

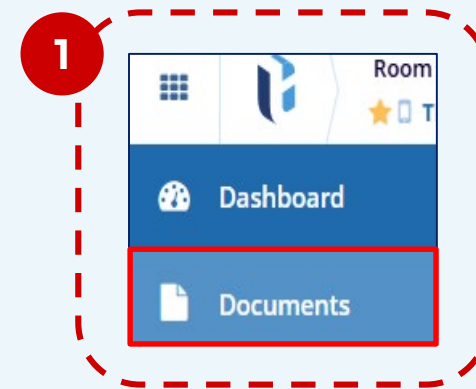
# How to Mass Copy a Document to all Sites

TI version 10.6

## APPLICABLE TO:

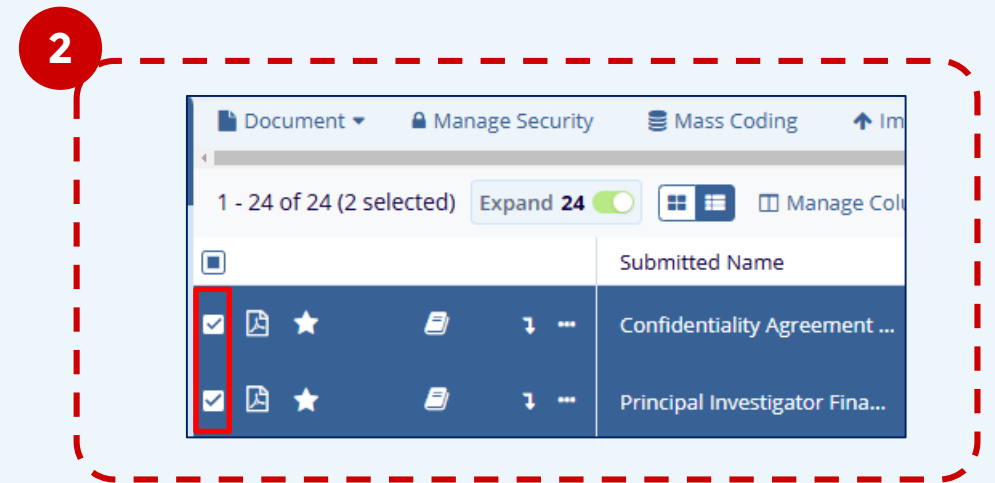
- Admin
  - Manager
  - Editor
  - Reader
- eTMF

**1** Enter a room and click the **Documents Module** using the Navigation Bar on the left.

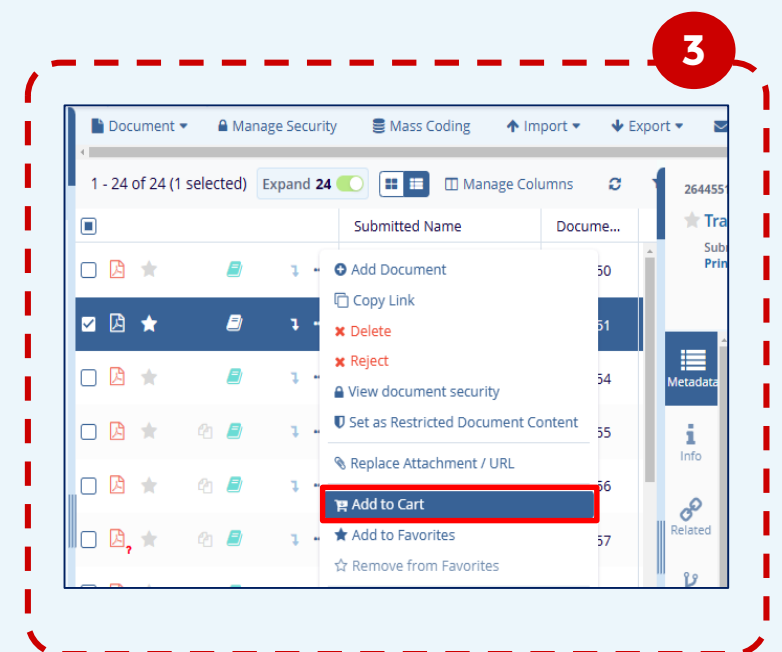


**2** Locate the document(s) to be copied.

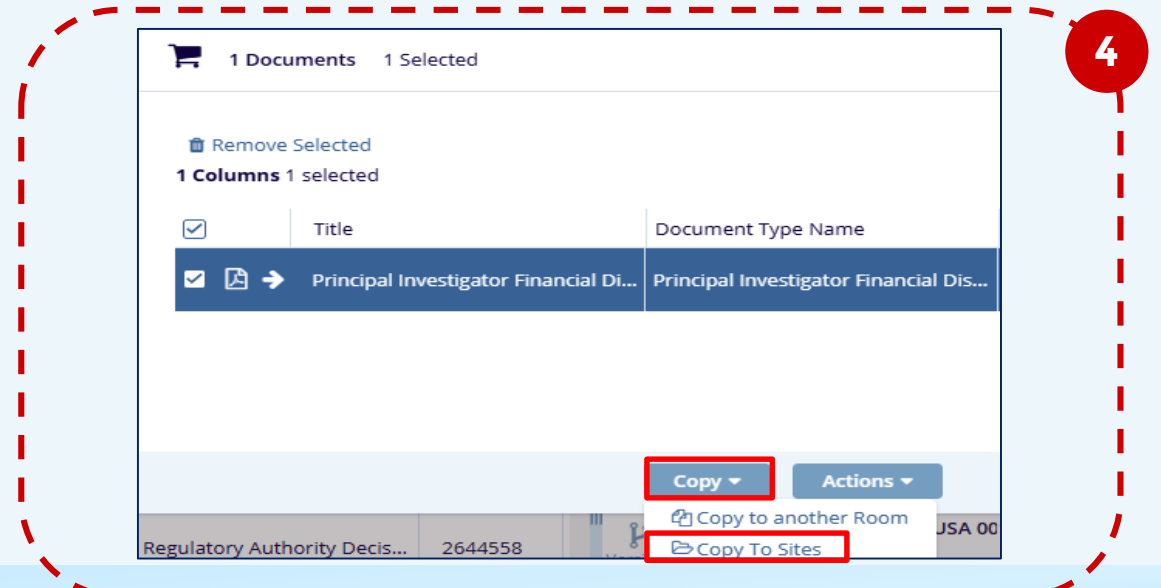
\*Note: A document does not have to be Final in order to be copied



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



**4** Open the Documents Cart (upper right corner of the interface) Click **Copy**, then select **Copy To Sites**.

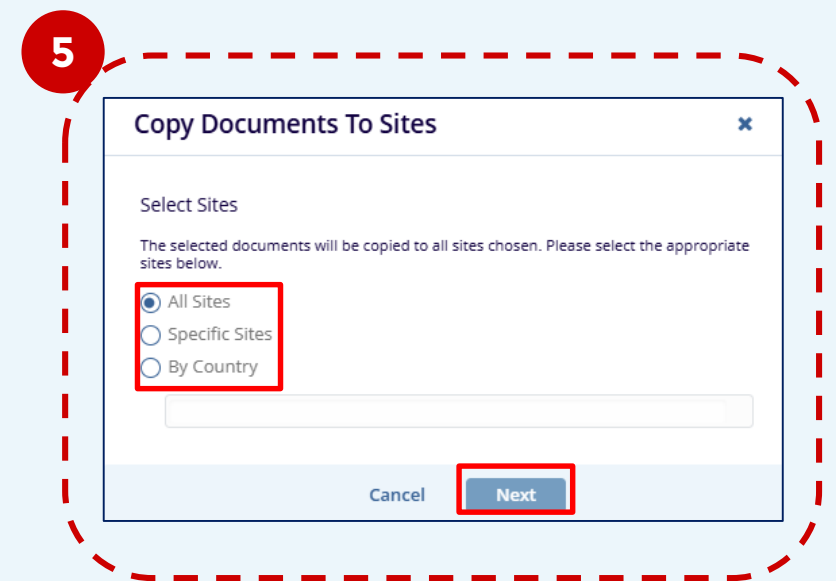


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**5** Choose the appropriate option for distributing the document and click **Next**.

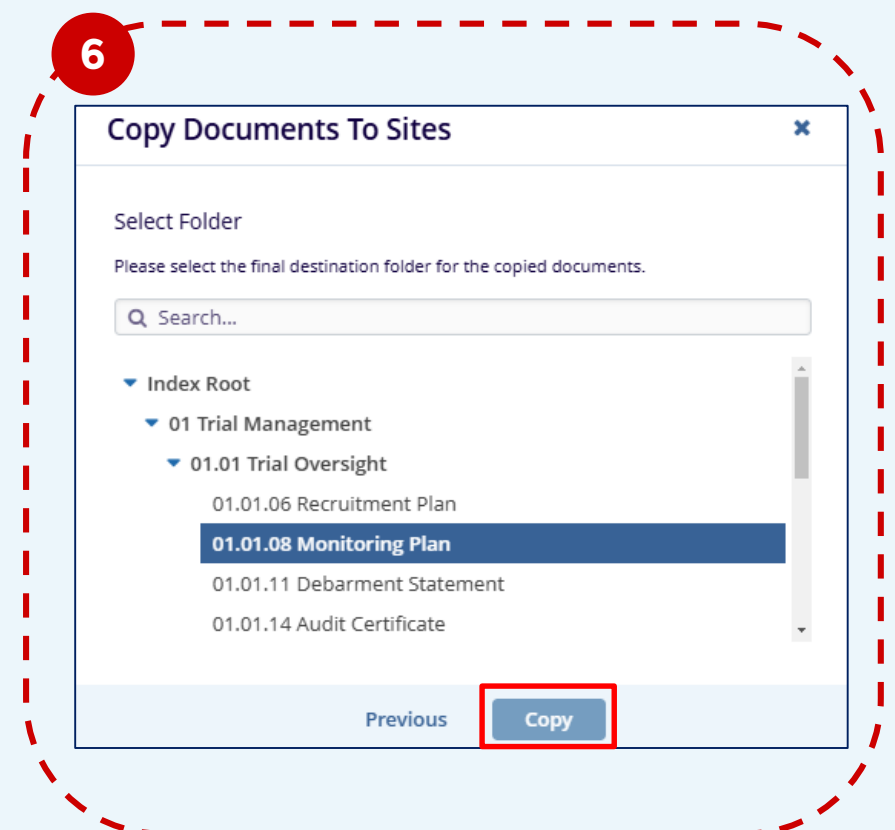
In this example, we are sending a copy of the document to All Sites.



**6** 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



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

