TRIAL INTERACTIVE

APPLICABLE TO:

- ● Administrators
- ● Room Managers
- ● Editors
- ○ Readers

- ● eTMF
- ○ Study Start-Up
- ● TI Docs/ Collaborate

1. Log into a room and navigate to the **Documents Library**.

2. Expand folders to locate the document(s) you want to share.
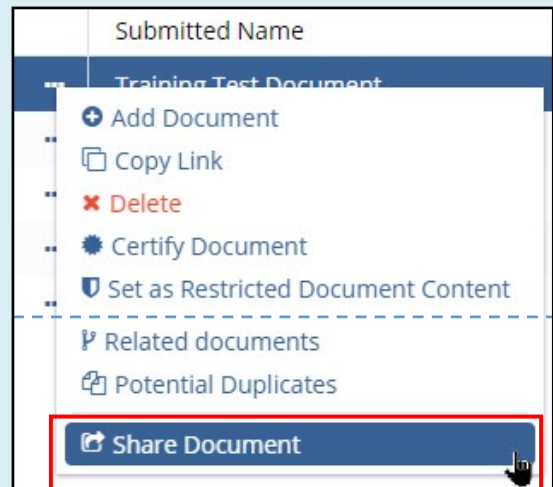
3. Right click on your chosen document, or click on the three-dots icon, to open the Document action Menu. Then click **Share Document**.

⚠️ The user needs to be set up with the **Document Distribution** action in order to perform this job.
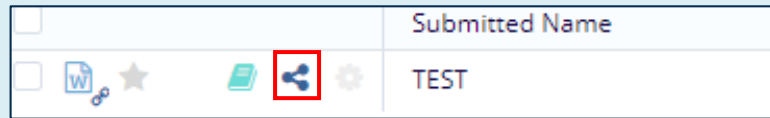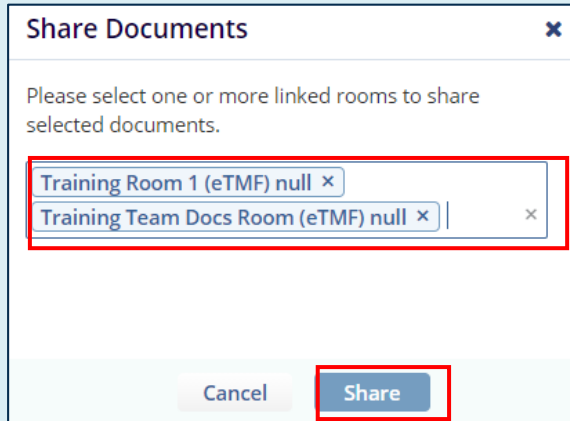
4. Select the room(s) to share the selected document(s) to, then click Share.

Shared documents can easily be distinguished by the icon in the grid.

5. To share multiple documents at once, add them to the Documents Cart, then select the Copy/Share dropdown. Click on Copy to Another Room and repeat the instructions in step 4.
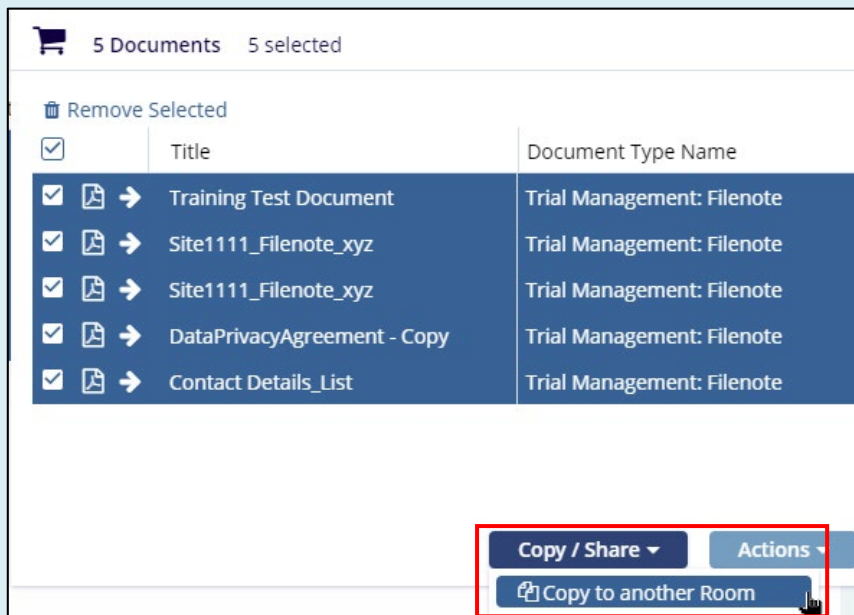
Admins can link rooms to enable distribution, either in the **Settings** menu or requesting Service Desk assistance.