APPLICABLE TO:

- Administrators
- Room Managers
- Editors
- Readers
- eTMF
- Study Start-Up
- Content Management
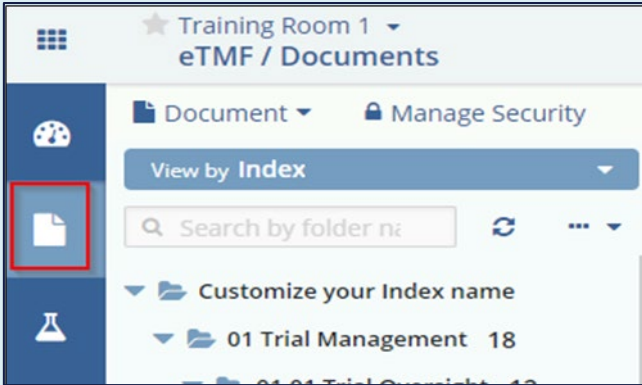
1. Enter a room and navigate to the Documents module on the left.

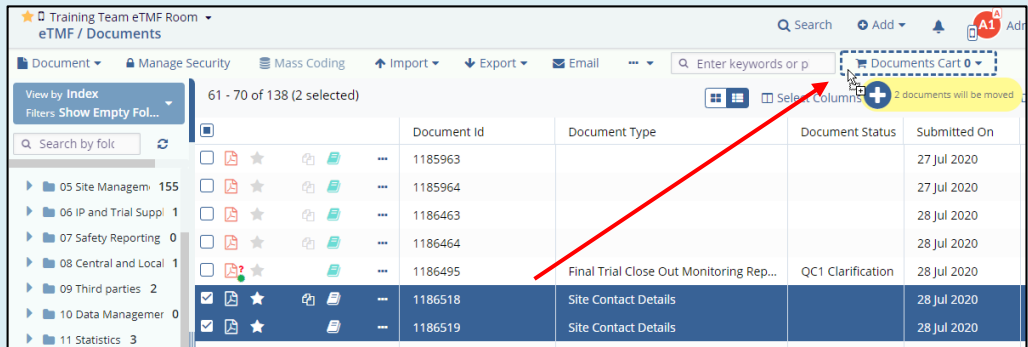**2. Find the documents you want to compare by searching through the folders in the** *View By* **pane.**
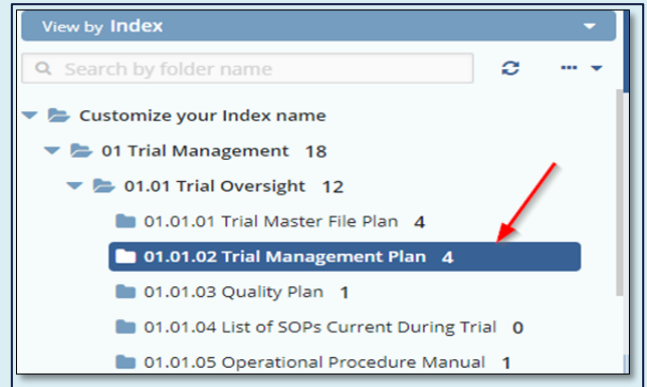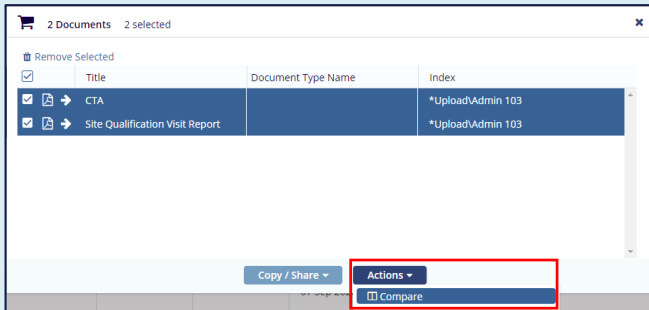

3. Select two or more documents to compare.

4. Add the documents to the Documents Cart by:

Right-clicking a document and choose the option "**Add to Cart**"
OR
Drag-and-drop the document to the Cart
(see image on next page)
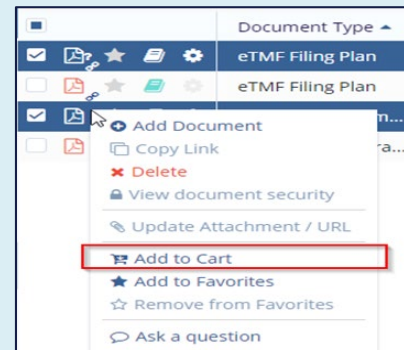
5. Click on the Documents Cart to view your selection of documents.

6. Click Actions and then click Compare.

7. The *Compare Documents* window opens. You can zoom, scroll, or rotate documents as needed. A metadata comparison is also offered.