APPLICABLE TO: ● All Users   ● eTMF
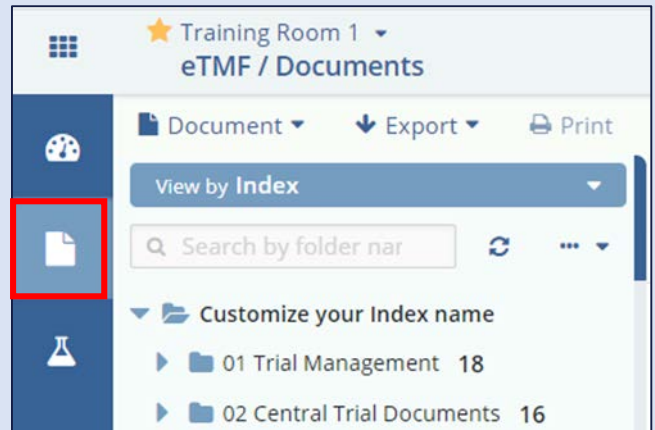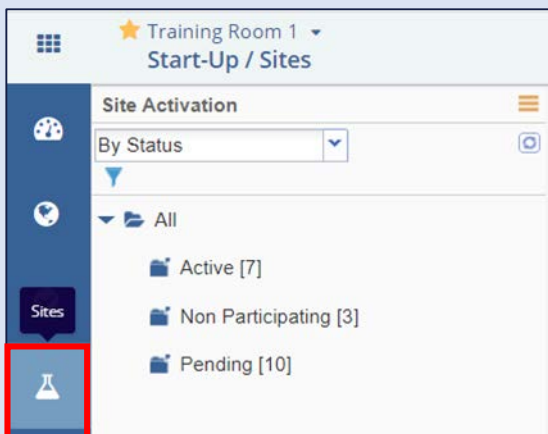   ● Study Start-Up

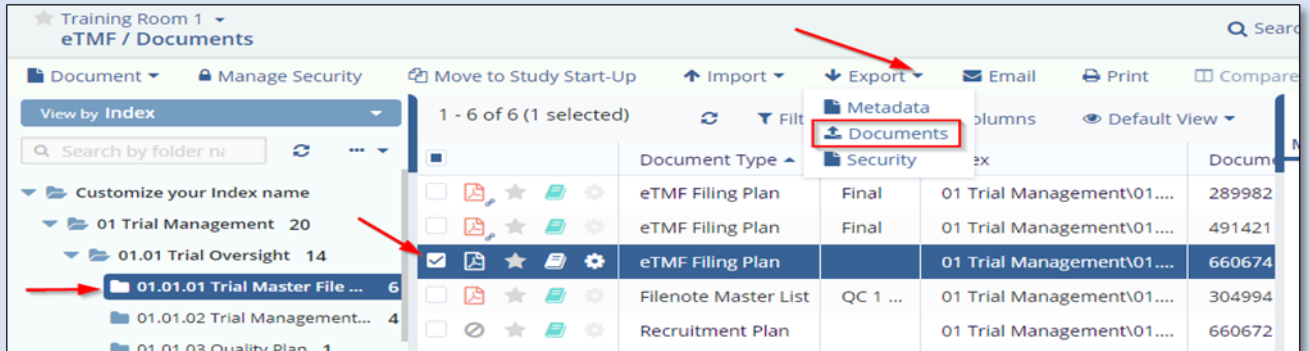1. Login to a room and navigate to the **eTMF** or **Study Start-Up (SSU)** module from the Navigation Grid on the left.

2a. In the **eTMF**, navigate to the **Documents** module.

2b. In **SSU**, navigate to the **Sites** module to access the documents.
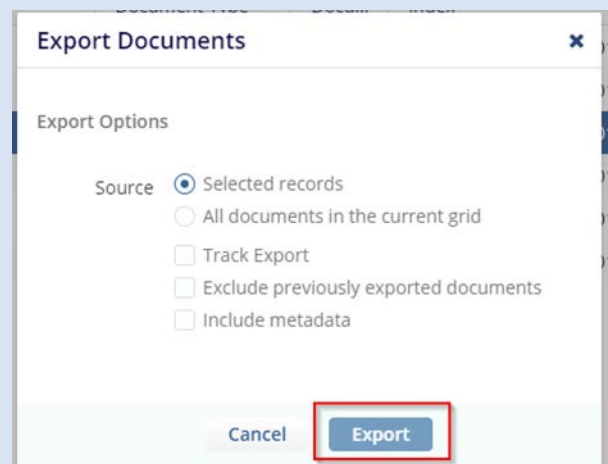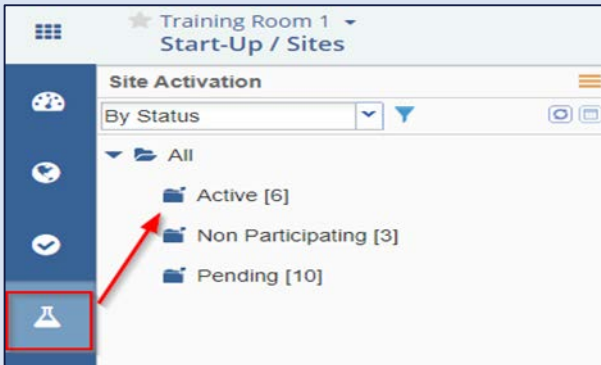
TRANSPERFECT

In the eTMF

Select the document and then click the **Export** button, followed by the **Documents** option.

The Documents Export window appears. Select from **Source** and **Metadata** options.
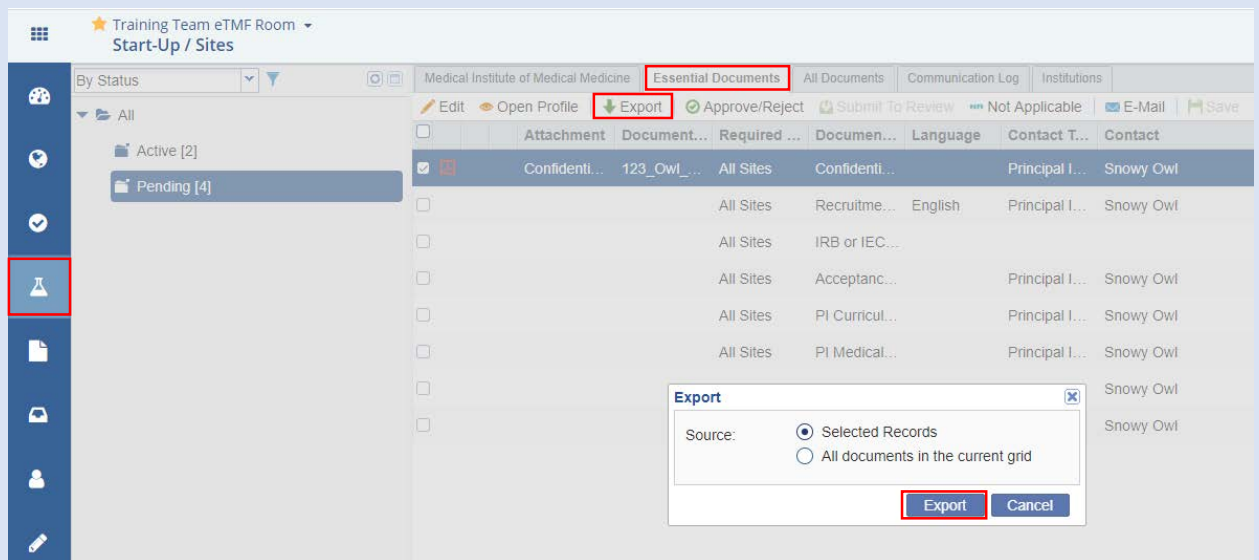
Click **Export** when ready.

In SSU

To export documents from SSU, open a site profile and go to the **Essential Documents** tab.

Select the documents to be exported from the documents list and then click the **Export** button. The Export screen will appear.

This message will appear to confirm that the export job has been completed.