TRIAL INTERACTIVE

How to Share Documents between Rooms
TI v 10.3

APPLICABLE TO:

- ● Administrators
- ● Room Managers
- ● Editors
- ○ Readers

- ● eTMF
- ○ Study Start-Up
- ● TI Docs/ Collaborate

1. Log into a room and navigate to the **Documents Module.** (This can be done in the eTMF or in a Collaborative Workspace)
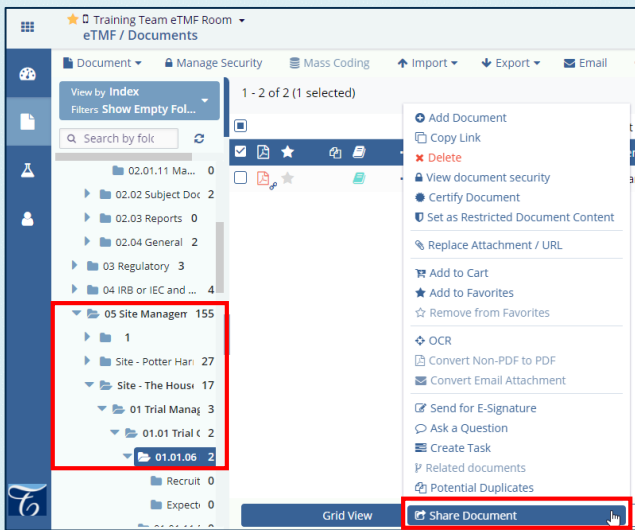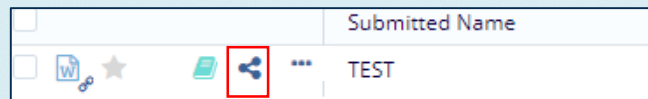

2. Expand the folders to locate the document in which you want to share.

3. Right click the three-dot icon for the selected document, then click **Share Documents.**
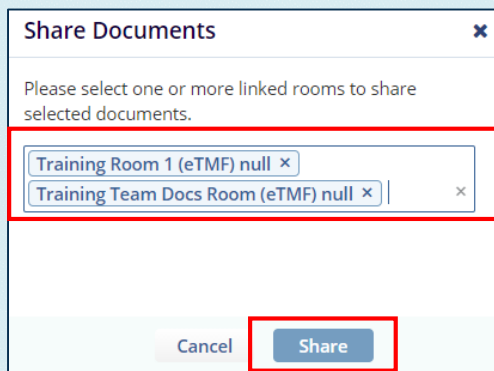
4. Select the room(s) to share the selected document(s), then click **Share**
Shared documents can easily be distinguished by the icon

Note: Users must be assigned the **Documents Distribution** Action in order to share documents.

Admins can link rooms in the **Settings** menu or request Service Desk assistance with linking rooms.

TRANSPERFECT