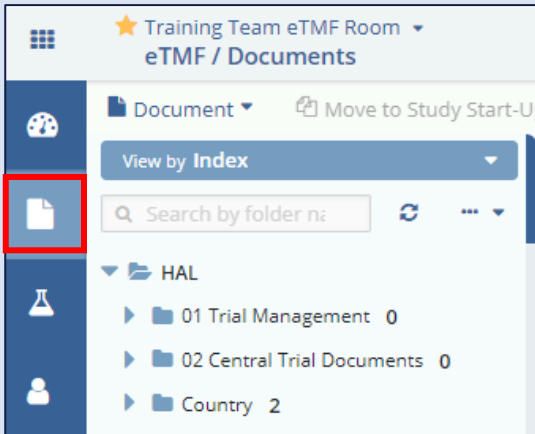**TRIAL INTERACTIVE**

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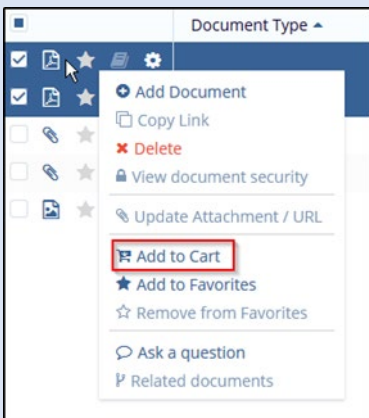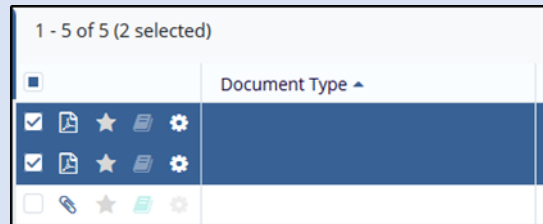
- ● Administrators
- ● Editors
- ○ Readers

- ● eTMF
- ○ Study Start-Up
- ○ myTI

1. Enter a room and navigate to the **Documents** module in the eTMF.

2. Locate the documents to be merged.

3. Add them to the **Documents Cart** by right-clicking the gear wheel icon.
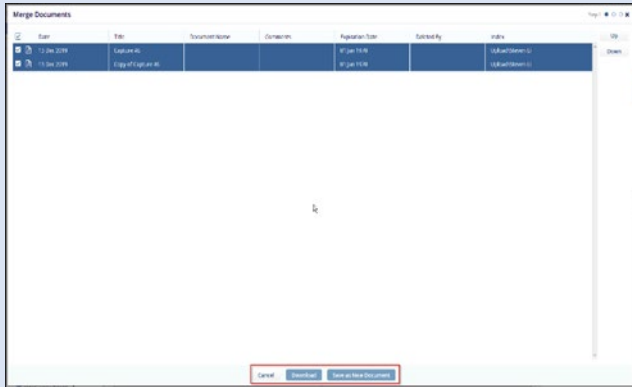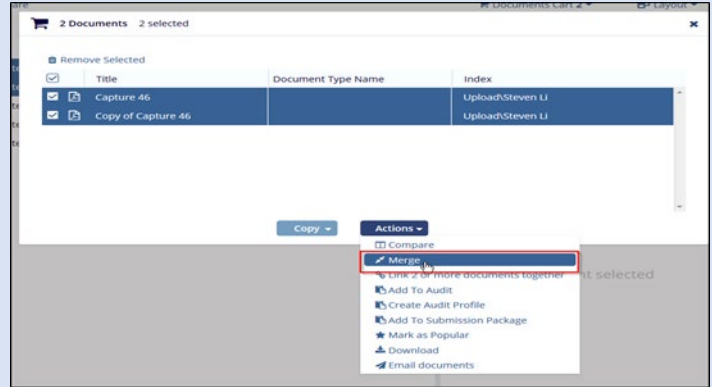
Note: Up to 10 PDF documents can be merged together; documents can be from different folders.

Not all file formats can be merged; e.g. Word, etc.

TRANSPERFECT

4. Open the **Documents Cart.**

Click **Actions** and select **Merge Documents** from the drop-down.

5. In the **Merge Documents** window, reorder the documents, if needed, using the arrows on the right.

6. Choose to either **Download** the merged file or **Save as New Document** in the eTMF.

Note: Users may have the option to select one or more of the source files for deletion.

If a new document is being saved in the eTMF, the user can choose to copy the metadata from one of the source documents if appropriate.

7. Complete the required fields then click **Finish.**

Tip: Some documents cannot be deleted after merging because the user may not have access rights to the document.
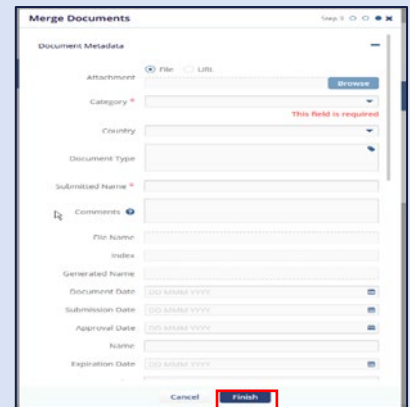
8. The merged document will be **Available for Review** in the document workflow.