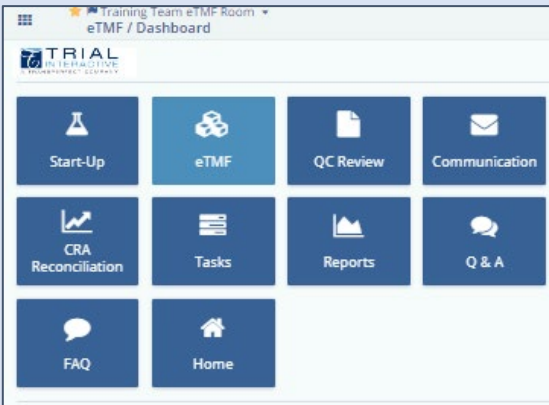


APPLICABLE TO:

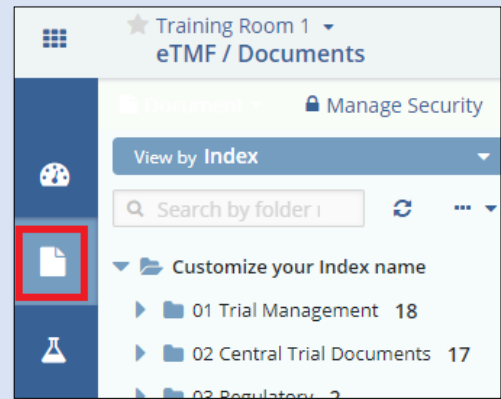
- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- myTI



1. Login to a room and navigate to the eTMF application from the Navigation Grid.

2. Click on the **Documents module** on the left.

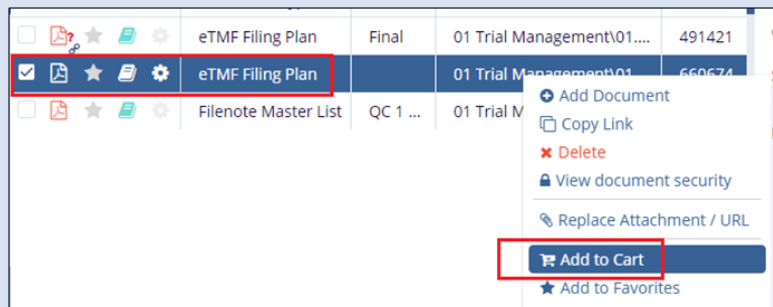


The terms **copy** and **clone** are interchangeable in these steps.

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

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

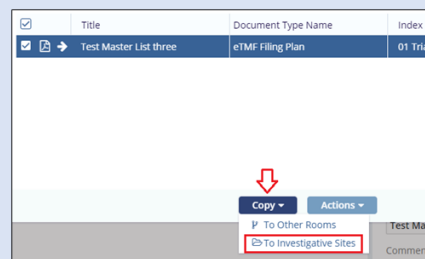
4. Right-click on the document and select **Add to Cart**.

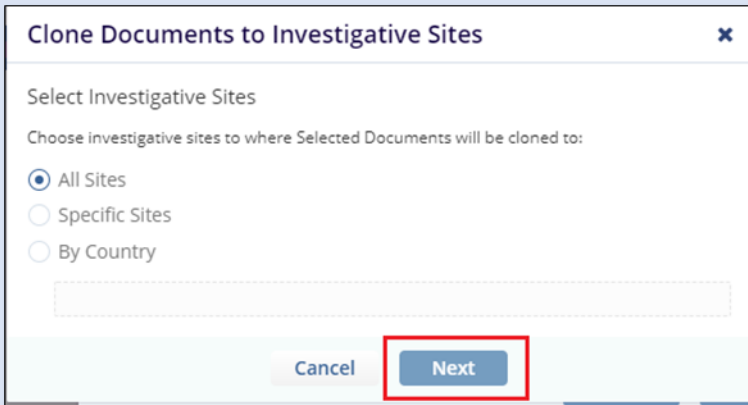


5. Open the Documents Cart.

Click **Copy**

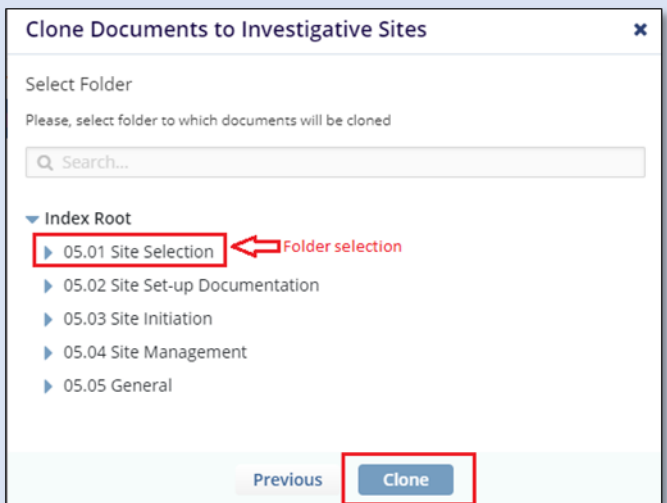
Click **To Investigative Sites**






6. Choose between site options for cloning, and click **Next**.

7. Select the Folder where you want to copy the document, and click **Clone**.



 Final documents will be cloned to the Index as a final document.

Non-Final documents will be cloned and included in the Workflow.

8. When the job is done, the notification will appear confirming the clone.

