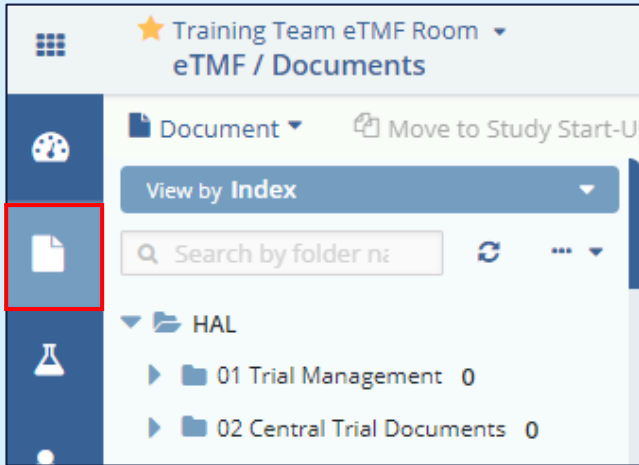


APPLICABLE TO:

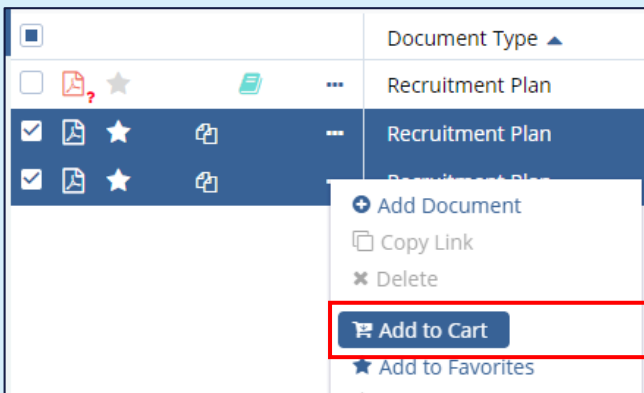
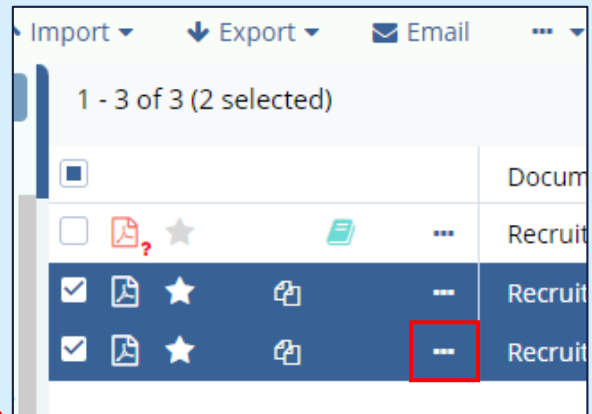
- Administrators
- eTMF
- Room Managers
- Study Start-Up
- Editors
- myTI
- Readers



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

2. Locate the documents to be merged.

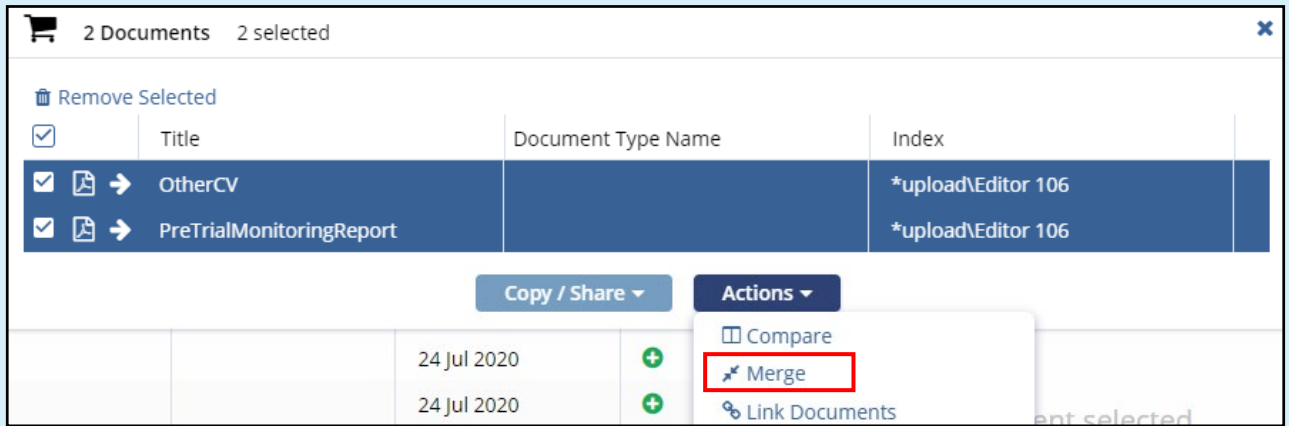
3. Add them to the **Documents Cart** by drag&drop or via the document action menu (shown here).



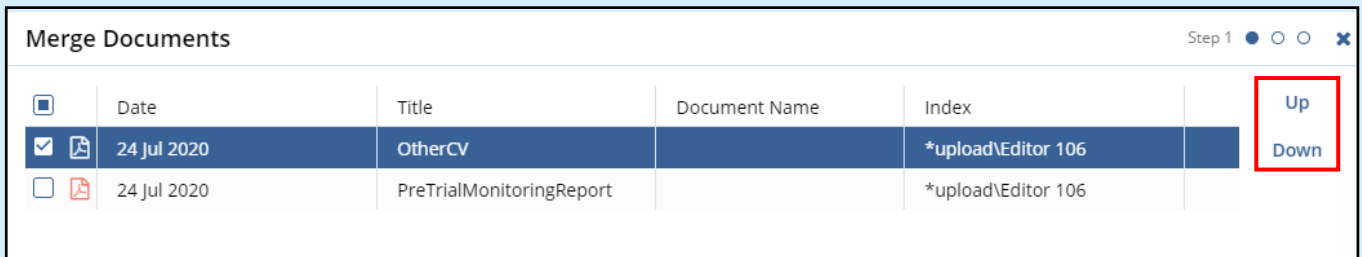
Note: Up to 10 PDF documents can be merged together; documents can be from different folders.

Not all file formats can be merged; an example is Word-like text files.

4. Open the **Documents Cart**. Click **Actions** and select **Merge** from the drop-down.



5. In the **Merge Documents** window, reorder the documents if needed, using the **Up** and **Down** buttons.



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

