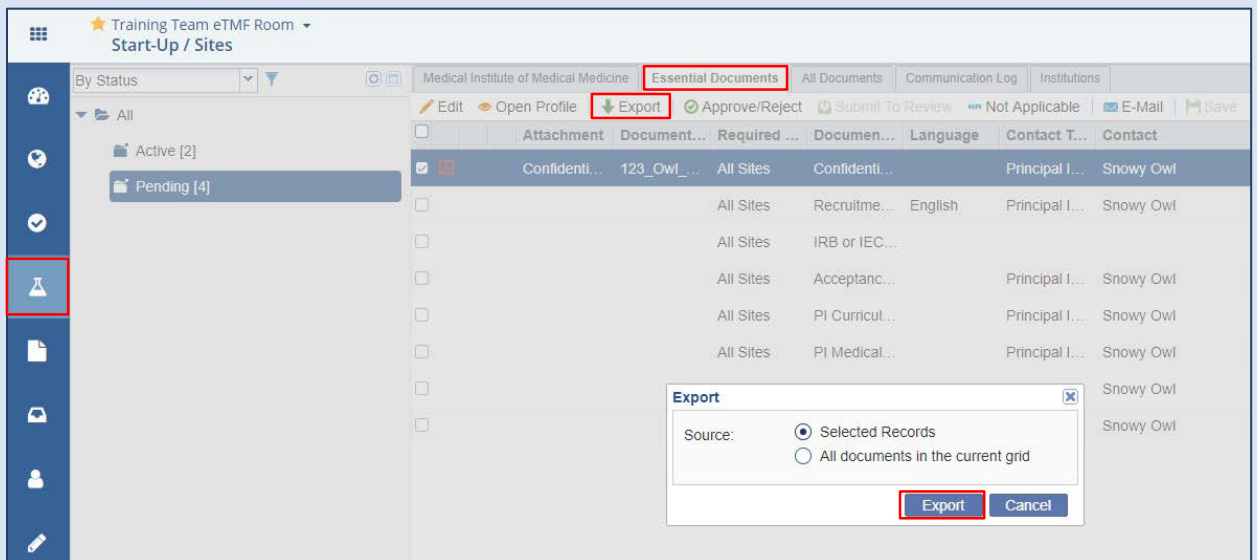
Click **Export** when ready.



In SSU



To export documents from SSU, open a site profile and go to the **Essential Documents** tab.



Select the documents to be exported from the documents list and then click the **Export** button. The Export screen will appear.

This message will appear to confirm that the export job has been completed.

