

How to Share Documents to Other Rooms

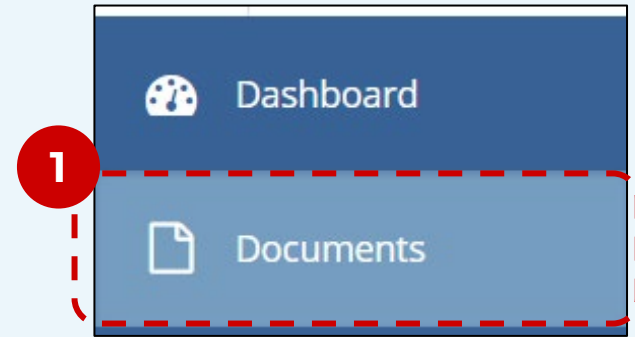
TI version 10.6

APPLICABLE TO:

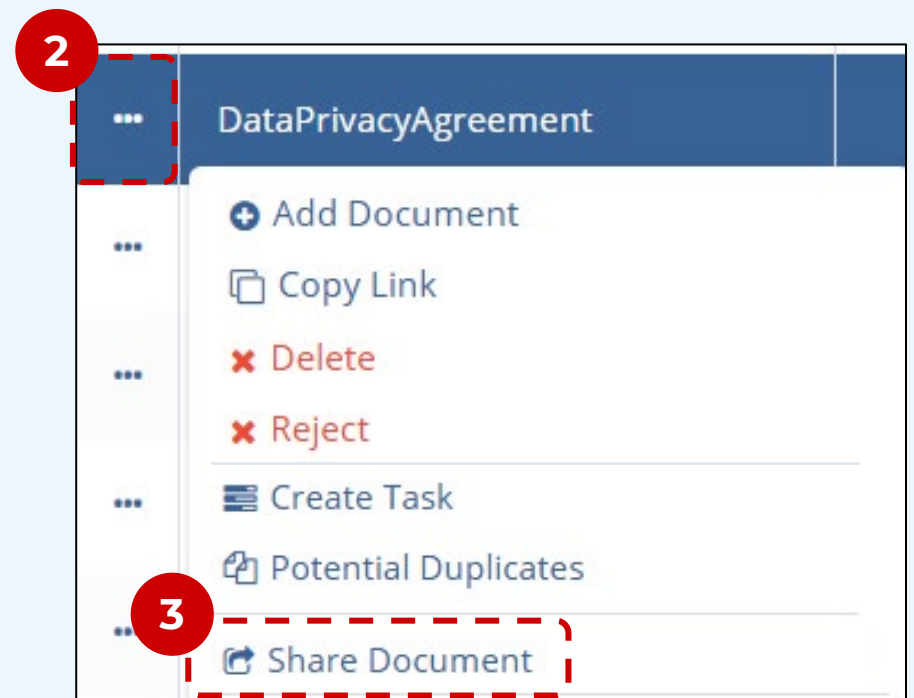
- Admin
- Manager
- Editor
- Reader
- eTMF
- Collaborate

This function will only be available to users with the **Document Distribution** action assigned, in rooms enabled for share-type distribution and linked to at least one other room.

1 Navigate to the **Documents/Document Library** module.



2 Identify a document to share and open its Document Actions Menu.

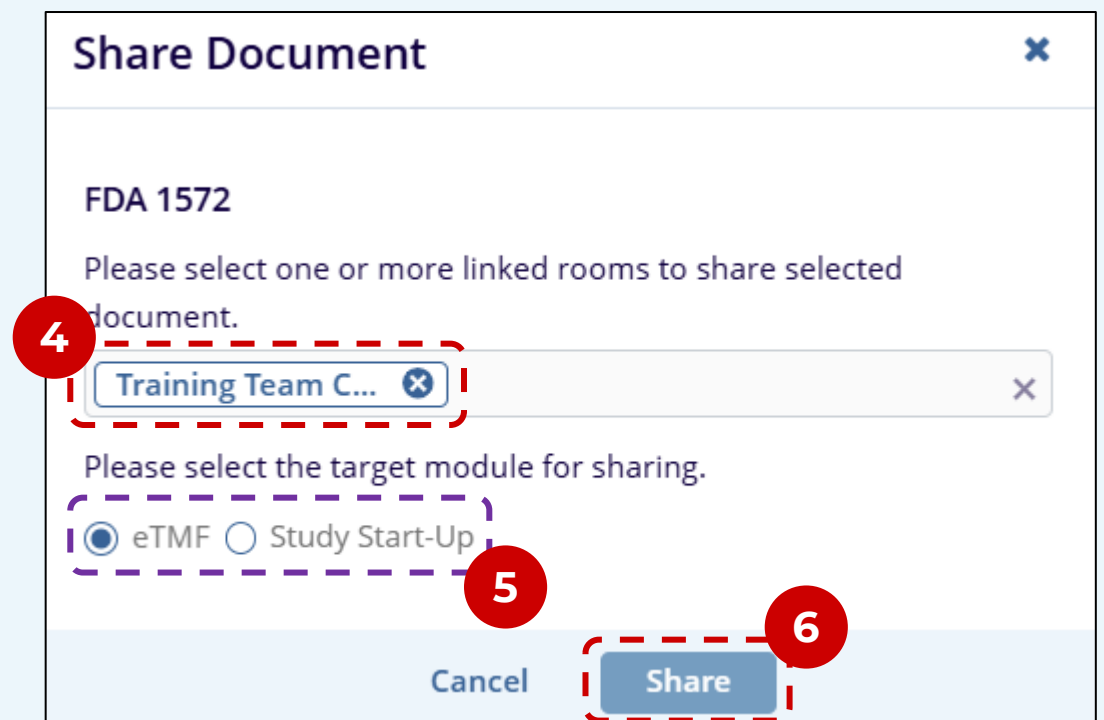


3 Click **Share Document**.

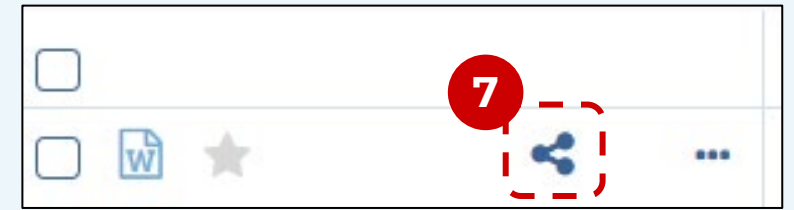
4 In the sharing details window, select the target room.

5 Some rooms may have multiple modules to target. Choose one.

5 Click the **Share** button..



7 Once sharing is completed, you can identify documents that have copies in other rooms thanks to the distribution **icon**.
Details of sharing are preserved in the Metadata panel.



8 Documents can also be shared via the **Documents Cart**.

