

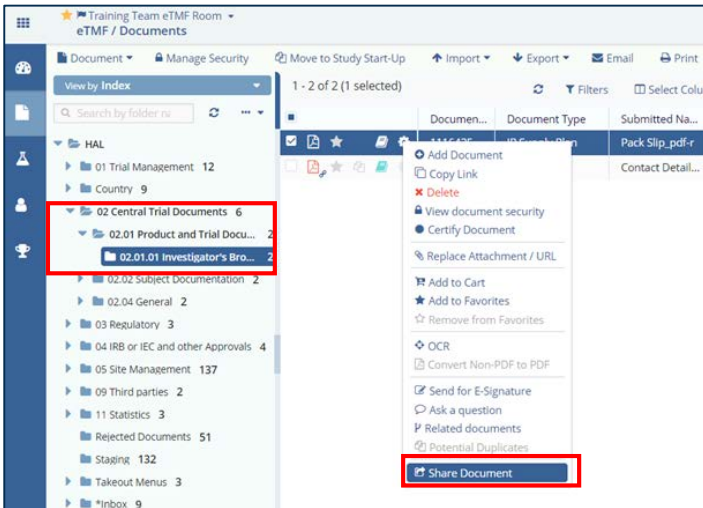
APPLICABLE TO:

- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- TI Docs/ Collaborate

1. Log into a room and navigate to the **Documents Module**.

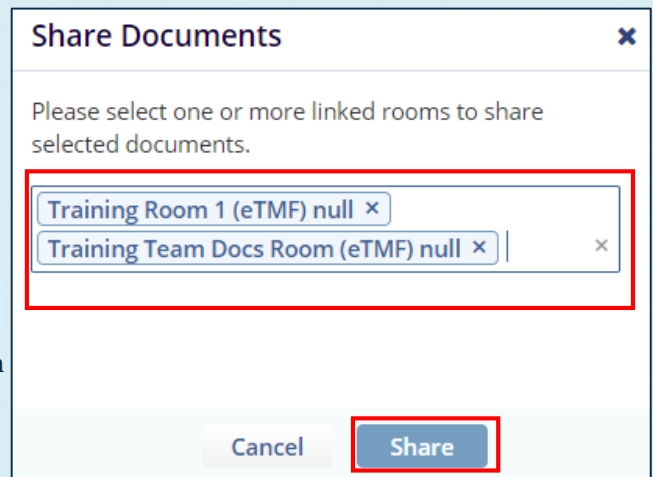
(this can be done in the eTMF or in a Collaborative Workspace)



2. Expand the folders to locate the document in which you want to share.

3. Right click the gear wheel on the selected document then click **Share Documents**.

4. Select the room(s) to share the selected document(s), then click **Share**



Note: Users must be assigned the **Documents Distribution** Action in order to share documents.

Admins can link rooms in the **Settings** menu or request Service Desk assistance with linking rooms.