

How to Export a Document

TI version 10.6

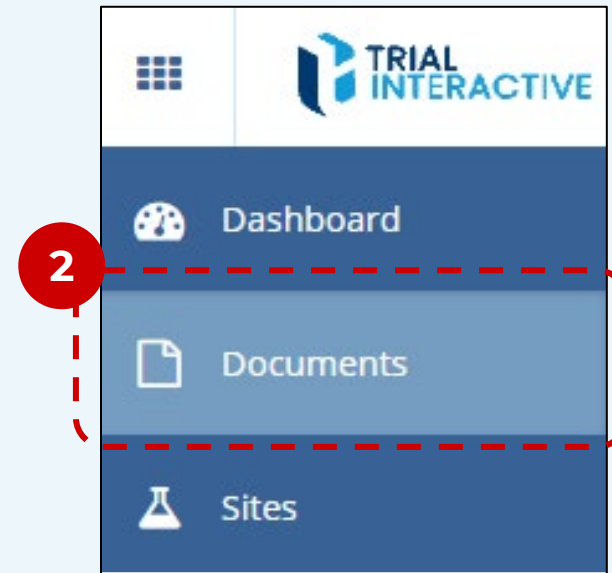
APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- eTMF
- SSU

1 Login to a room and navigate to the **eTMF** or **Study Start-Up (SSU)** apps via the Navigation Grid.



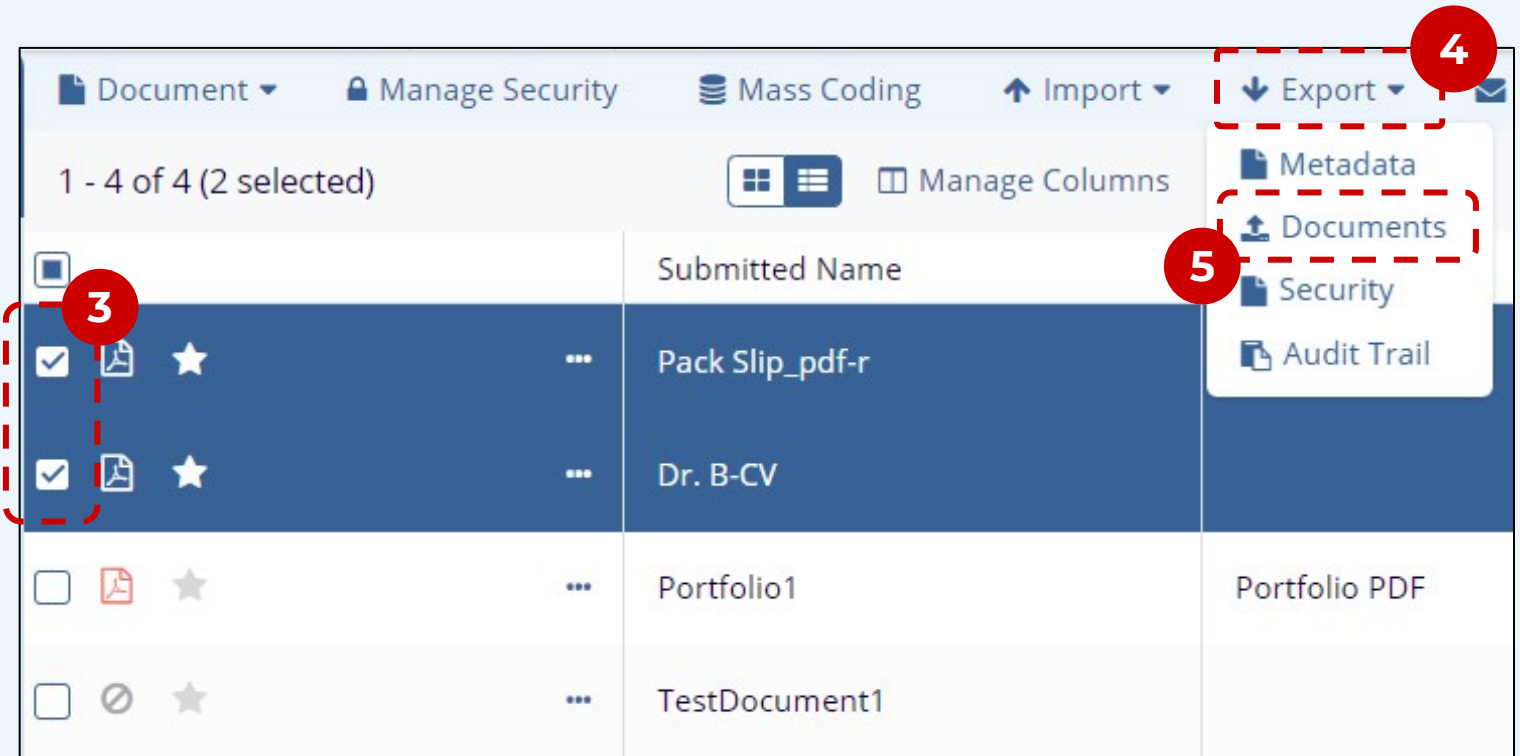
2 Navigate to the **Documents** module.



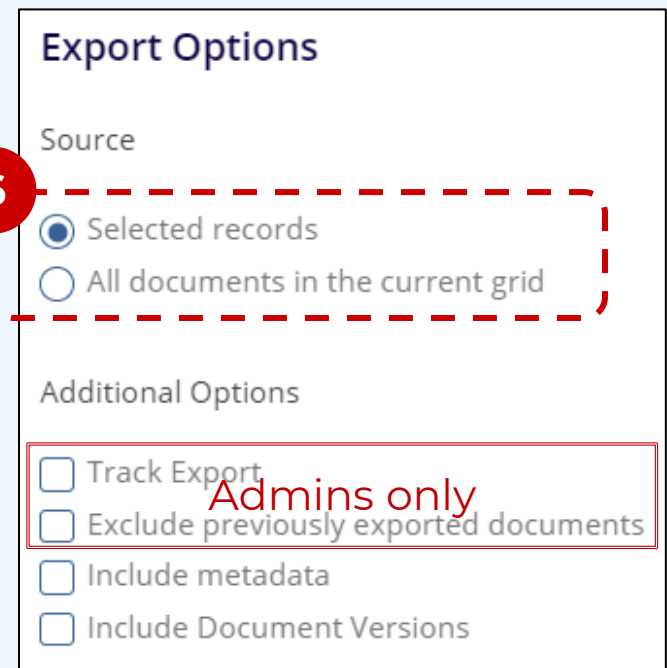
3 Select the desired document(s).

4 Expand the **Export** options in the ribbon.

5 Click the **Documents** button.



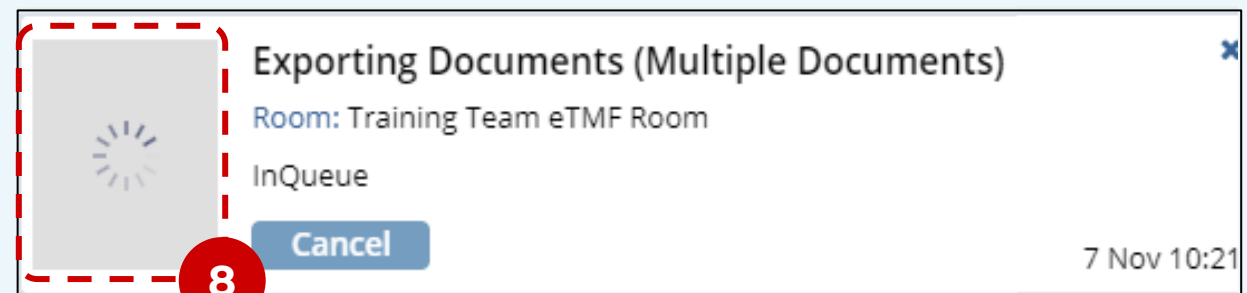
6 In the Export window, choose your export type and any additional options.



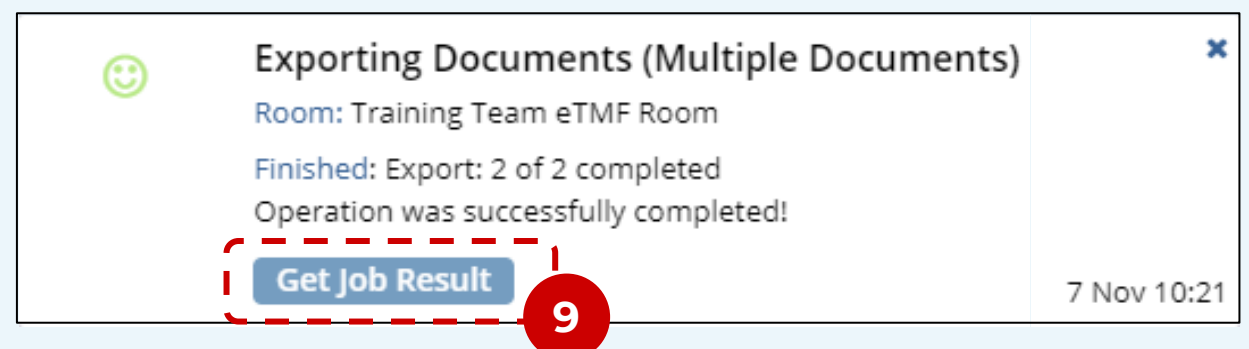
7 Click on **Export**, located at the bottom of the window.



8 The room will generate a downloadable package. Wait for the job to load completely.



9 When the documents are ready for download, click on **Get Job Results**.



Note: generated packages can be found in the Notifications menu for the duration of the session.

10 Find the documents as a .zip folder in your browser download manager or device downloads folder.

