

3. Locate the document(s) to be copied.

The document does not have to be Final to be copied.



## Right-click on the document and select Add to Cart.



- 4. Open the Documents Cart.
  - Click Copy
  - Click to Investigative Sites

## T R I A L INTERACTIVE

## How to Copy a Document to All Sites

Clone Documents to Investigat	tive Sites ×
Select Investigative Sites	
Choose investigative sites to where Selected Do	cuments will be cloned to:
<ul> <li>All Sites</li> </ul>	
<ul> <li>Specific Sites</li> </ul>	
O By Country	
Cancel	Next

5. Choose between site options for cloning.

Click Next

6. Select the Folder where you want to copy the document.

Final documents will be cloned to the Index as a final document. Non-Final documents will be cloned and included in the Workflow.

Click Clone

Select Folder
Selectionaci
Please, select folder to which documents will be cloned
Q Search
▼ Index Root
05.01 Site Selection
05.02 Site Set-up Documentation
05.03 Site Initiation
05.04 Site Management
> 05.05 General
Previous

Guide

Help

7. When the job is done, the notification will appear.



For any additional

assistance, click ...



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