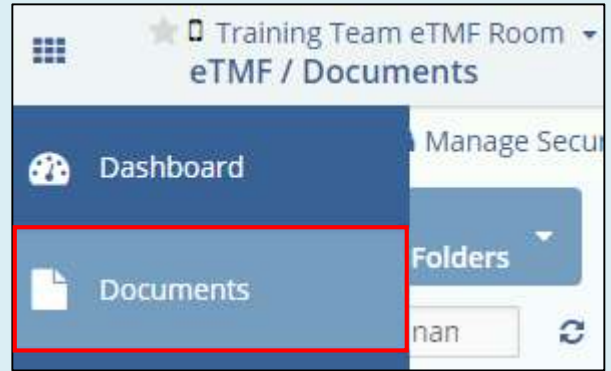


APPLICABLE TO:

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



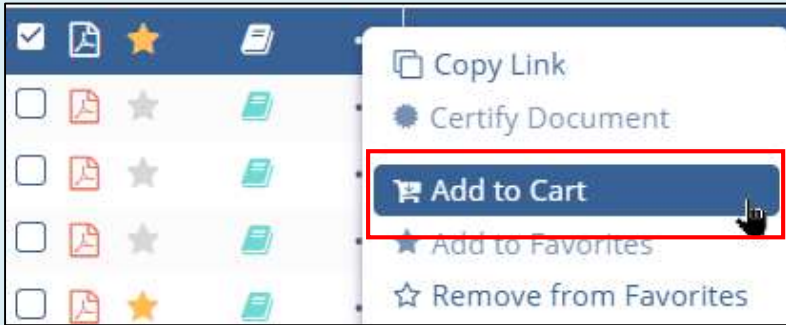
1. Login to a room and navigate to the eTMF application from the Navigation Grid.



2. Click on the **Documents** module on the left-side navigation bar.

3. Locate the document(s) to be copied.

A document does not have to be Final to be copied.

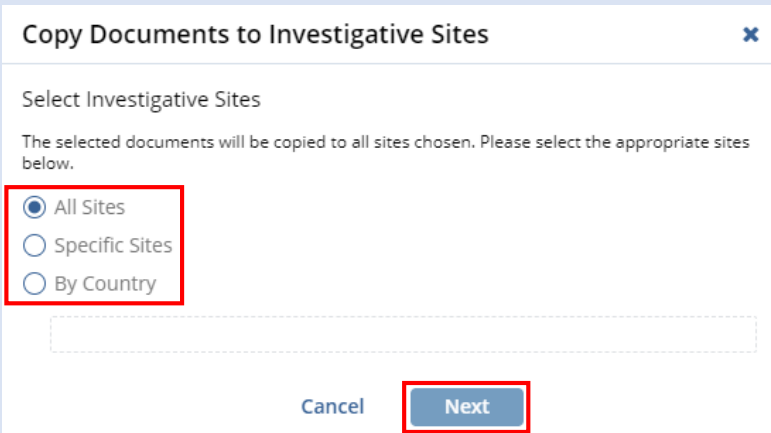


4. Click on the three-dotted *document action menu* and select **Add to Cart**.

5. Open the Documents Cart (upper right corner of the interface).

Click **Copy/Share**, then select **Copy To Investigative Sites**.





Copy Documents to Investigative Sites

Select Investigative Sites

The selected documents will be copied to all sites chosen. Please select the appropriate sites below.


- All Sites
- Specific Sites
- By Country

Cancel **Next**

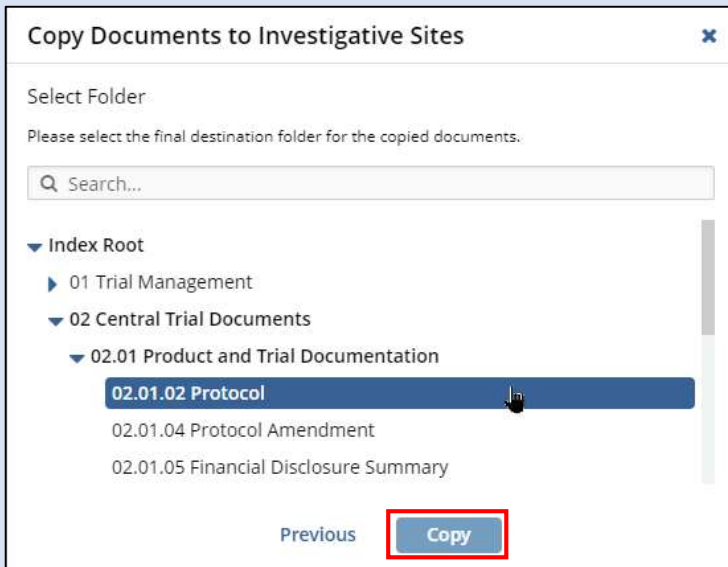
6. Choose the appropriate site option for distributing the document, and click **Next**.

In this job aid, we aim to send a copy of the document to All Sites.

7. Select the Folder where you want copies of the document to go, then click **Copy**.

 Final source documents will be cloned to the Index as final documents.

Non-Final documents will be cloned and included in the QC Workflow.



Copy Documents to Investigative Sites

Select Folder

Please select the final destination folder for the copied documents.

Search...

- Index Root
 - 01 Trial Management
 - 02 Central Trial Documents
 - 02.01 Product and Trial Documentation
 - 02.01.02 Protocol**
 - 02.01.04 Protocol Amendment
 - 02.01.05 Financial Disclosure Summary

Previous **Copy**

8. When the job is done, a notification will confirm the cloning was successfully completed.



Notifications 3

All Background Jobs Actions Queries 1

 **Copy Documents to Investigative Sites**
Room: Training Team eTMF Room
Finished
Operation was successfully completed!
Get Job Result