

APPLICABLE TO:

All Users

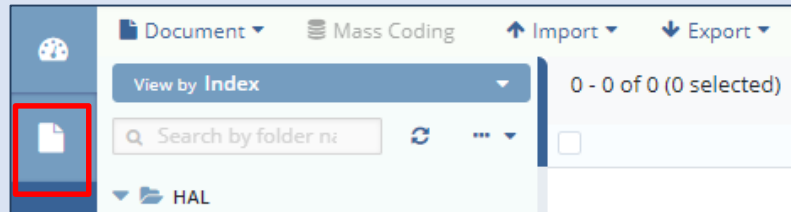
eTMF

Study Start-Up

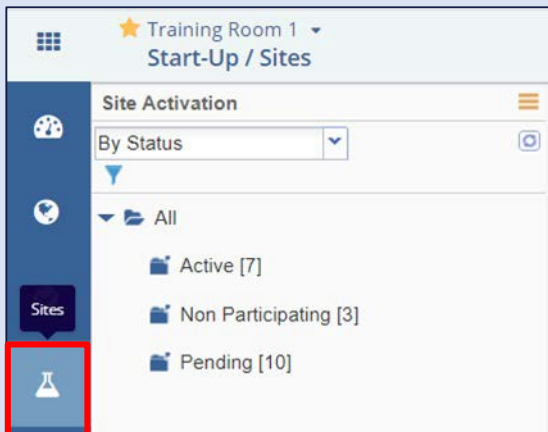


1. Login to a room and navigate to the **eTMF** or **Study Start-Up (SSU)** module from the Navigation Grid on the left.

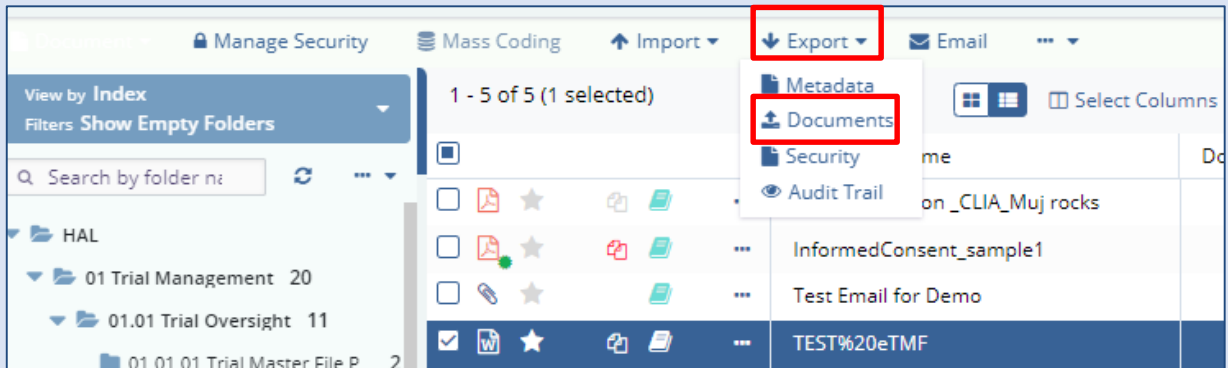
2a. In the **eTMF**, navigate to the **Documents** module.



2b. In **SSU**, navigate to the **Sites** module to access the documents.



In the eTMF



Select the document and then click the **Export** button, followed by the **Documents** option.

The Documents Export window appears. Select from **Source** and **Metadata** options.

Click **Export** when ready.

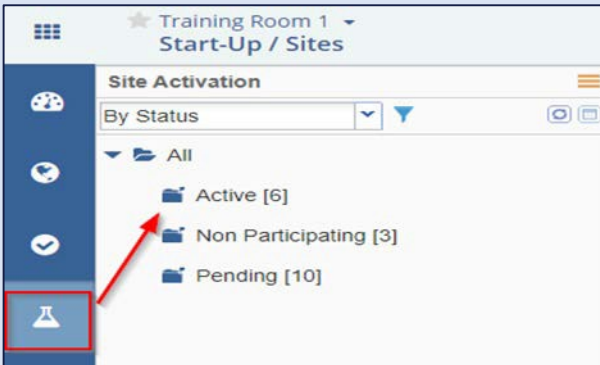
Export Documents

Export Options

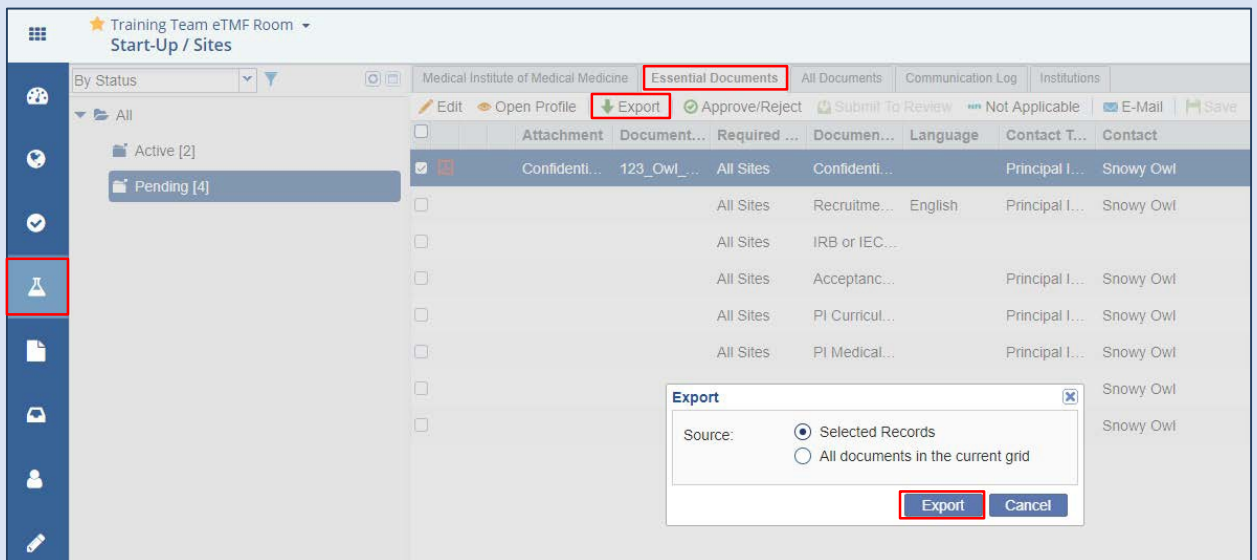
Source Selected records
 All documents in the current grid

Include metadata
 Include Document Versions

In SSU



To export documents from SSU, open a site profile and go to the **Essential Documents** tab.



Select the documents to be exported from the documents list and then click the **Export** button. The **Export** screen will appear.

This message will appear to confirm that the export job has been completed.

