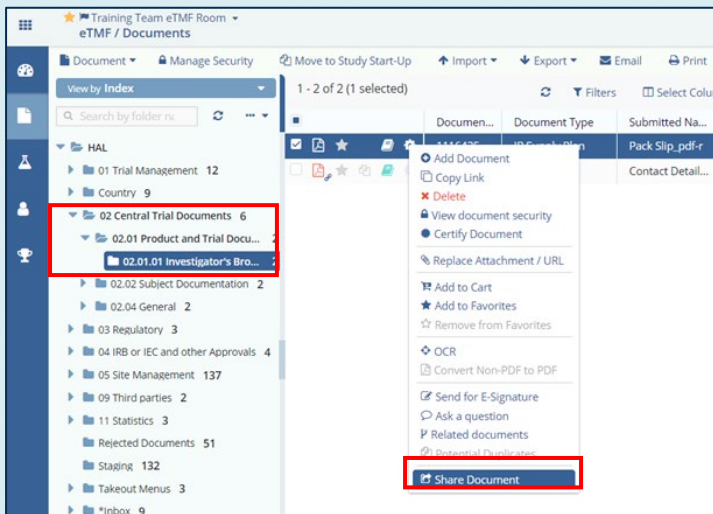**APPLICABLE TO:**

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

1. Log into a room and navigate to the **Documents Module.**
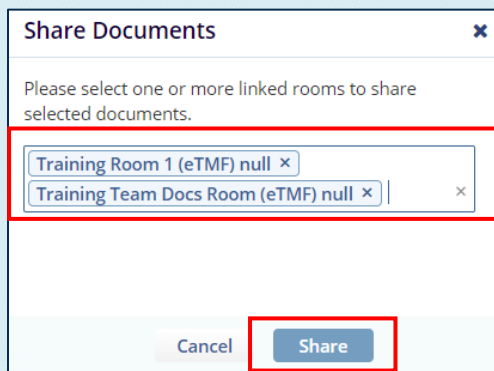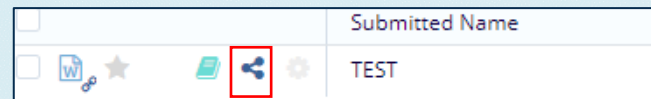(This can be done in the eTMF or in a Collaborative Workspace)

2. Expand the folders to locate the document in which you want to share.

3. Right click the gear wheel on the selected document then click **Share Documents.**

4. Select the room(s) to share the selected document(s), then click **Share**

Shared documents can easily be distinguished by the 🔗 icon

Note: Users must be assigned the **Documents Distribution** Action in order to share documents.

Admins can link rooms in the **Settings** menu or request Service Desk assistance with linking rooms.