T R I A L INTERACTIVE	How to Ma	ass Copy a Document to All Sites TI v 10.3
APPLICABLE TO:	 Administrators Room Managers Editors Readers 	 eTMF Study Start-Up myTI
Image: Constraint of the constraint	1. Login to a the eTMF a Navigation 2. Click on t	a room and navigate to pplication from the Grid. the Training Room 1 - eTMF / Documents
FAQ Home	Documents module on left.	the Manage Security View by Index Q Search by folder Customize your Index name Manage Security Ciew by Index Customize your Index name Manage Security Ciew by Index Ciew by Inde
1 - 4 of 4 (1 selected)	📰 🗉 Sel	
Submitted Name	Generated Name	3. Locate the document(s) to
Image: Second secon		The document does not have to be Final to be copied.
	it / URL	4. Right-click on the document action menu and select Add to Cart.
5. Open the Docume	ents Cart.	e Document Type Name Index t Master List three eTMF Filing Plan 01 Trial
Click Copy Click To Investigativ	e Sites	Copy - Actions - P To Other Rooms
		To Investigative Sites

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T R I A L INTERACTIVE

How to Mass Copy a Document to All Sites

TI v 10.3

Copy Documents to Investigative Sites			
Select Investigative Sites			
The selected documents will be copied to all sites chosen. Please select the appropriate sites below.			
 All Sites Specific Sites By Country 			
Cancel Next			

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

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

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

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

Copy Documents to Investigative Sites		
Select Folder		
Please select the final destination folder for the copied doc	uments.	
Q Search		
🔻 Index Root		
🕨 01 Trial Management		
▼ 02 Central Trial Documents		
🗢 02.01 Product and Trial Documentation		
02.01.02 Protocol		
02.01.04 Protocol Amendment		
02.01.05 Financial Disclosure Summary		
Previous	у	

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



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