

### APPLICABLE TO:

- Administrators
- eTMF
- Room Managers
- Study Start-Up
- Editors
- TI Docs/ Collaborate
- Readers

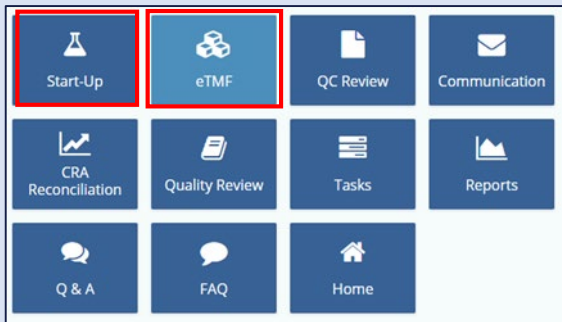
Admins must enable the **Page Manipulations Action** within the **User's Profile** in order for a user to perform these steps.

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

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

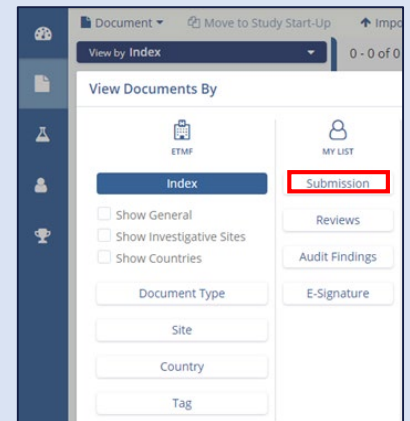


Any page manipulations created are applied to the original file. The system will not save changes as a revised version



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 prior 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



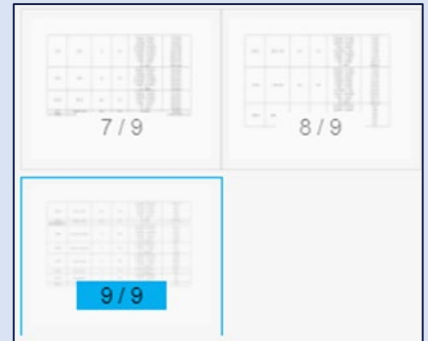
1 - 10 of 133 (1 selected)

	Submitted Name
<input type="checkbox"/>	FDF_19Jan2013
<input checked="" type="checkbox"/>	Confidentiality Agreement_p...
<input type="checkbox"/>	DataPrivacyAgreement
<input type="checkbox"/>	IEC-IRBRoster_IRB Board Me...

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



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



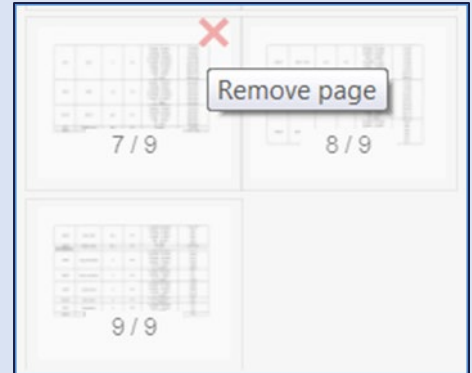
6c. Click **Update Document** (located just above the thumbnails) to save your changes




6d. When finished, click **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