

APPLICABLE TO:

- Administrators
- eTMF
- Room Managers
- Study Start-Up
- Editors
- TI Docs/ Collaborate
- Readers

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



2. Navigate folders to locate the document(s) you want to share.

eTMF / Documents

Document Mass Coding Import Export Email

View by Index Filters: Show General, Show Investigative ...

Search by folder name

1 - 7 of 7 (0 selected)

	Submitted Name	Document Id
<input type="checkbox"/>	Training Test Document	227134
<input type="checkbox"/>	Site1111_Filenote_xyz	232753
<input type="checkbox"/>	Site1111_Filenote_xyz	254080
<input type="checkbox"/>	DataPrivacyAgreement - Copy	358645
<input type="checkbox"/>	Contact Details_List	358651
<input type="checkbox"/>	FDF_NoteToFile	413226
<input type="checkbox"/>	FDF_NoteToFile	413273


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.

Submitted Name

Training Test Document

- + Add Document
- Copy Link
- Delete
- Certify Document
- Set as Restricted Document Content
- Related documents
- Potential Duplicates
- Share Document**

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.

Share Documents

Please select one or more linked rooms to share selected documents.

- Training Room 1 (eTMF) null x
- Training Team Docs Room (eTMF) null x

		Submitted Name
<input type="checkbox"/>		TEST

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.

5 Documents 5 selected

<input checked="" type="checkbox"/>	Title	Document Type Name
<input checked="" type="checkbox"/>	→ Training Test Document	Trial Management: Filenote
<input checked="" type="checkbox"/>	→ Site1111_Filenote_xyz	Trial Management: Filenote
<input checked="" type="checkbox"/>	→ Site1111_Filenote_xyz	Trial Management: Filenote
<input checked="" type="checkbox"/>	→ DataPrivacyAgreement - Copy	Trial Management: Filenote
<input checked="" type="checkbox"/>	→ Contact Details_List	Trial Management: Filenote



Admins can link rooms to enable distribution, either in the **Settings** menu or requesting Service Desk assistance.