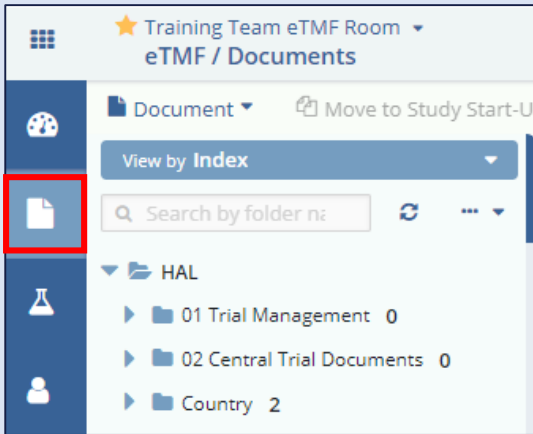


APPLICABLE TO:

- Administrators
- Room Managers
- Editors
- Readers

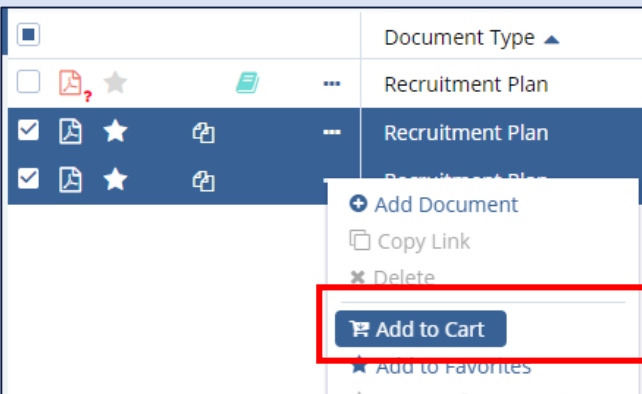
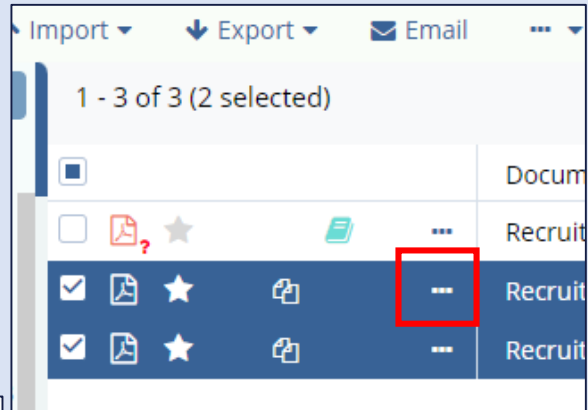
- eTMF
- Study Start-Up
- myTI



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

2. Locate the documents to be merged.

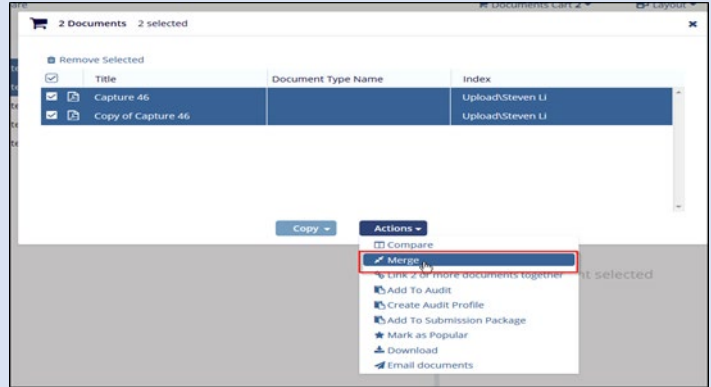
3. Add them to the **Documents Cart** by right-clicking document action menu.



Note: Up to 10 PDF documents can be merged together; documents can be from different folders.

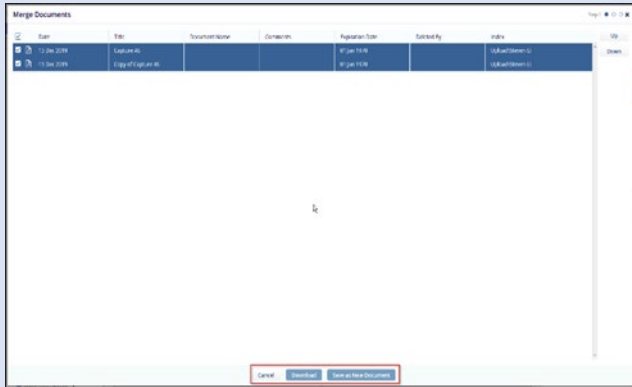
Not all file formats can be merged; e.g. Word, etc.

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.

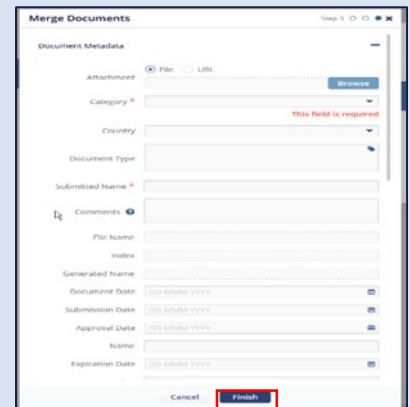


6. Choose to either Download the merged file or Save as New Document in the eTMF.

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

7. Complete the required fields then click Finish.

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.



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.

