

How to Drag and Drop Documents Between Folders

TI version 10.6

APPLICABLE TO:

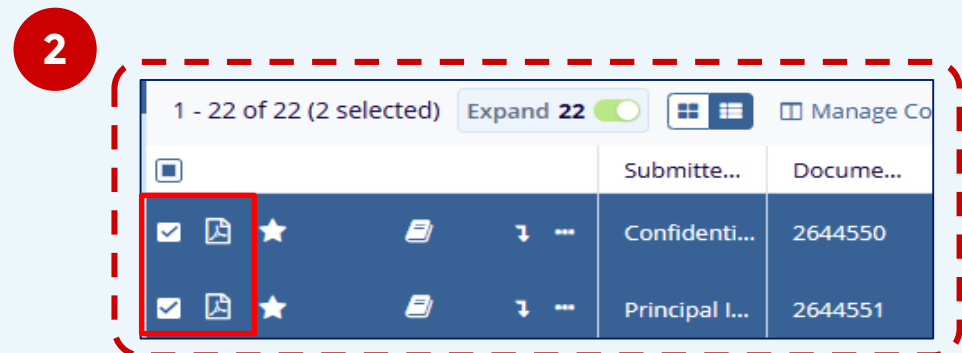
- Admin
- Manager
- Editor
- Reader
- Collaborate
- eTMF

* Only Admins or users who are assigned the Document Manager action can perform this task.

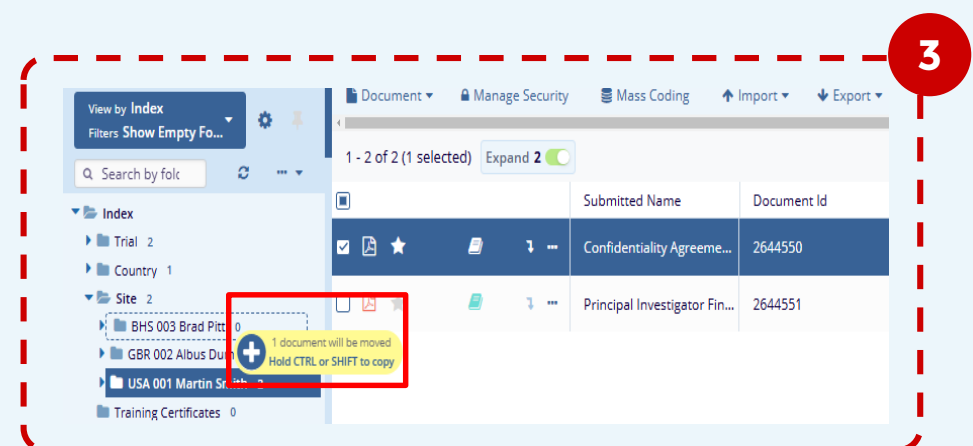
1 Locate the document(s) to be moved.



2 Check the box(es) next to the document(s) that you wish to move.



3 Click and drag the document(s) to the desired folder. A message will be displayed that the document(s) will be moved.



4 Drag and release the button onto the target folder. The document(s) will immediately be moved there.



Note: This action will not update document metadata. Review the document metadata and make any changes after moving documents. Final documents can only be changed with appropriate permissions (Document Manager, Room Manager, or Administrator).