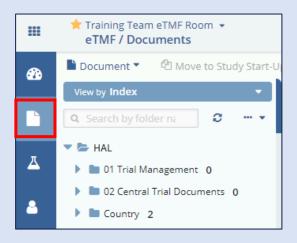


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APPLICABLE TO:

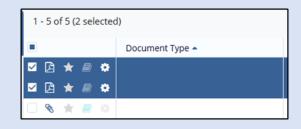
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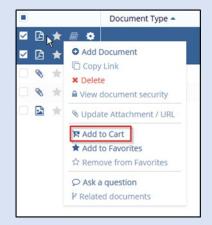


1. Enter a room and navigate to the **Documents** module in the eTMF.

- 2. Locate the documents to be merged.
- 3. Add them to the **Documents**Cart by right-clicking the gear

 wheel icon.





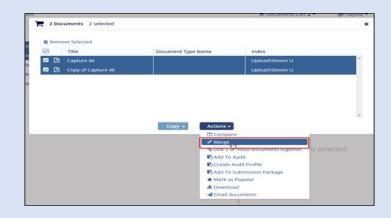
Note: Up to 10 PDF documents can be merged together; documents can be from different folders.

Not all file formats can be merged; e.g. Word, etc.

TI v 10.2

4. Open the **Documents** Cart.

Click **Actions** and select **Merge Documents** from the drop-down.



Marge Documents

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

6. Choose to either **Download** the merged file or **Save as New Document** in the eTMF.

Note: 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.

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

7. Complete the required fields then click **Finish**. Document Metailata

Go file Lifts

Autorhonced

Casegory *

This field is required

Country

Discurrent type

Submission Name *

File Name

Submission Date

Approval Date

Approval Date

Approval Date

Submission Date

Submission Date

Document Date

Approval Date

Approval Date

Approval Date

Approval Date

Approval Date

Cancel

Figs Name

Expression Date

Cancel

Trooks

8. The merged document will be **Available for Review** in the document workflow.

