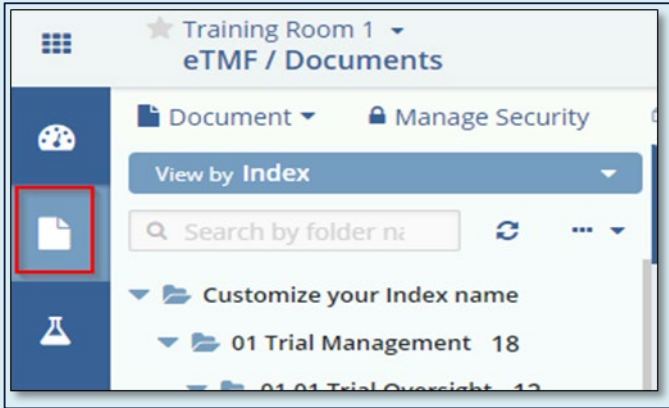


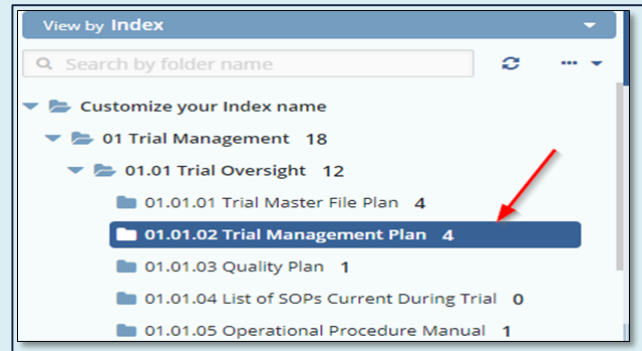
APPLICABLE TO:

- Administrators
- Room Managers
- eTMF
- Editors
- Study Start-Up
- Readers
- Content Management



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

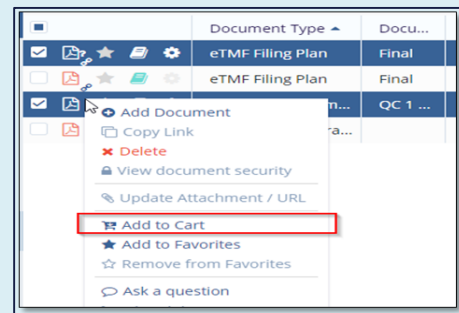
2. Find the documents you want to compare by searching through the folders in the documents pane.

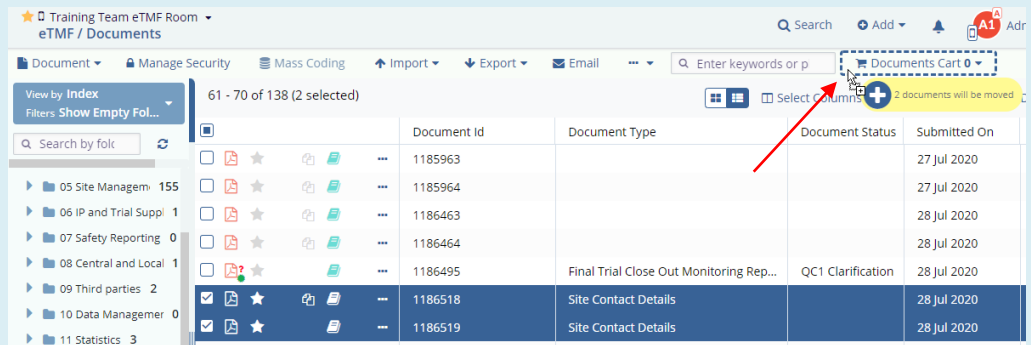


3. Select two documents to compare.

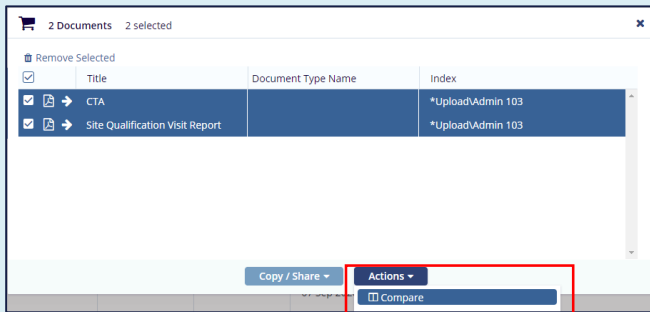
	Submitted Name	Document
<input checked="" type="checkbox"/>	Protocol Amendm...	Final
<input type="checkbox"/>	Protocol Signature ...	
<input checked="" type="checkbox"/>	PreTrialMonitoring...	

4. Add the documents to the Documents Cart by:
Right-clicking a document and choose the option "Add to Cart"
OR
Drag-and-drop the document to the Cart





5. Click on the Documents Cart to view the documents.



6. Click Actions and then click Compare

7. The Compare Documents window opens. Zoom, scroll, or rotate documents as needed.

