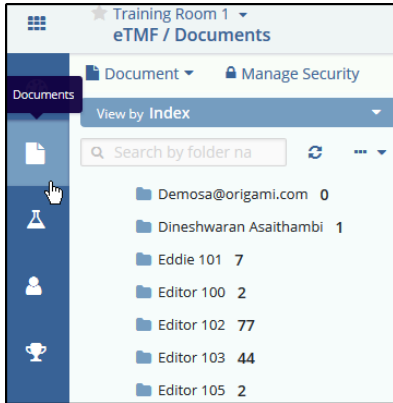
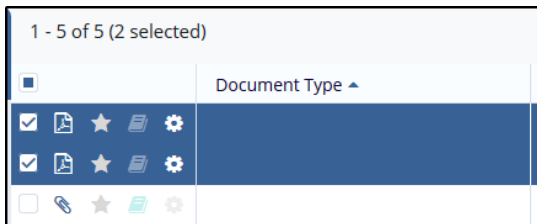
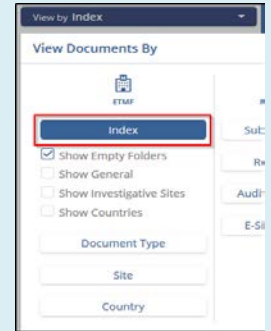


Applicable to: Administrators Editors Readers eTMF Study Start-up



1. Enter a room and navigate to the **Documents** module.

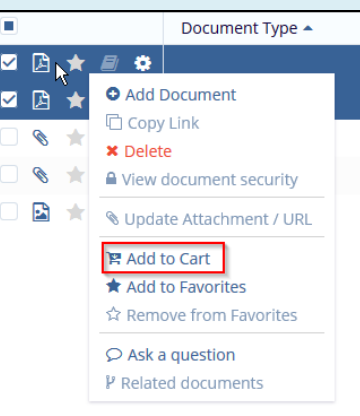
2. Find the documents to be merged.



3. Select the documents to be merged.

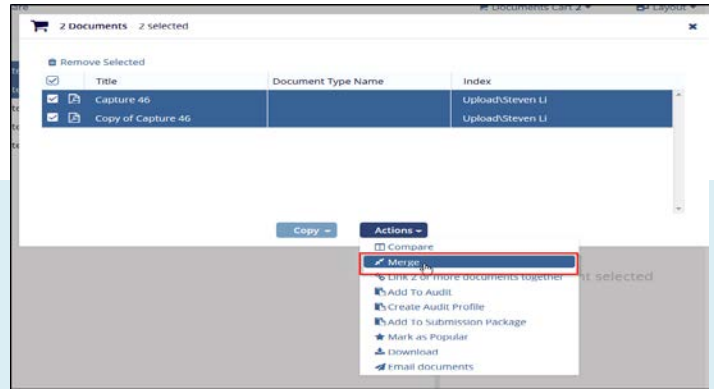


Up to 10 PDF documents can be merged together; documents can be from different folders. Not all file formats can be merged; e.g. Excel, etc.



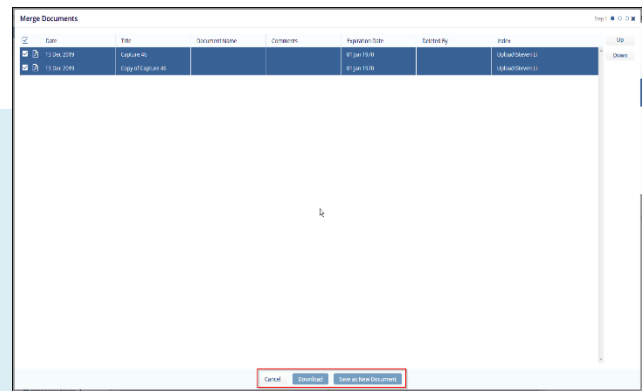
4. Add the documents to the **Documents Cart**.

5. Open the **Documents Cart**.



6. Click **Actions** and select **Merge Documents**.

7. In the Merge Documents window, reorder the documents, if needed, using the arrows on the right.

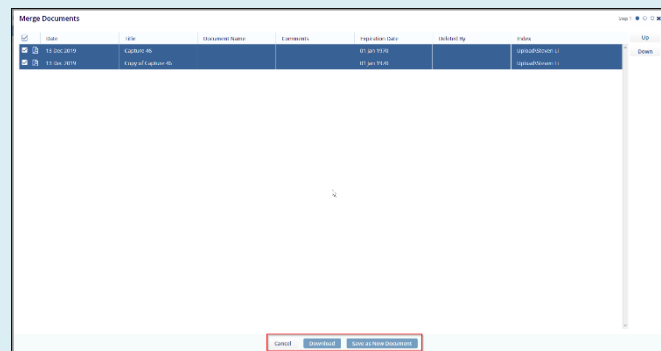


8. Choose to either download the merged file or save the file as a new document in the eTMF.

- * Users may have the option to select one or more of the source files for deletion.
- * If a new document is being saved in the eTMF, the user can choose to copy the metadata from one of the source documents if appropriate.

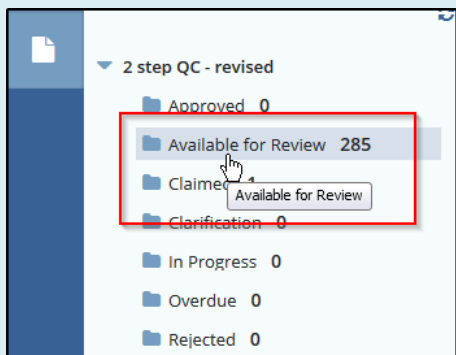


Some documents cannot be deleted after merging because the user may not have access rights to the document.



8. (continued)
Complete all the required fields.

Click **Finish**



9. The merged document is now **Available for Review** in the document Workflow.



For additional information regarding the QC Workflow, see the related job aid: How to QC a Document

For any additional assistance, click ...

