TRIAL INTERACTIVE

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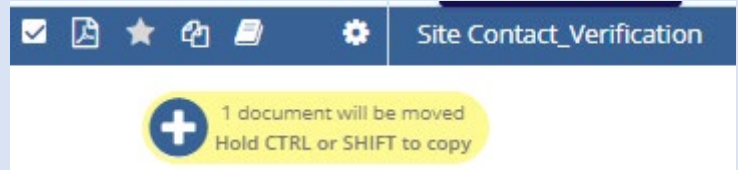
- ● Administrators
- ● Editors
- ○ Readers

- ● eTMF
- ○ Study Start-Up
- ○ myTI

1. Locate the document to be moved.

2. Check the box next to each document to be moved in order to select that line on the grid.

3. Click and drag the documents to the new folder. A message will be displayed that the documents will be moved.

4. Release the button on your mouse to drop the files into the target folder.

Note: This will not change the document metadata. Review the document metadata and make any changes as necessary. Final documents and metadata can only be corrected with appropriate permissions (Document Manager, Room Manager, or Administrator).

TRANSPERFECT