APPLICABLE TO:

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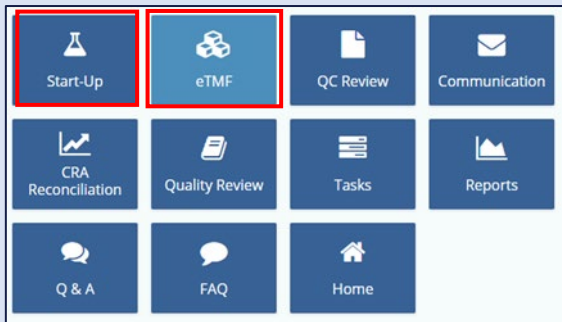- ● eTMF
- ● Study Start-Up
- ○ TI Docs/ Collaborate

💡 Admins must enable the Page Manipulations **Action** within the **User's Profile** in order for a user to perform these steps.

📝 Page Manipulation includes:
-Reordering the pages
-Deleting a page or pages

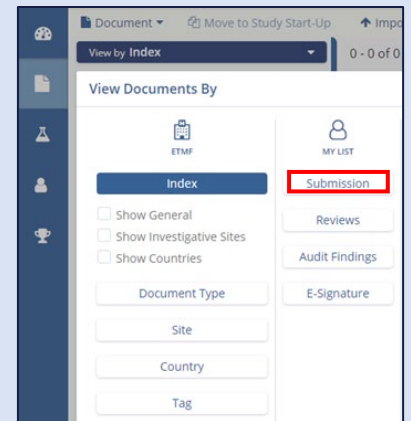📝 These features are available with the **TI Viewer**

📝 Any page manipulations created are applied to the original file. The system will not save changes as a revised version

1. Login to a room and click the **eTMF** or **Start-Up** application from the Navigation Grid.

2. Navigate to the **Documents** module and locate the document to be manipulated.

💡 Editors should make changes <u>prior</u> to document review in the Workflow. Find the document to be edited under **My Submissions**

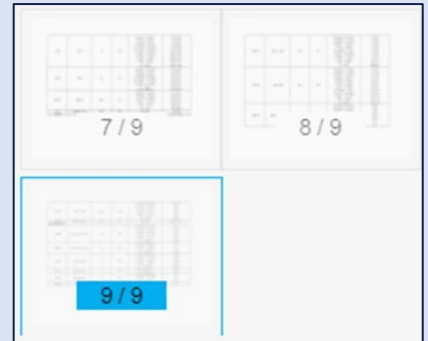3. Select the document in the grid.

4. Open the document by clicking **Document View** below the grid.

5. Above the document, click **Start Page Manipulations**. Choose from the following step(s).

📑 Open in New Window   ✂ Start Redaction   📑 Start Page Manipulations

6a. To **reorder** the pages, click on the thumbnail of the page to be reordered.

6b. Click and **Drag** the thumbnail to the new location. The indicator bar will show the destination.

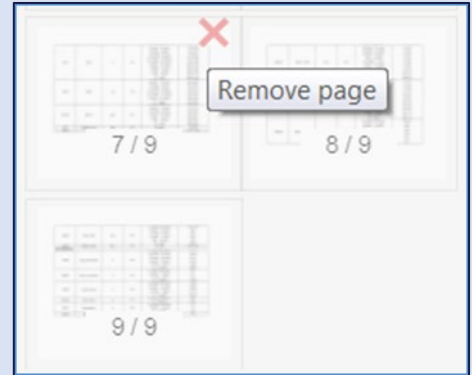**Drop** the thumbnail. The pages will temporarily show the new ordering

6c. Click **Update Document** to save your changes

6d. When finished, click **Stop Page Manipulations**

📑 Open in New Window   ✂ Start Redaction   ⏺ Stop Page Manipulations

7a. To **delete** a page, hover over the thumbnail of the document to delete. A red **X** displays on the thumbnail

7b. Click the **X** and the page will disappear. Repeat as needed for additional pages.

📝 The thumbnails will show a temporary new page numbering

7c. Click **Update Document** to save your changes.

7d. When finished, click **Stop Page Manipulations**. Otherwise, continue with additional edits.

⚠️ If needed, any Page Manipulations (rotations, page removal, etc.) needs to be done PRIOR to redaction or else the redaction will need to be reapplied.

💡 The redaction tool is not available during page manipulation