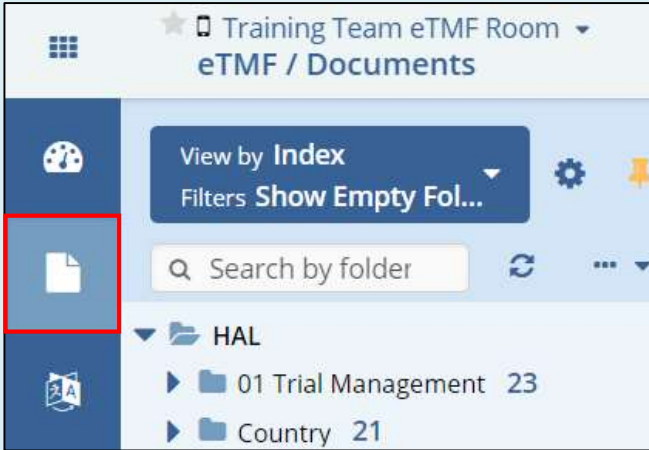


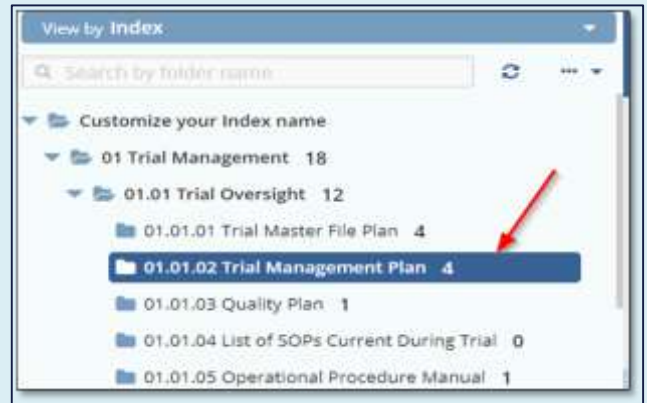
APPLICABLE TO:

- Administrators
- eTMF
- Room Managers
- Study Start-Up
- Editors
- Content Management
- Readers



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.



<input type="checkbox"/>	Submitted Name	Document Type
<input checked="" type="checkbox"/>	Protocol Amendm...	Final
<input type="checkbox"/>	Protocol Signature ...	
<input checked="" type="checkbox"/>	PreTrialMonitoring...	

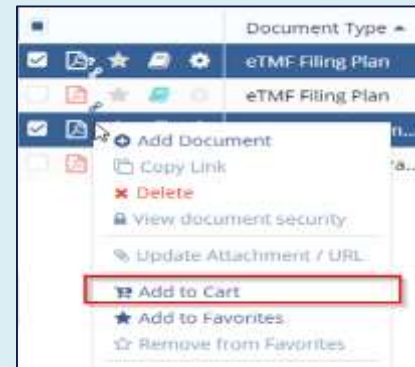
3. Select two or more documents to compare.

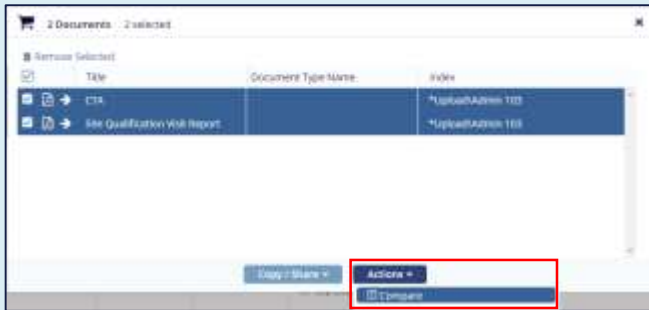
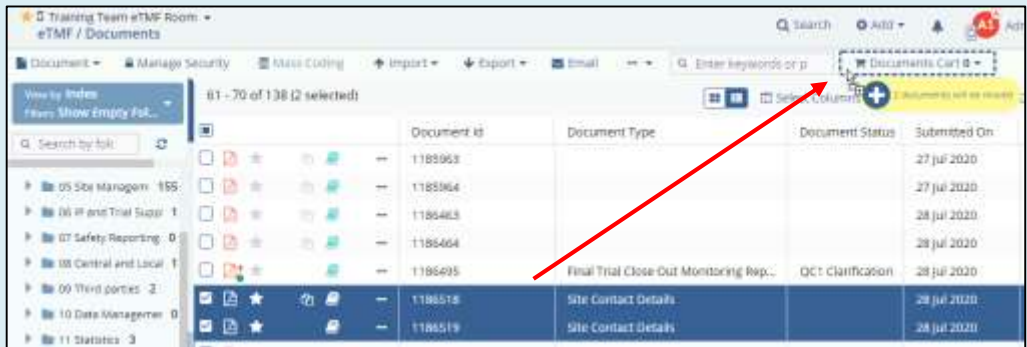
4. Add the documents to the Documents Cart by:

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.

